CICT2020: **Preparing and Uploading your Virtual Presentation**

All authors of accepted and registered papers for CICT 2020 are required to upload a pre-recorded video of their paper presentation.

The presentation template in MS PowerPoint and LaTeX can be found here

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 request you to prepare and upload a video of your presentation, consisting 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 November 2020.

There are several video conferencing tools available to easily record a presentation. In this method, you can show your face via webcam (if you would 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
- Google Meet: Record a video meeting - Meet Help
- Zoom: Local Recording – Zoom Help Center
- Microsoft Teams: Record a meeting in Teams - Office Support

Alternatively, you can also use the two step method covered below:
- Create Voice Over PowerPoint and convert to MP4

Guidelines for preparing your video:
Duration: **10 minutes**

File size: **100MB max**
Video file format: **mp4**
Dimensions: Minimum height 480 pixels, aspect ratio: 16:9
Resolution: Maximum 720p HD
File Name: "PaperID_First two words of your paper title.mp4". For example, if your paper ID 104 is titled "Next Generation Communication Systems", then the video file name should be **104_Next_Generation.mp4**

Tips for Recording:

- Use as quiet an area 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. Make adjustments if needed.

Uploading your Video (Deadline: Saturday, 28 November 2020)
Click here to upload your video

If you have any issues with uploading your presentation, please contact Dr. Srijith K (srijith@iiitdm.ac.in).

As a reminder, videos that are not received by the deadline will be considered no-shows in accordance with the IEEE non-presented paper policy.

We look forward to making CICT 2020 a success within this virtual conference format. We thank you for your cooperation in this endeavor.