

## Technical support for virtual participants in COSPAR-2021-Hybrid.

The Professional Conference Organiser (PCO) for COSPAR-2021-Hybrid is ICMS Australasia (ICMSA). Our Digital Event Team will implement, manage and execute the complex and comprehensive communications systems that will be employed for COSPAR-2021-Hybrid. We are here to help you every step of the way.

### Presentation Check-List

Presentation source	Webcam
How is content to be recorded	Via Zoom
How will content be supplied	MP4 video files via YouTube
How do I upload my files?	Via Dropbox*
Short Summary Presentation	3 minutes for a 15-minute contributed talk 3 minutes for a 20-minute solicited talk 6 minutes for a 30-minute solicited review talk
Duration of full length presentations as per program	15-minute contributed talk 20-minute and 30-minute solicited review talks
Presenter deadline to upload	30 November 2020
Registration deadline	30 November 2020 for discounted early bird presenter rate.
Video File Specs	<ul style="list-style-type: none"> <li>• Video Dimensions: 1280x720</li> <li>• Video Bitrate: 1600Kbps</li> <li>• Video File Type: MP4</li> <li>• Video Codec: H.264</li> <li>• Video FPS: 30</li> <li>• Audio Bitrate: 128Kbps</li> <li>• Audio Specifications: 44100Hz</li> <li>• Audio Codec: AAC</li> </ul> <p>It is really important to follow the specifications, otherwise the file may not be useable.</p>
Dropbox System Requirements *	Upload and save your files to dropbox so they can be sent. Your files automatically save after you upload them. Your Dropbox folder acts as cloud storage, allowing access from anywhere in the world. Take the file from its original location, select the file and drag it to your Dropbox folder.
Supporting documents you should review	<ul style="list-style-type: none"> <li>• Framing, lighting and recording guidelines</li> <li>• Platform Requirements: Hardware and Operations System Configurations for Attendees</li> </ul>
Checklist	<ul style="list-style-type: none"> <li>• Speaker photo and biography</li> <li>• Abstract acceptance letter</li> <li>• Abstract (in word) or transcript</li> <li>• Pre-recorded short video presentation – 3 or 6 minutes</li> <li>• Transcript for pre-prepared presentations in Word document</li> <li>• Full length pre-recorded video presentation – as per confirmed timings of (Video uploaded to YouTube)</li> <li>• PowerPoint presentation file (slides)</li> </ul>

### Speaker Enquiries

For all enquiries regarding presentations

**Emma McPartlan**

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