

## IMS2020 VIDEO PRESENTATION GUIDELINES AND INSTRUCTIONS

Congratulations again on having your paper selected for presentation at IMS2020!

This document provides guidelines and instructions for preparing and submitting your voice-annotated PowerPoint video. By following these guidelines and instructions, your video presentation should provide a rewarding experience for both you and your colleagues. These instructions apply to both oral and interactive forum papers. Please read the entire document before you begin creating your video.

For the video, you are required to carry out the following steps:

1. Using the PowerPoint you have already created and submitted, create an MP4 video of your presentation. Save your video using the specified file nomenclature as an MP4 File. Please do not upload PowerPoint or PDF files. Note: Your video file cannot exceed 100 MB in size!
2. Verify that you have received all the required approvals from your (academic, corporate, and government) institutions and sponsors. Please [click here](#) to review an extremely important WARNING to authors about ITAR and publication clearances. The IEEE, MTT-S, and/or IMS2020 will neither assume nor bear ANY responsibility for materials that you submit without appropriate approvals or clearances, and will make NO attempt to retract, rescind, or redact the submitted materials.
3. Upload your video using your unique (personalized) link to the paper management system. Your unique link to the paper management system is emailed to you. **MP4 Files are mandatory. No PPT or PDF files will be accepted. The file upload system will open on Wednesday, 24 June 2020 and submissions deadlines will be staggered based on last name:**
  - Last Name/Family Name/Surname beginning with A-H, **Deadline: 8 July 2020**
  - Last Name/Family Name/Surname beginning with I-Q, **Deadline: 9 July 2020**
  - Last Name/Family Name/Surname beginning with R-Z, **Deadline: 10 July 2020**

We are staggering deadlines to avoid last-minute overload of the paper management system

### Audio/Video File Requirements:

- All files must be in MP4 Format, Resolution = maximum 720p HD.
- It is recommended that the video files are <1 Mbps bit rate for optimum playback experience for the users. To check the bit rate, right click on the file name, click on properties, go to the details tab, and look for total bitrate. Total file size should not exceed 100 MB.
- Reminder: Presentations should be prepared to be roughly 15 minutes long with allowance that regular papers may be a few minutes longer, and short papers and IF papers a few minutes shorter. Keep your time frame in mind when preparing the length of your video.

## Recording Guidelines and Instructions:

There are multiple ways to create video presentations using available software. You may use any approach and software as long as you obtain a high-quality recording and your final file is in the MP4 format and less than 100 MB in size. Note that the IMS virtual conference provider recommends the use of Zoom.

Below are general guidelines for creating video presentations using various approaches:

1. Record your presentation directly while simultaneously capturing the screen show within any of the following applications:
  - **Zoom:** This is the method recommended by our platform vendor. We have confirmed that this method should result in small file sizes. Instructions on the use of Zoom can be found at this [link](#). We also provide guidance in Appendix 1.
  - 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](#) and [How to Convert and Open the GoToMeeting Recordings](#)
  - Microsoft Teams: [Record a meeting in Teams - Office Support](#)
2. Alternatively, you may create a voice-over-PowerPoint (VoPPT) presentation within Microsoft PowerPoint. This VoPPT screenshow can then be run within another screen capture application to generate an MP4. A benefit of this “two-step” approach is that speakers can first focus on optimizing their talk directly within PowerPoint and then focus on optimizing the MP4 file separately. Further instructions for this method are given in Appendix 2.
3. Save your file using the following naming format:
  - *SessionNumber\_PaperSessionSequenceNum\_AuthorLastName\_AuthorFirstName\_video*
    - e.g. *TU1A\_1\_Smith\_John\_video.mp4*
    - If you have apostrophes, hyphens, or ‘okina in your name, please omit those out of the name field at the submission website and in the file name. e.g. enter O'Connor as OConnor.
    - Also, the submission database cannot recognize the Spanish letter ‘ñ’. Please substitute the letter ‘n’ for ‘ñ’, e.g. Pena instead of Peña.
4. Upload your MP4 file using your unique (personalized) link to the paper management system.

## Tips for Recording:

- Use as quiet an area as possible
- Avoid areas that have any echo
  - Rooms should be fairly small
  - Employ sound dampening with carpets, curtains, and furniture
- Use a good headset with a microphone close to mouth but far enough away from the direct line

of mouth to reduce “pops”. Avoid using the default built-in microphone on your computer.

- Do a test recording of a couple of minutes and review the sound and picture quality, MP4 format, and bit rate before recording the entire presentation. Make adjustments if needed.

As a reminder, videos that are not received by the deadline will be considered no-shows in accordance with the IEEE MTT-S non-presented paper policy. We look forward to making IMS2020 and Microwave Week a success within this virtual conference format.

Should you have any questions, please send an email to [ims2020information@gmail.com](mailto:ims2020information@gmail.com).

We look forward to seeing your work presented at IMS2020!

Gabriel Rebeiz and James Buckwalter

IMS2020 TPC Co-Chairs

[www.ims-ieee.org](http://www.ims-ieee.org)

## Appendix 1: How To Use Zoom To Record An MP4 Video Presentation

ZOOM may be used to record your presentation. If you need additional guidance on use of Zoom, please refer to this [link](#).

1. Open Zoom on the web ([www.zoom.us](http://www.zoom.us)).
  - Setup an account if you don't have one.
2. Go to Applications – open Zoom.
  - Click on Recordings | Settings.
  - Change this to: Store my recordings at: Desktop.
3. Ensure you have a stable internet connection.
  - 1.5 Mbps "up" minimum (3+ Mbps "up" is recommended).
  - Hint: Use speedtest.net to test.
4. Start a new meeting.
5. Once the meeting has started:
  - Join Audio (i.e., unmute yourself).
  - Disable video – you should not and cannot have a video image of yourself in the corner. This greatly increases the file size.
  - Share your screen or the PowerPoint application to show your PowerPoint slides.
  - Start your PowerPoint slide show.
    - If you have more than one monitor, make sure that this presentation view is on the main monitor. **IMPORTANT** – do not record the speaker view mode.
  - Enable the laser pointer within PowerPoint. This can be found in the lower left corner of the screen and clicking the button marked with a pen.
  - Click “More” in the top black navigation bar.
    - Select Record on this Computer
      - You will hear the announcement that this meeting is being recorded.
      - Click on Stop Recording when you are done.
  - Give your complete presentation, speaking into your microphone. Please use the laser pointer to draw the viewer attention to the content of interest.
  - End the meeting for all. Once you end the meeting, you will get a pop-up window saying: “Convert meeting recording”
    - Hit SAVE.
    - Note that the file may automatically save to a default location. This location is specified under Zoom's options (see step 2 above).
    - Note that this conversion can take some time, so please be patient.
6. Once the MP4 file is created, please check it from beginning to end to ensure that everything was recorded properly. Then you should change the naming of the file to meet the requirements specified above.

## Appendix 2: How To Create a Voice-Over-PowerPoint Presentation

The method below describes a two-step approach where you first create a voice-over-PowerPoint (VoPPT) presentation and then create an MP4 file from that VoPPT. This enables you to first focus on obtaining the best presentation of your work and then to focus on creating an MP4 of the proper size and quality.

To create a Voice-over-PowerPoint, follow the steps below. Refer to this [link](#) for more details. Note that you may go through these steps as many times as necessary to improve your presentation.

1. Click Slide Show menu within PPT.
2. Select Record Slide Show→Start Recording from Beginning. Make sure that you enable both “slide and animation timings” and “narrations, ink, and laser pointer”.
3. You will now be in screen-show mode. Enable the laser pointer within PowerPoint. This can be found in the lower left corner of the screen and clicking the button marked with a pen.
4. Give your complete presentation, speaking into your microphone. Please use the laser pointer to draw the viewer attention to the content of interest. We recommend that you have a 10-20 second pause in the beginning which will give you time to start your recording within the screen capture system you use to generate an MP4 file.
5. To complete the presentation you must go all the way to the black screen at the end.
6. Check your presentation to ensure everything looks and sounds correct. You may do this by playing the slide show from the beginning.
7. Save your PPT file. This file will now include your narration and laser pointer.
  - Note that an MP4 file can be exported directly from the voice-annotated PPT. Information on how to do this is found [here](#). Note that this may result in larger than desired files; thus, we recommend obtaining an MP4 using one of the screen capture methods below.

Once you have the voice-over-PPT presentation, you must now create an MP4 video file that is 100MB size or less. For any of these techniques, please DO NOT capture any video recording of yourself in a corner of the screen, as this greatly increases the file size. Please DISABLE your web camera at this point.

8. Open your Web Conferencing or screen capture program, such as Zoom, WebEx, GoToMeeting Microsoft Teams, etc.
9. Share your screen for the PowerPoint application and then begin the PPT screen show. Your VoPPT presentation will now begin. If you recorded this with 15-20 seconds of pause at the beginning, you will have this much time to then begin your recording.
10. Start your screen recording and allow the VoPPT presentation to run completely.
11. End your screen recording and save your MP4 file.