👤 ADMIN BPP UGM   🕐 MARCH 15, 2021   🗀 PRESENTATION

> **NOTES FROM ORGANIZER**
>
> Due to the extraordinary global health issue with the coronavirus disease (COVID-19), ICST 2021 will be held **virtually**, which will be held via the Zoom platform. All authors of accepted and registered papers for ICST 2021 are **required to upload a pre-recorded video** of their paper presentation.

The presentation should 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 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, consisting of a brief introduction with a webcam if desired, followed by voice-over slides for your presentation. This is a requirement for your paper to appear in the publication. 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.

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 **29 August 2021**.

There are several video conferencing tools available to record a presentation easily. 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. As a last resort, and only if you are comfortable directly editing video, you can export your slides as images, record an audio track, and combine the two using software like Kdenlive, iMovie, or others. Here are some links to instructions on recording a meeting on common platforms:

- Cisco Webex Meeting. Record a Cisco Webex Meeting
- Skype for Business. Record and playback a Skype for Business meeting
- Google Meet. Record a video meeting
- Zoom. Local Recording
- Gotomeeting. Simpler, Faster Meeting Recording!
- Microsoft Teams. Record a meeting in Teams
- Microsoft Powerpoint. Record a slide show with narration and slide timings and Turn your presentation into a video

Our recommended approach to record a compatible video from the content displayed on your computer screen and voice recording via the computer microphone is to record the presentation using Zoom, available to users on most platforms and in most countries.

GUIDELINES FOR PREPARING YOUR VIDEO

- Duration: 12–15 minutes
- File size: 100MB max
- Video file format: mp4
- Dimensions: Minimum height of 480 pixels, aspect ratio: 16:9
- Comprised of a brief introduction with a webcam (if desired), followed by voice-over slides for your presentation.
- Please be sure the video includes the title of the paper, the authors, and mention {shortname}.
- Please note the final specifications will be checked at the time of submission, and files not compliant may not be uploaded.

FILE FORMAT

- All files must be in MP4 format.
- 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 a total bit rate.
- Resolution = maximum 720p HD.
- Please use the following naming convention: Paper ID.mp4.

TIPS FOR RECORDING

- Use as quiet an area as possible.
- Avoid areas that have an echo.
- The rooms should be fairly small.
- Sound dampening with carpeting, curtains, or furniture.
- Hardline internet connection recommended, but if unavailable, a strong Wi-Fi connection.
- Good headset with a microphone close to mouth, but away from the direct line of mouth to reduce "pops". Avoid using the default built-in microphone on the computer.
- Do a test recording of a couple of minutes and review the sound and picture quality, MP4 format, and bitrate before recording the entire presentation. Make adjustments if needed.
- Use simple (Arial, Calibri) and large (30+) fonts.
- Avoid using hi-res images.
- Have no embedded videos.