

## Virtual Presentation

As previously announced, all authors of accepted and registered papers for ECTI DAMT & NCON 2021 are required to upload a pre-recorded video of their paper presentation.

The presentation can be recorded by any of the co-authors and will be available during the original dates of the conference and on-demand after the conference concludes. We will follow up with more information about opportunities to interact with attendees for questions and answers.

We request you to prepare and upload a video of your presentation, comprised of a brief introduction with webcam, if desired, followed by voice over slides for your presentation. 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). Please do not try to upload PowerPoint or PDF files.

In order for videos to be verified by the technical program committee, there is considerable urgency in preparing and uploading your video. Accordingly, we ask you that you please finalize and upload your video by 28 February 2021.

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 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://ieeety.ieee.org/mobile/video/recording-your-presentation-with-zoom>

### **GUIDELINES FOR PREPARING YOUR VIDEO**

Duration: 7–10 minutes

File name: PID.mp4

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 ECTI DAMT & NCON 2021.

### **FILE FORMAT**

All files must be in MP4 Format

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

Please use the following naming convention: PID.mp4, where PID is your paper ID number, 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
  1. Rooms should be fairly small
  2. 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 VIDEO (DEADLINE: 28 FEBRUARY)**

1. Go to: <https://forms.gle/Pt5rsUBhtfJ1SLPNA>
2. Fill your information on the page and upload your presentation video at Your Attached VDO

If you have any issues with uploading your presentation, please contact Thana Udomsripaiboon ([thana.ud@up.ac.th](mailto:thana.ud@up.ac.th)) or Warintorn Sokhom ([warintorn.so@up.ac.th](mailto:warintorn.so@up.ac.th)).

As a reminder, videos that are not received by the deadline or authors who cannot attend the conference for online presentation will be considered no-shows in accordance with the IEEE ComSoc non-presented paper policy.

We look forward to making ECTI DAMT & NCON 2021 a success within this virtual conference format. We thank you for your cooperation in this endeavor.