



## Presentation recording and uploading guidelines and instructions

**Who should read this:** Presenting authors of main conference papers and tutorials at the Fusion 2020 virtual conference.

This document provides guidelines and instructions for recording and uploading your presentation in the following four step process:



Detailed guidelines and requirements are provided for each step below:



### 🎥 Video format

We recommend that you prepare standard slides as you would have for the on-site conference. Record the slides presentation with a voice overlay explaining the content of the slides.

Many software and platforms exist to do the recordings. We recommend Zoom to record a compatible video. Zoom is available to users on most platforms and in most countries. This link provides instructions for recording your presentation with Zoom:

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

Other recommended software are:

1. OBS Studio (Windows, Mac, Linux): <https://obsproject.com/forum/resources/full-video-guide-for-obs-studio-and-twitch.377/>
2. Microsoft Office Mix: <https://www.youtube.com/watch?v=TWagUf3x6fQ>

The format of the video should be .mp4

### 🎥 Introduction slide

We suggest that you start off with a short webcam introduction on the introduction slide containing the paper title, presenter and session.

### 🎧 Presentation content

The recording duration must be between 10 and 12 minutes (see requirements in step 3). Given the time restriction, we recommend shifting the focus slightly towards a high level problem formulation and giving intuition rather than a lot of technical details when presenting the material.

### 🎧 Audio quality

Audio quality of the voice overlay is certainly critical in producing a good quality video. We recommend that you use an external microphone for this purpose.

### 🎥 Include speaker video in the recording

A visual of the speaker in the corner of the screen improves the experience of the audience and makes it more personal. Make sure that the speaker video does not cover slide material.



### 🎥 Editing software

Once you've made your recording, you might want to edit it. By no means the recording needs to be perfect, but the quality can be greatly improved by removing awkward silences and start/stop bits. Many mp4 editing software can be used for this such as iMovie and Lightworks. If you recorded the video in OBS Studio or Power point, then the editing can be done on the same platform.

### 🎥 Compressing the video

The mp4 file size should not exceed 100MB and you might want to compress the file. Avidemux is an open source compression program. Here is youtube video on recommended Avidemux settings: [https://www.youtube.com/watch?v=Qof\\_A5qVoUI&feature=youtu.be](https://www.youtube.com/watch?v=Qof_A5qVoUI&feature=youtu.be).

You may use the free tool "ffmpeg" to reduce the size of your recorded video using the command line instruction:

```
ffmpeg -i <source_file_name>.mp4 -c:v libx264 -crf 23 <destination_file_name>.mp4
```



Check that your video satisfies the following requirements:

- 🎧 Duration: min 10 minutes, max 12 minutes
- 🎧 File size: limited to 100MB file size, but recommended to be less than 50MB.
- 🎧 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.



- ④ You will receive an email from [event-noreply@whova.io](mailto:event-noreply@whova.io) with a link to a Web form in order for you to check all your speaker details and upload your presentation and other information you would like to provide.
- ④ Upload deadline: 24 June 2020