ASAP'21 Pre-recorded Video Uploading Instructions

- Naming convention: by session -- for example: **session3-authorname.mp4**.
- Please use this quick guide if authors want to use Zoom to record.
- FTP Details

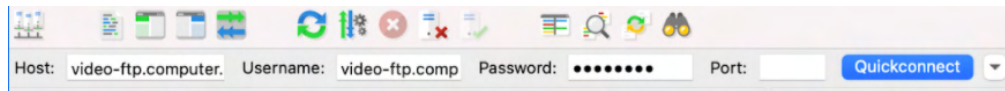 Host: video-ftp.computer.org
  User: video-ftp.computer.org|asap-videos   <== Must include the "pipe" character |
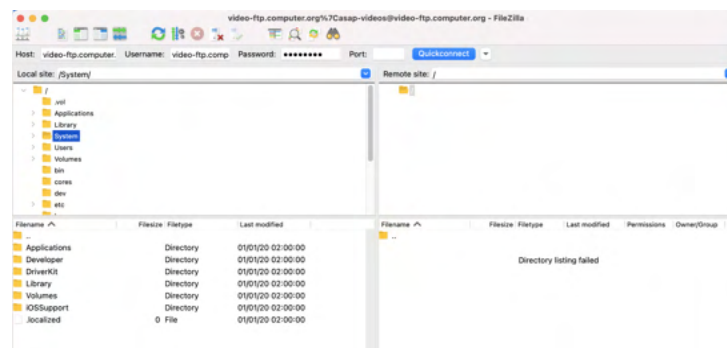 Pass: IeeeCS!!
  Encryption: Plain FTP

A. Using FileZilla.

1. Install and open *FileZilla* on your computer, fill in the cloud server information to be connected, and click "*Quick Connect*". *Host*, *User* and *Pass* have been shown above. *Port*: *FTP link port*, *port 21* are used by default.
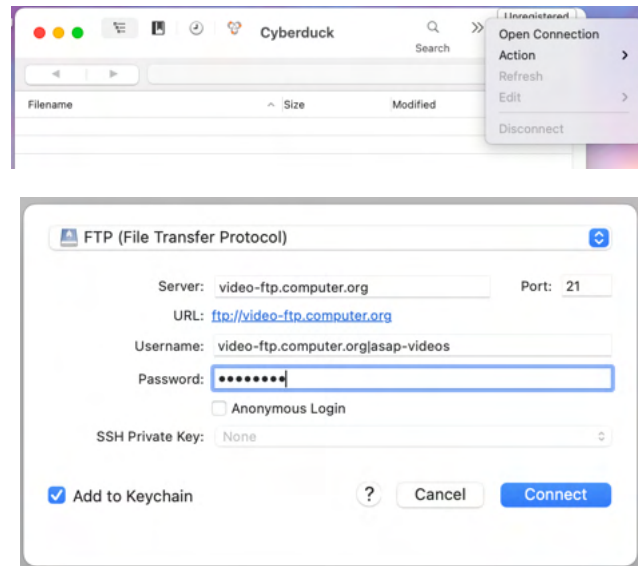

2. You can select the file on the local computer on the left, drag and drop it to the remote cloud server on the right, and upload the file to the cloud server.
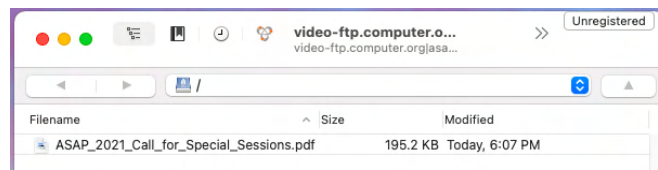

B. Using Cyberduck.

1. Install *Cyberduck* and open. Click on the double arrow and choose *Open Connection*. Fill in the cloud server information to be connected.

2. Drag and drop the file to upload the file as shown below.

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Resources on video recording

- **[Zoom Meetings - Host Guide](#)** - recommended settings and workflow

  - **[Host Schedule - Example](#)** - useful for sharing the author video links with Session Chairs and Zoom Hosts (student or other volunteer)
  - **[Zoom Host / Session Chair Tracking - Example](#)**
  - **[Zoom Breakout Rooms - Guide](#)**
    - [Zoom Breakout Room Template.csv](#) - for pre-assigning breakouts
- **[Recording Presentations using Zoom](#)** (.pdf) - a resource for authors
  - **[Video version](#) (.mp4)**