

VIRTUAL PRESENTATION INSTRUCTION FOR ISTT 2020 CONFERENCE

IMPORTANT DATE: The deadline of the **video submission** for the **Virtual Presentation** is **30 October 2020!**

Virtual Presentations will be pre-recorded and submitted as video files before 30 October 2020. The videos will be played according to the session assigned during the virtual conference, which is from 9-11 November 2020. Each session will be moderated by the virtual Session Chair. For the Q&A session, **one of the authors** will need to be available online after their videos are played to answer questions from the virtual participants.

We request you to prepare and upload a video of your presentation which comprised of a brief introduction and main ideas of the paper. **This is a requirement for your paper to appear in IEEE Xplore.** Please note that the file must be a video file in **MP4 format** (more details below). The recommended length for video presentations is 10 - 12 minutes (Total is 15 minutes including Q&A). Please do not try to upload PowerPoint or PDF files.

VIDEO CONFERENCING TOOLS FOR PREPARATION:

There are several video conferencing tools available to easily record a presentation. In this method, you may show your face via webcam (if you'd like) and display your slides as you talk. You can use any meeting software for you to get a good quality recording and your final file is in the **MP4 format**. Here are some links to instructions on recording a meeting on common platforms:

WebEx: Video Conferencing - Record a Cisco Webex Meeting
(<https://help.webex.com/en-us/n62735y/Record-a-Cisco-Webex-Meeting>)

Google Meet: Record a video meeting - Meet Help
(<https://support.google.com/meet/answer/9308681?hl=en>)

Zoom: Local Recording – Zoom Help Center
(<https://support.zoom.us/hc/en-us/articles/201362473-Local-recording>)

Microsoft Teams: Record a meeting in Teams - Office Support
(<https://support.office.com/en-us/article/record-a-meeting-in-teams-34dfbe7f-b07d-4a27-b4c6-de62f1348c24>)

You can also use the two steps method covered below:

Create Voice Over Power point (<http://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>) and convert to MP4 (<https://nursing.vanderbilt.edu/knowledge-base/knowledgebase/how-to-save-voppt-to-mp4/>)

Our recommended approach to record a compatible video from content displayed on your computer screen and voice recorded via the computer microphone, is to record the presentation using Zoom, available to users on most platforms and in most countries:

Instructions for recording your presentation with Zoom:

<https://ieeetv.ieee.org/ieeetv-specials/recording-your-presentation-with-zoom>

GUIDELINES FOR PREPARING YOUR VIDEO

- Duration: 10-12 minutes (Total is 15 minutes including Q&A)
- File size: 100MB max
- Video file format: MP4
- Dimensions: Minimum height 480 pixels, aspect ratio: 16:9

Please note the final specifications will be checked at the time of submission and files not compliant may not be uploaded. Please be sure the video includes the title of the paper, the authors, and a mention to ISTT 2020.

FILE FORMAT

- All files must be in **MP4** Format
- Less than or equal to 1mbps bitrate: To check the bit rate, right click on the file name, click on properties, go to the details tab, and look for total bitrate.
- Resolution = maximum **720p HD**

Please do not try to upload PowerPoint or PDF files.

TIPS FOR RECORDING:

1. Use as quiet an area as possible
2. Avoid areas that have echo
3. Hardline internet connection recommended, but if unavailable, a strong Wi-Fi connection
4. Good headset with microphone close to mouth BUT away from direct line of mouth to reduce "pops". Avoid using default built-in microphone on computer.
5. Do a test recording of a couple of minutes and review the sound and picture quality, MP4 format, and bit rate before recording the entire presentation.

UPLOADING YOUR VIDEO (DEADLINE: FRIDAY, 30 OCT 2020)

1. Go to EDAS (<https://www.edas.info/>)
2. Go to My...>My Papers
3. Click on your paper title
4. Upload your **MP4 video file** to your paper record via the "**Video**" option

If you have any issues with uploading your presentation, please contact **Mohd Fais Mansor** (m.mansor@ukm.edu.my)

As a reminder, videos that are not received by the deadline will be considered no-shows in accordance with the IEEE ComSoc non-presented paper policy.

We look forward to making ISTT 2020 a success within this virtual conference format. We thank you for your cooperation in this endeavor.