

Presenter Guideline

Preparation

RocExs 2020 papers will be presented through 12-minute oral presentations and 3-minute discussion. For backup your presentation and watching the content after the workshop, we ask that you prepare 12-minute video. You are required to upload it to the **InfoVaya** conference platform between **June 6 to 21**.

PPT Slides

Prepare your presentation with 16:9 aspect ratio.

VIDEO

This video should be self-contained and describe the main contribution of your work.

VIDEO FORMAT

- **Video file:** MP4
- **Video duration:** **12 minutes** [max]
- **Video file size:** 100 MB [max]
- **Video file name:** The file name should start with RocExs_ followed by your paper's ID (e.g. authors of paper number 12 would upload RocExs_012.mp4)
- **Video dimension:** minimum height 480 pixels HD, aspect ratio 16:9. Zoom (see Video Preparation section below) will automatically apply these settings

VIDEO PREPARATION

We recommend using **Zoom**. This will allow you to easily record a compatible, high-quality video from content displayed on your computer screen and voice recorded via the computer microphone.

To use Zoom to capture your video: Create a Zoom meeting where you are the only participant. Start the meeting and share your screen (your presentation slides) and turn on your camera so that your face is visible. Click on "Record" and start recording your video. Showing the speaker's face is recommended but not mandatory. If you choose to do so, please make sure that the speaker window is on the top right corner of the screen and not covering the slides.

You may find the following "IEEE Video Presentation Guidelines" useful:

<https://ieeetv.ieee.org/ieeetv-specials/recording-your-presentation-with-zoom>

Audio and captions: Optionally, for accessibility, you could add closed captions in your video. To create closed captions using Zoom please see: <https://support.zoom.us/hc/en-us/articles/115004794983-Audio-transcription-for-cloud-recordings>

File size: We additionally recommend using the free tool Handbrake (<https://handbrake.fr/>) to reduce the size of your video. This will make your video upload much faster.

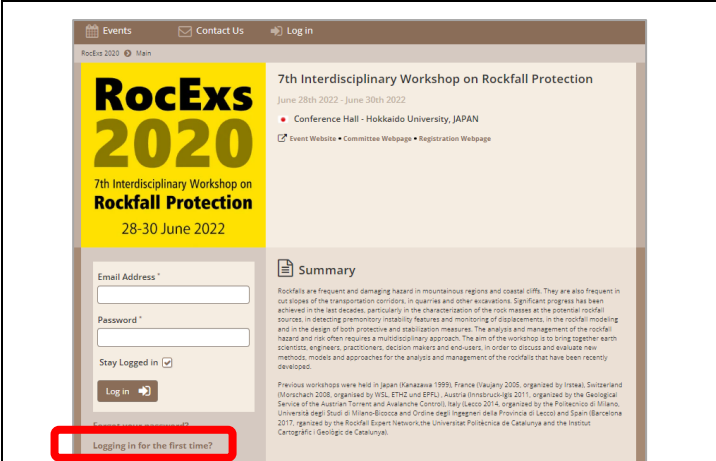
To reduce your video file size:

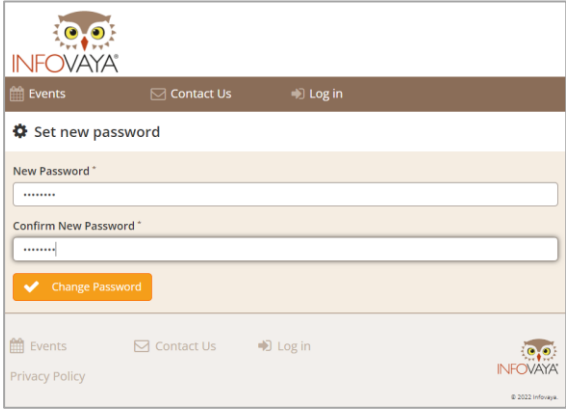

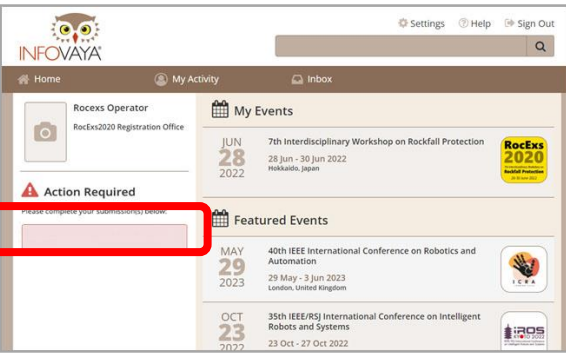
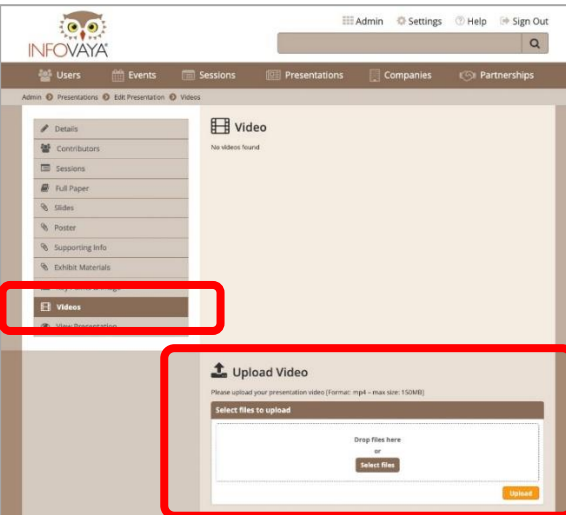
- (a) Drag and drop your video file into an open Handbrake window.
- (b) Click on "Video" and check that the "Constant Quality" has a RF value around 22.
- (c) Click on the green "Start" button.

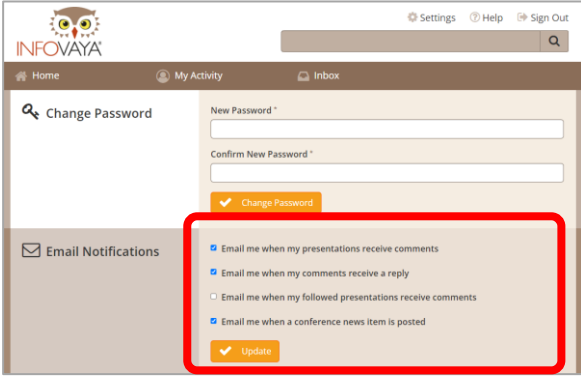
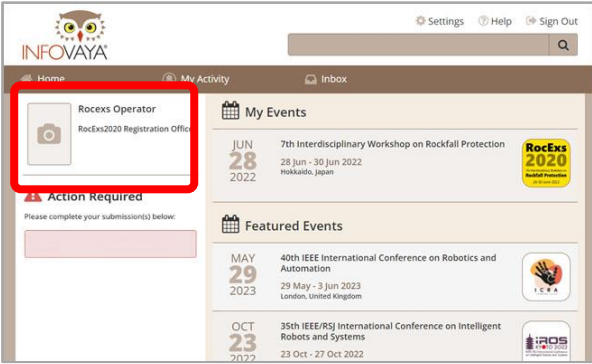

VIDEO SUBMISSION

You will submit your video on the InfoVaya platform. It will become available to you on **June 1**. To submit your video, please follow the steps below:

- (1) Go to <https://events.infovaya.com/event?id=97>

	<p>(2) Log in with email (the same email you used to submit your paper to RocExs2022) and password. First-time users, please click on "Logging in for the first time?" ...</p>
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	<p>(3) ...and follow the instructions therein to set your password. An email will be sent to you with a link that will take you to the "Set new password" page.</p>
	<p>(4) Complete!</p>
	<p>(5) Click on your presentation title under "Action Required"</p>
	<p>(6) Click on the "Videos" tab.</p> <p>Drag and drop your video file in the "Upload Video" area. Wait on the page until you see "Video successfully uploaded" message. Your idea will appear on the system within 30 minutes.</p> <p>Uploading any additional materials (e.g. slides, posters, representative image, etc) is optional.</p>

	<p>(7) To be notified of any comments from other participants, click “Setting” and tick items you wish.</p>
	<p>(8) To edit your “Profile”, click your name.</p>
	<p>(9) You can edit your profile.</p>

On the Day

Please arrive in online session room 20 minutes before the start of your session to introduce yourself to the session chair. In your turn, please share your screen and start your presentation by yourself after the chair introduce you to audience.

After the workshop

We will be opening the online platform to watch uploaded presentations from June 30 – July 15. You will receive some questions from your colleagues. Infovaya will send a notice when you receive it by email. And then, please reply them on Infovaya.