

Preparing and Uploading Your Virtual Presentation

Dear SMC 2020 Presenters,

On behalf of the SMC 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 conference will now be a virtual event of select 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 conference) for a limited period of time, beginning *11 October 2020*.

In preparation, below are the official submission instructions for all presentation types. Please prepare your presentation NO LATER than *7 October 2020*.

We highly encourage you to include an audio/video presentation of your work both to allow you the opportunity to explain your work and get more exposure to the audience, as well as making the conference more informative, valuable and engaging for the attendees.

There are several video conferencing tools available to easily record a presentation. In this method, you can show your face via webcam (if you'd like) 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 bitrate. (*Note: The 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 presentations not to exceed 40 mins
 - Workshops and Tutorials not to exceed 2 hours
 - Technical sessions (lectures) not to exceed 15 mins (oral)
 - Exhibitor Seminars not to exceed 30 mins
- Please use the following **naming convention: SID.pptx, SID.pdf, SID.mp4, where SID is your session ID**, the code that was entered in front of your paper/poster title in the program.

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 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. Make adjustments if needed.

Uploading Your Presentation to the Virtual Event Platform: After you have prepared your MP4 video file, instructions on where to upload your presentation will be provided to you as we get closer to the conference start date. If you have any questions, please email IEEE MCE's Steve Probasco at sspri1@comcast.net

Standards and Templates (for PPT, PPTX):

Format

16x9 (widescreen)

PPT / PPTX

16x9 aspect ratio