

VIRTUAL CONFERENCE GUIDELINE FOR ICCEIB 2020

As announced in the conference website, due to Covid-19 outbreak, the oral presentations for the ICCEIB 2020 has been switched to video conferencing mode. Participants may opt to present via **pre-recorded video** or **live streaming** using Google Meet platform.

1) PRE-RECORDED VIDEO

The deadline for all video submissions is **1st August 2020!**

Talks will be pre-recorded and submitted as video files before **1st August 2020** to be replayed during the conference. During the actual presentation on 9 – 11 August 2020, one of the authors needs to be available online after their videos are played to address Q&A from conference participants moderated by the respective Session Chairs. Duration for Q&A session is 5 minutes.

Please observe the following guidelines for preparing and uploading your virtual presentation ICCEIB 2020:

The presentation can be recorded by any of the co-authors and will be available during the original dates of the conference via ICCEIB 2020 FB (close group). 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. 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.

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](#)

You can also use the two steps method covered below:

[Create Voice Over Power point](#) and [convert to MP4](#)

GUIDELINES FOR PREPARING YOUR VIDEO

Duration: 10 minutes

File size: 100MB max

Video file format: MP4

Resolution = maximum 720p HD

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.

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 **paper ID, title of the paper, the authors, and a mention to ICCEIB 2020.**

Save the file according to your session and paper ID (e.g. for Parallel Session 1, paper ID A122; save as P1A122.mp4)

TIPS FOR RECORDING:

Use an area as quiet as possible

Avoid areas that have echo

Rooms should be fairly small

Sound dampening with carpeting, curtains, furniture

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.

2) LIVE STREAMING USING GOOGLE MEET PLATFORM

Presentation also can be done by sharing your screen and presentation via live streaming using Google Meet during your scheduled date and time. For contributed papers, your presentation should be **NO** longer than **10 minutes**. After your presentation, you will have **5 minutes for Q&A**. The Session Chair will coordinate the presentation order according to the schedule in the program. Please prepare your presentation the usual way using MS Power Point software or similar. Keep videos and animations in your presentation to a minimum to minimize video/audio lag and connection issues.

In order to ensure a smooth performance during your session, you are advised to join the conference session **10 minutes before your scheduled time**. To join the conference session, please follow these instructions:

1. Click the meeting link (link for each session will be given later).
2. Click Ask to join. You will be in the conference session after approval by the Session Chair.
3. Write your name and paper ID at chat window
4. Wait for your turn.
5. When your turn come, click Present now.
6. Select a window or application.
7. Select Share.
8. Present your work for 10 minutes and followed by Q&A session for 5 minutes.
9. End your presentation. Click Stop presenting.

When entering the scheduled session in Google Meet, ensure that you have a relatively fast Internet connection when you participate to minimize video/audio lag and connection issues.