Author Video Instructions

1   Introduction

In view of the COVID-19 pandemic, EUSIPCO 2021 has been moved to a fully virtual conference. We have opted for a format where each contributed paper presentation will take the form of a pre-recorded video, available during the original dates of the conference and on-demand after the conference concludes. **For the live part of the conference, you will be asked to participate in live Q&A with other authors and the chair of your session.**

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. This will be posted within your presentation time slot on the EUSIPCO 2021 on-demand virtual platform. Please note that the file must be a video file in MP4 format (more details below).

2   Instructions for recording your presentation

There are several video conferencing tools available to easily record a presentation. You may use any recording software as long as you obtain a high-quality recording and your final file is in the MP4 format. Here are some links to instructions on recording a meeting on common platforms:

- You can use the two-step method with Powerpoint: Create Voice Over Power point and convert to MP4

- You can use video editors such as the one provided in Windows 10 or the free, open source, cross-platform video editor shotcut.org to combine the recorded audio with visuals.

Alternatively many video conferencing also provide recording and screen capture functionalities:

- Use Zoom: Local Recording – Zoom Help Center

- 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](#)

- Gotomeeting [How to Record a GoToMeeting Session — Techwalla](#)

- Microsoft Teams [Record a meeting in Teams - Office Support](#)

- The free software OBS allows also to capture simultaneously yourself while speaking and your slides: [obsproject.com](#)

3   Video & caption Formats

Accessibility: Please note that you are also encouraged to provide closed captions for your video, either in a `*.SRT` file, a `*.VTT` file. Information on how to obtain captions for your video recording can be found here:

https://www.rev.com/blog/resources/zoom-closed-captioning-how-to-caption-subtitle-zoom-meetings-and-recordings.

Captions, Audio & visuals: A good way to create a video is in starting to write the script (the spoken text that becomes the captions) and then record the speech read from that script (corresponding to the audio track of the video). Reading from a script is about 1.5 times faster than a standard live slide presentation[1] and it is expected that the video will be shorter than the maximum duration of 15 minutes[2] without any difficulty. The visuals (i.e. slides) can then be synchronised with the audio track using a video editor. It is recommended to have slide numbers in the presentation.

Guidelines for preparing your video & captions:

- Maximum Duration: 15 minutes

- Maximum File size: 250MB

- Video file format: MP4

- Closed captions for your video, either in a .SRT file or a .VTT file

- Dimensions: Minimum height 720 pixels, aspect ratio: 16:9

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[1] https://en.wikipedia.org/wiki/Words_per_minute

[2] See recommendations at https://eusipco2021.org/virtual-participation/

Additionally:

- 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 title of the paper, the authors, and a mention to EUSIPCO 2021.

PowerPoint template & conference logo. To help presenters, a promotional pack with a PowerPoint template and EUSIPCO 2021 logo has been made available on the conference website at https://eusipco2021.org/promote-eusipco-2021/ .

4 Deadline for video submission: June 30, 2021

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 your video no later than June 30, 2021. **This is a HARD DEADLINE. Presentations will not be accepted after this date.**

5 Speaker (contact author) Instructions

1. Visit the paper management system at the following URL:
   https://cmsworkshops.com/EUSIPCO2021/Papers.asp

2. Login with your paper number and password provided in the paper submission confirmation email.

3. Choose which author is the presenting author and click on the "Continue to Video Upload" button.

4. You will be redirected to a "Speaker Submission" form.

5. Fill out the form

   (a) A series of fields will be pre-filled on the form (these will be locked for editing). Please double check these for accuracy. If there are any inaccuracies, please contact: cfoster@conferencecatalysts.com and reference your paper number.

   (b) Upload your presentation video in mp4 format (max of 250MB is allowed)

    (c) <u>Optional:</u>

        i. Upload a Speaker headshot photo

        ii. Include a Speaker Biography in the available text field

        iii. Upload a PDF of your presentation slides

6. Submit the form by selecting the Save button at the bottom of the screen

7. A confirmation message will be presented upon successful submission and a confirmation will be emailed to you

    (a) Be sure to retain this information in case you need to make future updates to your submission

6   Help & concluding remarks

Help: If you have any issues with uploading your presentation, please contact: cfoster@conferencecatalysts.com.

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

Thank you (Go raibh maith agat)!   We hope to make EUSIPCO 2021 a success despite the challenges created by the COVID-19 pandemic. We thank you for your cooperation in this endeavor.