ISSM 2020 Virtual Symposium Presentation Guidelines

Thank you for your presentation at the ISSM 2020 Virtual Symposium.

Most of the sessions including keynote, technical session, and tutorial, are held with pre-recorded video presentation followed by real-time Q&A and Author's Interview hours.

By including a video presentation of your work, it both allows you the opportunity to explain your work and get more exposure to the audience, as well as making the Symposium more informative and valuable for the attendees.

There are several video conferencing tools available to easily record a presentation.

In this, you can show your face through the web cam method if you like, while displaying 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:

PowerPoint:
- [Create Voice-Over PowerPoint](#)
- [Convert to MP4](#)

- [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](#)

Audio/Video Files:
- All files must be in MP4 Format. There is no file size limitation but follow the recommendations below for optimum playback experience.
  - ➢ Bit rate
    - ✧ Do not exceed 1Mbps bit

- ✧ To check the bit rate, right click on the file name, click on properties, go to the Details tab, and look for Total Bitrate. If the bit rate is too high, please lower the quality to "Internet Quality" to create the MP4.
  - ➢ Resolution
    - ✧ 1080p recommended
    - ✧ 720p minimum
- Duration
  - ➢ Keynote presentations: 40 minutes talk + 5 minutes Q&A
  - ➢ Regular Paper presentations: 15 minutes talk + 5 minutes Q&A
  - ➢ Tutorial Course presentations 40 minutes talk + 5 minutes Q&A
- Please continue to record (without further speaking) for an additional 3–5 seconds at the conclusion of your presentation to ensure nothing is cut-off at the end of your video during playback when your video is integrated into the web platform.

Tips for Recording:
- Equipment
  - ➢ Strong WiFi (or wired) Internet
  - ➢ Use a good headset with microphone close to mouth BUT away from direct line of mouth to reduce "pops". Avoid using your computer's laptop's or desktop's built-in
  - ➢ Do a test recording for a couple of minutes and review the sound and picture quality, MP4 format, and bit rate before recording the entire presentation.
- Room
  - ➢ As quiet as possible
  - ➢ Avoid areas that have an echo. Your recording room should be fairly small with sound dampening from carpet, curtains, and
  - ➢ No interruptions (e.g., kids or pets coming in).
  - ➢ Plain background to eliminate viewer distractions, no company
- Attire
  - ➢ Business casual (at a minimum).
- Presentation slides
  - ➢ Do not use small fonts in your presentation as they may be difficult to see on some laptop monitors. All font sizes should be at least 20.
  - ➢ Insert slides with main section breaks into your slide deck to make the progress of your presentation easier to follow. In this slide, keep the section you are about to present in black and the other sections in gray (example in the PowerPoint slide template).

- Attracting and maintaining viewer's attention
  - ➢ It is strongly recommended that you also record, alongside your presentation slides, a non- static video caption of yourself in the lower right corner of your presentation.
  - ➢ Speak with a lively voice and vary the tone of your voice to keep your talk fresh and interesting.
  - ➢ Avoid awkward pauses that last a few seconds.
  - ➢ Record your presentation with the PowerPoint "Laser Pointer" turned on and use your mouse to move the laser pointer around what you want to focus the listener to.

Uploading your MP4 Files:

- Upload your pre-recorded video to following "ISSM Drop BOX" https://www.dropbox.com/request/CUU9qaVR63BIW7eFYWEL?oref=e
- Please use the following naming convention XXXX.mp4, where XXXX is your paper ID (example: YE-001.mp4)..

Q&A:

- Make sure that you attend the session in which your presentation is scheduled to prepare the questions from the participants.
- A live Q&A uses chat not verbal communication. The audience can ask the question during live QA session. If the audience leaves message on the chat window, the session chair can help to ask the questions.
- Each technical paper has real-time QA after the video presentation. We encourage authors to join "Author's interview" right after your session.

Archive

- The recorded video of the symposium will be available as an archive event so that the registrants of ISSM 2020 will be able to see the video after the symposium.
- The archive is available until January 31, 2021.