

→ Guidelines for the authors

Dear participants, please send to the email address horizonty.umenia@aku.sk

1. the conference paper in Word text editor (not PDF) as a document .docx or .doc
2. if you would like to, also the video presentation in the Format MP4, AVI or FLV, respectively the link to YouTube with downloadable presentation

Deadlines:

1. 6. 2024: sending the Registration form – with your signature
1. 8. 2024: sending the article and the payment; authors can send a video-presentation, which will be shared on the website and/or on Facebook
5. 9. 2024: at 15:30 CEST (14:30 CET) – online opening of the conference with an invited lecture - a link to Google Meet or Microsoft Teams will be sent to each participant by e-mail and available on FB and on the website
5. 9. 2024 - 12. 9. 2024: discussion on the web site or in the Facebook group; depending on the number of participants, it is possible to stream video-posts on the Google Meet or Microsoft Teams platform
15. 12. 2024: we plan on publishing the collection of abstracts (print version) and collection of papers (electronic version)

Conference fee: 20 €

Name of the account: OZ Koncertne zdruzenie pri FMU AU

Account number/IBAN: SK45 7500 0000 0040 0805 7472

BIC/SWIFT code: CEKOSKBX

Note: your name – conference fee HU 11

Information about the conference:

1. Language of the conference: Slovak, Czech, Polish, Hungarian, Ukrainian, Russian, English, German
2. Conference sections:
 - History of art
 - Contemporary art
 - Artistic performance/interpretation
 - Artistic pedagogy and psychology

Article details:

1. **Length of the article: max. 8 pages**
2. **The text editor parameters:**
 - a) font: Times New Roman, 12
 - b) spacing: 1,15
 - c) margins – 2,5 cm on all sides
3. **The structure of the paper:**
 - a) TITLE OF THE PAPER IN ENGLISH (**B 12**, centered)
 - b) TITLE OF THE PAPER IN NATIONAL LANGUAGE; IF THE TEXT IS NOT IN ENGLISH (**B 12**, centered)
 - c) Name of the author(s) with titles (12, align right)
 - d) Place of work, country (Times New Roman, 11, align right)
 - e) **ABSTRACT in English – cca 500 characters**
 - f) **3-5 key words in English**
 - g) **Abstract in national language; if the paper is not in English – cca 500 characters**
 - h) **3-5 key words in national language; if the text is not in English**
 - i) The text of the paper in national language or English should include all, or some of these parts: INTRODUCTION, METHODS, RESULTS, DISCUSSION
 - j) The text of the paper must include CONCLUSION – cca 500 characters
 - k) The text of the paper must include REFERENCES
 - l) CONTACT INFORMATION – only if the author agrees with their publication:
 - Author´s name and surname, degree or academic title;
 - Affiliation of the University – name of the workplace;
 - Email address
4. **Quotes and citations:** the source should be included in the text, method name-date, e.g. (Burlas 1997, p. 23), respectively in the form [1, 12]. For writing References, please use the APA style, 7th ed.

Please, see the **TEMPLATE** at the web site of the Faculty of Performing Arts of Academy of Arts → [HERE](#)

Presentation details:

- **SLIDE SHOW PRESENTATIONS & Recording Your Video:**

you can create a video of a slide show presentation using PowerPoint, Google Slides, or Prezi with your voiceover narration. There are several ways to do this (we suggest Zoom or PPT). See Help with recording at the end of this guidelines.
We recommend a full-screen presentation format for the content (e.g. PPT presentation) with a picture-in-picture speaker view. We suggest using a high-quality microphone and record with a minimally-distracting background for the best quality.
- **Duration:** The length of your video must be at most 15 minutes.
- **Software:** free options include Zoom, Google Meet and Microsoft Teams.

Help with recording

→ Zoom Meeting Recording

1. Record a Zoom meeting in which you share your screen showing your slide presentation in presentation mode. Include the thumbnail speaker view in the corner of your screen as you speak.
2. The meeting could include many co-presenters if your project has several collaborators.
3. The resulting recording will be saved as an mp4 file, either to your hard drive or to the Zoom cloud.
4. There are several options for editing mp4 video files. If you only need to do simple trimming at the beginning or end of your recording, this can be done within the Zoom application: [Trimming Zoom Videos in Zoom](#)

→ PowerPoint Recording

1. Create a PPT presentation and open the PowerPoint file that you want to present.
2. Click on the Slide Show menu, then Record Slide Show.
3. If you want to begin at your first slide, choose Start Recording from Beginning. Otherwise, choose Start Recording from Current Slide.
4. The first slide of your recording will open in the full screen Presentation Mode and a recording timer will appear, indicating that your recording has begun.
5. Start narrating your presentation, using mouse clicks or arrow keys to advance slides.
6. To take a break during recording, you can click Pause. When you're finished, click End Show.
7. Now your .ppt file has audio associated with each slide. You'll see a speaker icon watermark in the lower right hand side of each slide that has narration.
8. Go to File > Export > Create a Video. Choose either Presentation or Internet quality, then click Create Video. A small grey progress bar will appear at the bottom of the screen as your .ppt is being converted to mp4. This process may take a long time, depending on the length of your presentation and recording quality.
9. You will be prompted to save your mp4 video to your computer. This file can now be uploaded to YouTube.

→ If you wish, upload video to YouTube

1. Login to your YouTube account and click on the little movie camera icon in the upper right-hand corner of the screen, then click Upload Video.
2. You'll be prompted to select your video file from your computer directory.
3. Enter the Title and details of your video.
4. Once the video is uploaded, set the Visibility setting to unlisted. This means your video can only be viewed with a unique link, it won't appear on your YouTube channel, and it won't be searchable. Please send us the link and the password.