Recipes for making and uploading
a video for your WiOpt talk

by the WiOpt 2021
Organizing Committee

A Step-by-Step Tutorial

Your WiOpt talk in a recorded video

Congratulations again on your accepted paper to WiOpt 2021! As WiOpt 2021 will be held as an online conference, you are required to record and submit a **video of your talk** by **September 22, 2021** for both the main conference and for the workshops. Your recorded talk should be **18-20 minutes**.

In this step-by-step tutorial, we will show you how to record a professional video for your talk, easily and comfortably with your computer. It is recommended* that you follow our tutorial, as we aim to deliver a consistent online experience to our conference attendees.

* That said, you are welcome to use other professional screen recording software (e.g., Camtasia, VidGrid) if you have access. **Please make sure you include a picture-in-picture window so that the presenter is always visible in the video.**

Getting Prepared

Creating your Zoom account

You are encouraged to use Zoom to record a professional-looking video for your WiOpt talk. If you don't have a Zoom account yet, the first step is to sign up for one. All you need to do is to visit https://zoom.us, click the **SIGN UP, IT's FREE** button to get started. Use your work email address to sign up for an account. If you already have a Zoom account, just sign in with the one you have.

Downloading Zoom

You will need to download the Zoom client for your operating system before using it for recording your talk. Go to https://zoom.us/download to download and install the **Zoom Client for Meetings**.

Turning on Automatic Recording

After you sign in to your Zoom account, click **Account Settings** in the **ADMIN** section on the left, then click the **Recording** tab at the top, and look for **Automatic Recording**. Turn it on.

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

> User Management

> Room Management

∨ Account Management

Account Profile

Account Settings

Meeting   **Recording**   Telephone

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Groups and members will use the following settings by default. If you don't want the settings below to be changed, you can lock the settings here. Learn More

Local recording

Allow hosts and participants to record the meeting to a local file

☑ Hosts can give participants the permission to record locally

Cloud recording

Allow hosts to record and save the meeting / webinar in the cloud

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Automatic recording ← 3

Record meetings automatically as they start

⦿ Record on the local computer

Recording Your Talk

Starting your presentation

To get ready to record your video, make sure that you are using a computer with a **front-facing camera** and a **built-in microphone**. Most laptop computers should be fine.

Now, prepare and start the application you will be using for presenting slides in your talk, such as **PowerPoint** or **Keynote**.

Then open the Zoom client and sign in to your account. Click **New Meeting.** Local recording should start automatically.

Make sure you start your video in Zoom, and introduce yourself first. For example, you can say something like: *My name is John Smith, I am a PhD candidate at the University of Cambridge, UK. The paper I will be presenting today is titled "Recording Professional Videos for Online Conferences."*

The video you are recording will always include a small picture-in-picture window with you inside, which makes it look professional.

New Meeting

Join

Schedule
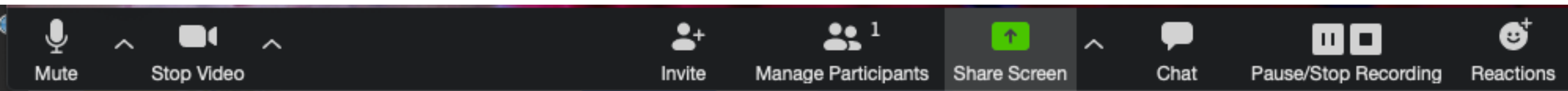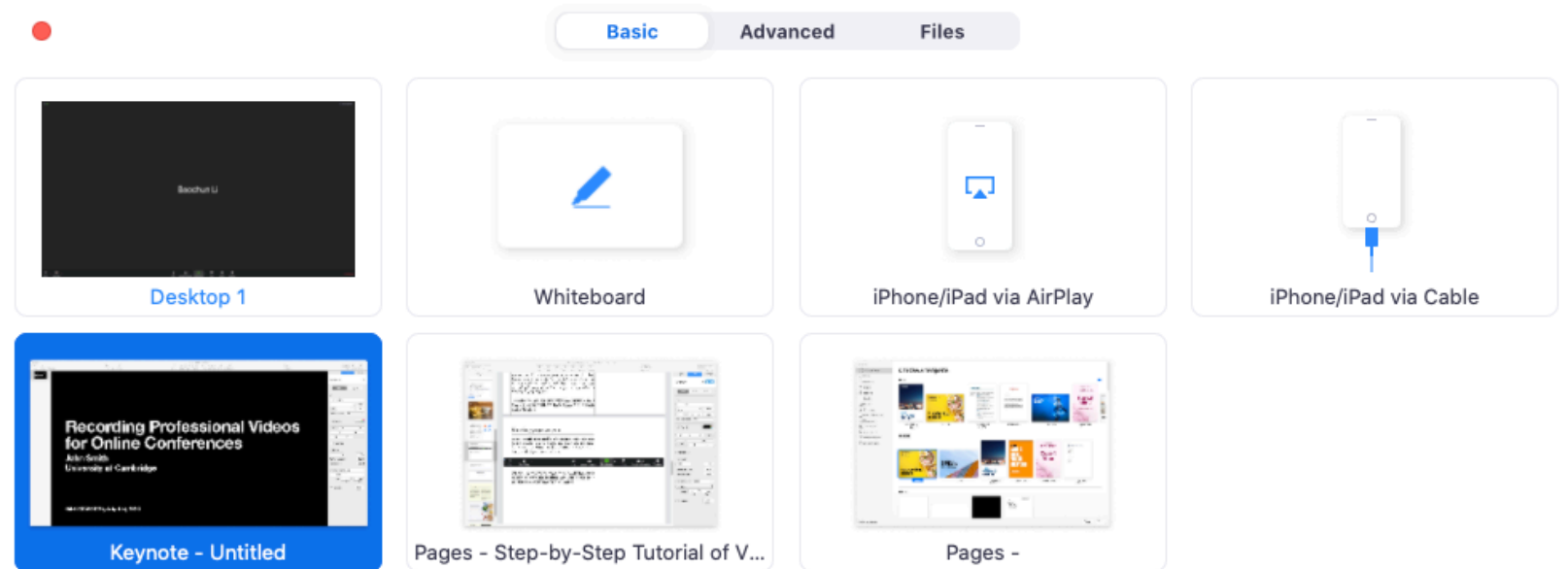
Share Screen

Sharing your screen

As you introduce yourself briefly in Zoom, make sure that your microphone is not muted and your video is started. You should see **Mute** and **Stop Video** indicated at the bottom left of your Zoom window.

After your brief opening introduction, click **Share Screen** to start to share **the window** with your presentation application, such as PowerPoint or Keynote. Do not share the entire desktop; just share the window with PowerPoint or Keynote.

Do not select **Share computer sound** or **Optimize Screen Share for Video Clip** at the bottom.

Tips for high-quality talks

Now you can present your paper just as you would in a typical international conference. It may feel strange talking to yourself, but rest assured, your presentation will have a live audience during the online conference.

Here are some tips for giving a high-quality talk.

Keep it simple. Do not try to squeeze a lot of material into each presentation slide. You have a time limit of 18 minutes, but you do not have limits on the total number of slides you have. Keep each slide as simple as possible, and explain one idea at a time. Use large font sizes. If you feel that you must cover a lot of material in the same slide, use **builds** to show your material a step at a time.

Avoid having too much technical detail. Your talk should be designed to get the audience interested in your paper, rather than replacing the paper. Do not try to present all the technical detail you have in your paper; instead, try to present only a few highlights of your original contributions in your paper, and emphasize high-level ideas on why your contributions are original in the context of related work.

Start strongly. The beginning of your talk is the most important as you need to grab the attention from your audience. Start from a compelling introduction of the background of your work, and motivate your ideas with convincing arguments.

Use examples. Your talk will be more understandable if you use a few simple examples, and work through your algorithm or theoretical proof in the context of your examples. Examples are your best friend in a high-quality talk.

Keep a calm pace. Do not rush through your presentation slides with a breakneck pace. Deliver your talk at a leisurely pace.

Use a timer. When you are presenting your slides, it is easy to lose track of time. Use a timer on your side, and be keenly aware of the amount of time left.

Testing and Uploading Your Video

Testing and uploading your video

When you are done with your presentation, end the meeting and your video recording will be processed by Zoom and stored in a local folder (typically Documents/Zoom) as an **.mp4** file. Play your video several times to make sure that it is **18-20 minutes** for main conference and workshop papers, and that both audio and video play out correctly.

To upload your video, visit the IEEE INFOCOM online conference website: **https://wiopt.info**
Sign up for a user account, activate the account by clicking the link in the initial email you receive, and then go to **https://wiopt.info/papers**.

You should be able to find two buttons on this page: **Upload Slides** and **Upload Video**. Use both buttons to upload the slides you've used and the video you've made for your talk.

If you do not see these buttons, you will need to enter your registration ID (the unique Transaction Basket number), which you received when you register for the conference.

That's it! Your slides and video will need to be approved by the conference organizers first, and you will receive an email when your uploaded material has been approved. If your material is rejected, you will receive an email with more specifics. You can download them or upload a new version again at any time (but new versions will need to be approved again).

What may go wrong

Though the list of authored papers will be automatically generated for you when you sign up for a new account, they are based on name matching and may not be accurate.

If you don't see a paper that you have authored, enter its paper number and add it to your list.

If you see someone else's papers in your list, you may remove them by clicking the **remove** button.

Checklist

That's it! Use the checklist below to make sure all requirements are met.

Requirements	Done?
The video is **18-20 min** for main conference and workshop papers	
The resolution of the video is at least 720p	
The format of the video is .mp4, and the video is encoded using the H.264 codec	
Audio and video tracks are in sync at all times	
Included a picture-in-picture video window so that the presenter is always visible throughout the video	
Uploaded **both** your slides and your video files to https://wiopt.info/papers	