



Dear **EDTM 2020** Attendees:

On behalf of the **EDTM 2020** Organizing Committee, we would like to thank you for your patience and understanding during this time of transition to a virtual conference. **EDTM 2020** will now be a repository of all presentations that will be accessible to all paid registrants as soon as all the presentations are uploaded.

In preparation, please follow the official submission instructions for plenary, oral, exhibitor, and poster presentations. Please prepare your presentation **NO LATER THAN 23 March 2020**.

PLENARY, ORAL, & EXHIBITOR PRESENTATIONS:

The presentations will be pre-recorded and then included in a repository of all **EDTM 2020** oral presentations. Presenters are required to prepare a presentation file with voice narration (aka Voice over PPT). Your video file must be in the MP4 format for proper upload.

To record your presentation, please reference the following two (2) helpful resources:

- 1) Microsoft PowerPoint “Record Slide Show” feature to record audio along with your presentation:
<https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>
- 2) Helpful instructions on saving a voice-over-PowerPoint as an mp4 can be found here:
<https://nursing.vanderbilt.edu/knowledge-base/knowledgebase/how-to-save-voppt-to-mp4/>

Please note that all Questions and Answers will be held 100% offline. All presentations will include necessary contact information, and authors can reach out with potential questions via email. This will be managed by the Technical Program Chair.

- Plenary presentations not to exceed 40 mins
- Oral presentations not to exceed 20 mins
- Exhibitor presentations not to exceed 5 (five) mins

POSTER PRESENTATIONS:

For those who are presenting a poster, you have the option of submitting a PDF file of your poster or recording a PowerPoint presentation in the same fashion as oral presentations (described above). Please prepare the PDF file of your poster **NO LATER THAN 23 March 2020**.

- Poster presentations not to exceed 10 mins

UPLOADING YOUR PRESENTATION TO THE DIGITAL PLATFORM:

After you have prepared your MP4 video file (or PDF) and prior to the digital event start date, you will be *sent a unique link to the virtual platform with instructions on how to upload your presentation*. This link will be shared with you once the virtual event program has been finalized.

HELP:

If you are having an issue during your virtual conference experience, please email IEEE MCE at d.stankiewicz@ieee.org