PRESENTATION GUIDELINE

PHYSICAL PRESENTATION GUIDELINE FOR ISTT 2022 CONFERENCE

Presenters are required to present their papers during the conference day (14-16 November 2022). If there is no presentation from one of the authors, the paper will be considered a no-show according to the **IEEE No Show policy**, and will **NOT PUBLISHED** in IEEE Xplore.

Each session room will be set with an LCD display and a microphone. A presentation laptop will be provided in the session room – no personal laptops will be permitted. Speakers shall bring their presentations for upload to the Computer Room no later than 15 minutes before the beginning of the parallel session. A person from the committee will upload the presentation and you will be able to check it on our systems. Accepted formats for presentation files are PowerPoint and PDF.

Each oral presentation is allocated 15-20 minutes. You should spend about 15 minutes for presentation of the problem, the background, the innovative approach, the new results, and - if appropriate - the comparative evaluation. The remaining 3-5 minutes should be reserved for questions and discussion with the attendees.

The presenters should introduce themselves to the session chairs before the beginning of the session to allow a smooth running of the session.

SUGGESTIONS FOR A GOOD ORAL PRESENTATION

The presenter should prepare a reasonable number of slides – a Power Point or PDF file, so as not to exceed the 15 minutes time allocation. Typically, one (1) slide is presented in one to two minutes. Additional backup slides could be prepared to support anticipated responses to attendees' questions.

Each slide should not be crowded by text and graphics. Too much text should be avoided: slides should support the presentation; they should not be simply read by the presenter. Graphics help in communications, are more understandable, and point out the basic ideas. Use large fonts so they can be read without difficulty by the audience; typically 18-20 point fonts should be used.

The presentation should be clearly structured. The basic problem and innovative approach should be clearly stated. Background and previous work should be summarized to provide a prospective for the results presented in the paper. The results should be clearly outlined and evaluated. Appropriate comparison with previous results should be presented. Conclusions should summarize the work performed and point out the main innovation and results. Future work and developments could also be articulated – time permitting.

As a reminder, videos that are not received by the deadline will be considered no-shows in accordance with the **IEEE No Show policy**, and will **NOT PUBLISHED** in IEEE Xplore

VIRTUAL PRESENTATION GUIDELINE FOR ISTT 2022 CONFERENCE

IMPORTANT DATE: The deadline of the **video submission** for the **Virtual Presentation** is <mark>FRIDAY, 28 OCT 2022</mark>.

Virtual Presentations will be pre-recorded and submitted as video files before <mark>FRIDAY, 28 OCT 2022</mark>. The videos will be played according to the session assigned during the virtual conference, which is from 14-16 November 2022. Each session will be moderated by the virtual Session Chair.
It is recommended that **one of the authors** to enter Webex 5 minutes before their video are played.
For the Q&A session, **one of the authors** will need to be available online to answer questions from the 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 12 - 15 minutes (Total is 20 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.microsoft.com/en-us/office/record-a-meeting-in-teams-34dfbe7f-b07d-4a27-b4c6-de62f1348c24?ui=en-us&rs=en-us&ad=us

You can also use the two steps method covered below:
Create Voice Over Power point
https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c?ui=en-us&rs=en-us&ad=us
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: 12-15 minutes (Total is 20 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 2022.

FILE FORMAT

- All files must be in **MP4 f**ormat video files of up to 15 minutes.
- 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**
- Files larger than 1 GB need to be uploaded via Google Drive or Dropbox links.
- **Please do not try to upload PowerPoint or PDF files.**

TIPS FOR RECORDING:

- Use as quiet an area as possible
- Avoid areas that have echo
- Hardline internet connection recommended, but if unavailable, a strong Wi-Fi connection
- 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.
- 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, 28 OCT 2022)

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

If you have any issues with uploading your presentation, please email your issue to ISTT2022@mycomvt.info

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We look forward to making ISTT 2022 a success within this virtual conference format. We thank you for your cooperation in this endeavor.