



VIRTUAL PRESENTATION PREPARATION

Dear Colleagues,

Thank you for your contribution to EMC Europe 2020.

Below, you will find the **author instructions on how to record your presentation**. The URL for the submission portal will be sent at a later date by [Conference Catalysts](#).

Conference Catalysts is creating and managing the virtual platform that will host the EMC Europe 2020 conference.

Please begin recording your video in preparation.

AUTHOR VIDEO INSTRUCTIONS

Due to the COVID-19 pandemic, EMC Europe 2020 has been moved to a fully virtual conference. We have opted for a format where each presentation will take the form of **either a Live** or an **on-demand video**, available during the conference and for four weeks after the conference concludes.

Live presentations will have a Live discussion at the end, while discussions for on-demand videos will be off-line.

Live presentations will be played back via Zoom with a live introduction by the Session Chairs and a live Q&A following the presentation. If your presentation is scheduled in a live session, please be available 15 minutes prior to the scheduled time and be ready to answer a live Q&A with attendees following your talk.

Please find the Conference Program [here](#).

We **strongly recommend that you prepare pre-recorded videos for Live sessions as well as for on-demand sessions**, in order to guarantee a good audio and video quality and limit technical problems related to internet connection. Please note that the file must be a video file in MP4 format. PowerPoint or PDF files are not accepted.

The final specifications will be checked at the time of submission and files not compliant may not be uploaded.

We request you to prepare and upload a video of your presentation no later than **AUGUST 30**. This will be posted within your presentation time slot on the EMC Europe 2020 virtual platform.

Please be sure the video includes the title of the paper, the authors, and a mention to EMC Europe 2020.



GUIDELINES FOR PREPARING YOUR VIDEO

There are several **video conferencing tools** available to easily record your presentation. You can use any meeting software as long as you get a high-quality recording and your **final file is in 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 and convert 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/mobile/video/recording-your-presentation-with-zoom>*

Video Guidelines:

- 15 minutes* video presentation in mp4 format (max of 150MB is allowed)
- Dimensions: Minimum height 720 pixels
- Aspect ratio: 16:9

*For presentations scheduled to last more than 15 minutes – Focus events (Workshops, Tutorials, Forums etc.) – please disregard the 150MB size limit. We will accept larger files for the longer talks.

As a reminder, videos that are not received by the deadline will be considered no-shows in accordance with the non-presented paper policy. Please remember that in order to have your paper published on IEEE Xplore, you are required to make a presentation.



TIPS FOR RECORDING

1. Use as **quiet** an **area** as possible
2. **Avoid areas that have echo**: rooms should be fairly small and 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. Perform 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

If you have any questions, please contact Taylor Lineberger - Conference Manager, Conference Catalysts, LLC - at tlineberger@conferencecatalysts.com.

We hope to make EMC Europe 2020 a success despite the difficult situation.

We thank you for your cooperation in this endeavor

EMC Europe 2020 Staff / Conference Catalysts Staff