

Preparing and Uploading Your Virtual Presentation

Dear Presenters,

On behalf of the 2021 ECTC Organizing Committee, we would like to thank you for your patience and understanding during this time of transition to a virtual 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 conference) for a limited period of time, beginning *1 June 2021*. We would like to remind you that your presentation's contents should be non-confidential and without commercial content. Additionally, statements and opinions made in any presentation are those of the presenter and do not necessarily reflect those of IEEE. Responsibility for the content of all presentations belongs solely to the presenter.

Please prepare recorded presentation by *26 April 2021*. You will receive a file upload link for your session from your session chairs shortly before *26 April 2021*. The upload link will be valid until *16 May 2021*.

We require you to include an audio/video presentation of your work 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!

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](#)
- *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/>

Audio/Video File requirements:

- **All files must be in MP4 Format.**
- A bit rate of 1mbps or less: To check the bit rate, right click on the file name, click on properties, go to the details tab, and look for total bitrate. (*Note: The platform will accept videos with a higher bit rate, but some quality may be lost during the upload process).
- Resolution = 720p HD.
- Presentation lengths: Technical session talks not to exceed 20 minutes
- For the technical session talks, please use the following naming convention: S#T#.mp4, where S is the session number and T is the talk number. For example the MP4 file for the 3rd talk in Session 5 would be named as S5T3.mp4. The session and talk numbers can be found in:
<https://www.ectc.net/program/index.cfm>

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. 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 where to upload your presentation will be provided to you as we get closer to the conference start date. If you have any questions about technical aspects of file uploads please email IEEE MCE Digital Event’s David Stankiewicz at d.stankiewicz@ieee.org . If you have any questions about the deadlines and other program-related questions, please email ECTC 2021 Assistant Program Chair Karlheinz Bock at karlheinz.bock@tu-dresden.de and ECTC 2021 Program Chair Ibrahim Guven at jguven@vcu.edu .

Please use the template for presentations provided at:

https://www.ectc.net/authors/files/71stECTC_Presentation_Template.pptx