

Preparing and Uploading Your Virtual Presentation

Dear CEFC 2022 Presenters,

On behalf of the CEFC 2022 Organizing Committee, we would like to thank you for your effort in participating with this year's conference. 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 virtual conference) for a limited period of time, beginning *October 24, 2022*.

In preparation, below are the official submission instructions for all presentation types. Please prepare your presentation NO LATER THAN *September 18, 2022* and upload to your assigned session. You will receive a Microsoft OneDrive link where you can upload your presentation video. Links will be sent by this date: September 7th.

If you are unable to access Microsoft One Drive for any reason, please use your preferred file sharing method and email the download link to CEFC@rna-associates.com.

Presentation of your work is required, 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. These recordings are meant to serve as a technical back up of your presentation in the event of technical issues during the virtual session. First option will be that all authors present **LIVE**.

*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/>

Only as a last resort, if none of the above are available to you, we will accept the original ppt or pdf format without audio or video. But this work must be presented live in the virtual session in order to be included in the publication.

Audio/Video File requirements:

- **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
- **Presentation length: 15 minutes for Oral Presentations**

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. For online recording methods (i.e Webex, Skype, etc), 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 how to upload your presentation will be provided to you as we get closer to the conference start date. If you have any questions about the video preparation process, us at CEFC@rna-associates.com.

Standards and Templates (for PPT, PPTX, and PDF):

| <u>Format</u> | <u>PDF</u> | <u>PPT / PPTX</u> |
|----------------------|-------------------|--------------------------|
| 16×9 | pdf16x9 | pptx16x9 |