

Preparing and Uploading Your Virtual Presentation

Dear IEEE MWSCAS 2020 Authors and Presenters,

On behalf of the MWSCAS 2020 Organizing Committee, we would like to thank you for your patience and understanding during this time of transition to a virtual conference. The organizing committee has decided that the event will now be a virtual conference of presentations. By agreeing to provide your presentation material and registering for the conference, your work will be published and searchable in the IEEE Xplore digital library. Your presentation material will only be made available to conference attendees (i.e. those who have registered for the event) for a limited period of time, *beginning 10 AUG 2020 and ending on 28 AUG 2020*. Your presentation material will only be viewable, **not** downloadable.

The conference will have a 'live' rollout – all tutorial, keynotes and session lectures etc. will be rolled out, starting on the 9th of August, as per their scheduled times. During this rollout period, presenters will be available for live chats so you will be able to get immediate responses to your questions. Beyond the live rollout period, you will still be able to connect with the presenters via the chat feature, but not in real-time.

In preparation, below are the official submission instructions for all presentation types. Please prepare and upload your presentation by **NO LATER THAN 27 JULY 2020**.

You need to upload an audio/video presentation of your work both to allow you the opportunity to explain your research and get more exposure to the audience, as well as making the conference more informative, valuable, interactive and engaging for the attendees! Also, please begin your presentation with a brief introduction of yourself and your team.

*There are several video conferencing tools available to easily record a presentation. In this method, you can show your face via webcam (optional) and display your slides as you talk. You can use any meeting software as long as you 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](#)
- *Skype:* [Skype for Business: Recording a Meeting | Information Technology Services | Bemidji State University](#)
- *Google Meet:* [Record a video meeting - Meet Help](#)
- *Zoom:* [Local Recording – Zoom Help Center](#)
- *GoToMeeting:* [How to Record a GoToMeeting Session | Techwalla](#) and [How to Convert and Open the GoToMeeting Recordings](#)
- *Microsoft Teams:* [Record a meeting in Teams - Office Support](#)

You can also use the two step method covered below:

- *Create Voice Over Power point:* <https://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/>

Audio/Video File Requirements:

- **All files must be in MP4 Format**
- A bit rate of 1mbps or less: To check the bit rate, right click on the file name, click on properties, go to the details tab, and look for total bit rate. (*Note: The virtual conferencing platform will accept videos with a higher bit rate, but some quality may be lost during the upload process)
- Resolution = 720p HD
- Presentation lengths:
 - Plenary/Keynote Presentations not to exceed **50** mins
 - Technical Sessions not to exceed **18** mins (Note: all papers are being presented in lecture sessions)
 - Tutorials not to exceed **120** mins
- Please use the following **naming convention: SID_#.mp4, where SID is your Session ID and # is your 4-digit paper number.**

Tips for recording:

1. Use as quiet an area as possible.
2. Avoid areas that have echo:
 - a. Rooms should be fairly small;
 - b. Sound dampening with carpeting, curtains, furniture.
3. Hardline internet connections are highly recommended, but if unavailable, a strong Wi-Fi connection should do the job.
4. A good headset with a microphone set close to your mouth BUT away from direct line of mouth to reduce “pops”. Try to avoid using default, built-in microphones on your computer, if possible.
5. Do a test recording of a couple of minutes and review the sound and picture quality, in the MP4 format, and check the bit rate before recording your entire presentation. Make adjustments as needed.

Uploading Your Presentation to the Virtual Event Platform:

- After you have prepared your MP4 video file, please upload your presentation to the link provided via an email to you
- This link takes you to a video that steps you through the upload process: <https://youtu.be/iy6r-FztzPI>
- If you have any questions, please email IEEE MCE’s Brett Houseal (b.houseal@ieee.org) or Gudrun Bornschein (g.bornschein@ieee.org)