

## Step-by-Step Guide to record and upload your video, slides and presentation

Congratulations again for your paper (full, work-in-progress), poster or workshop getting accepted for presentation to IEEE ISEC 2022! Since IEEE ISEC 2022 will be held as an online conference on Saturday, March 26, you are required to record and submit a **video of your talk** by **March 20, 2022**. This will give us enough time to check the recording. Please upload your pdf version of the presentation also. Also, please make sure to upload your pdf version of the paper in EDAS. At least one of the authors needs to register for the paper to be presented and archived in IEEE Xplore.

Here are the guidelines for the recorded talks.

1. Accepted Paper (Full) - Your recorded talk should be no longer than **20 minutes**
2. Accepted Paper (Work-in-progress) - Your recorded talk should be no longer than **15 minutes**
3. Accepted Posters – Your recorded talk for the poster should be no longer than **10 minutes**.
4. Workshops – Your recorded workshop should be no longer than **90 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.

### Creating your Zoom account

You are encouraged to use Zoom to record a professional-looking video for your ISEC 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.

For verification, please confirm your date of birth.

Month ▾ Day ▾ Year ▾ Continue

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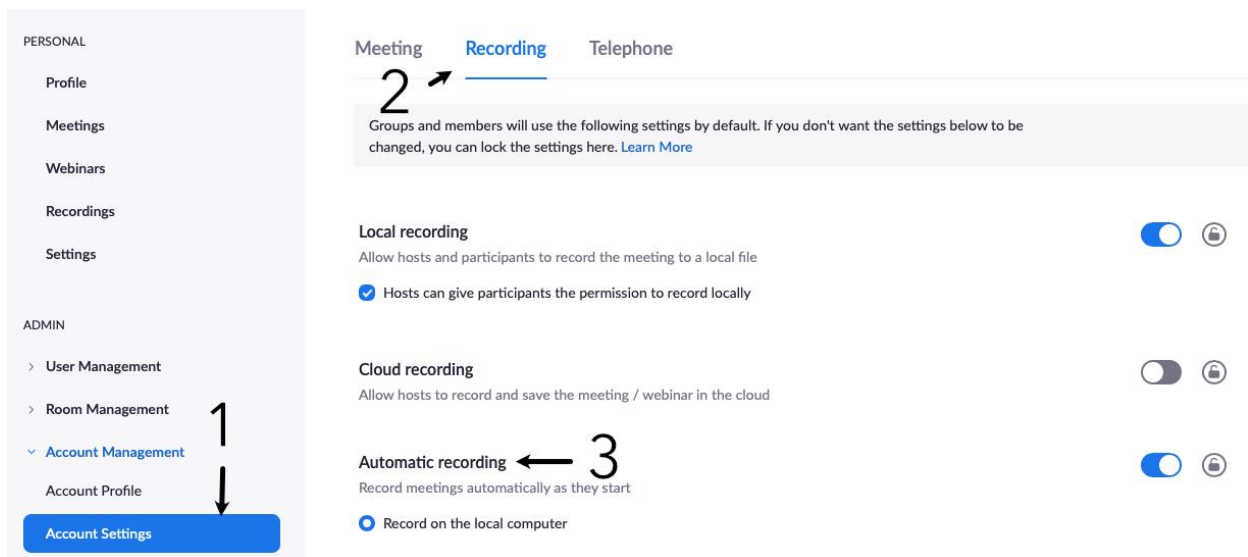
## Downloading Zoom

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.

The screenshot shows the Zoom Download Center page. At the top, there is a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and SIGN UP, IT'S FREE. Below the navigation bar is a green banner with the text: "We have developed resources to help you through this challenging time. [Click here](#) to learn more." Below the banner is a blue header with the text "Download Center" and a link "Download for IT Admin". The main content area is white and contains the following text: "Zoom Client for Meetings", "The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.", and a blue "Download" button. To the right of the button is the text "Version 4.6.10 (20041.0408)".

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. **Turning on Automatic Recording**

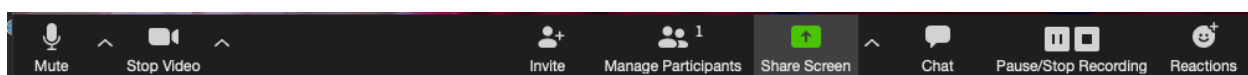


## Starting your presentation

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.

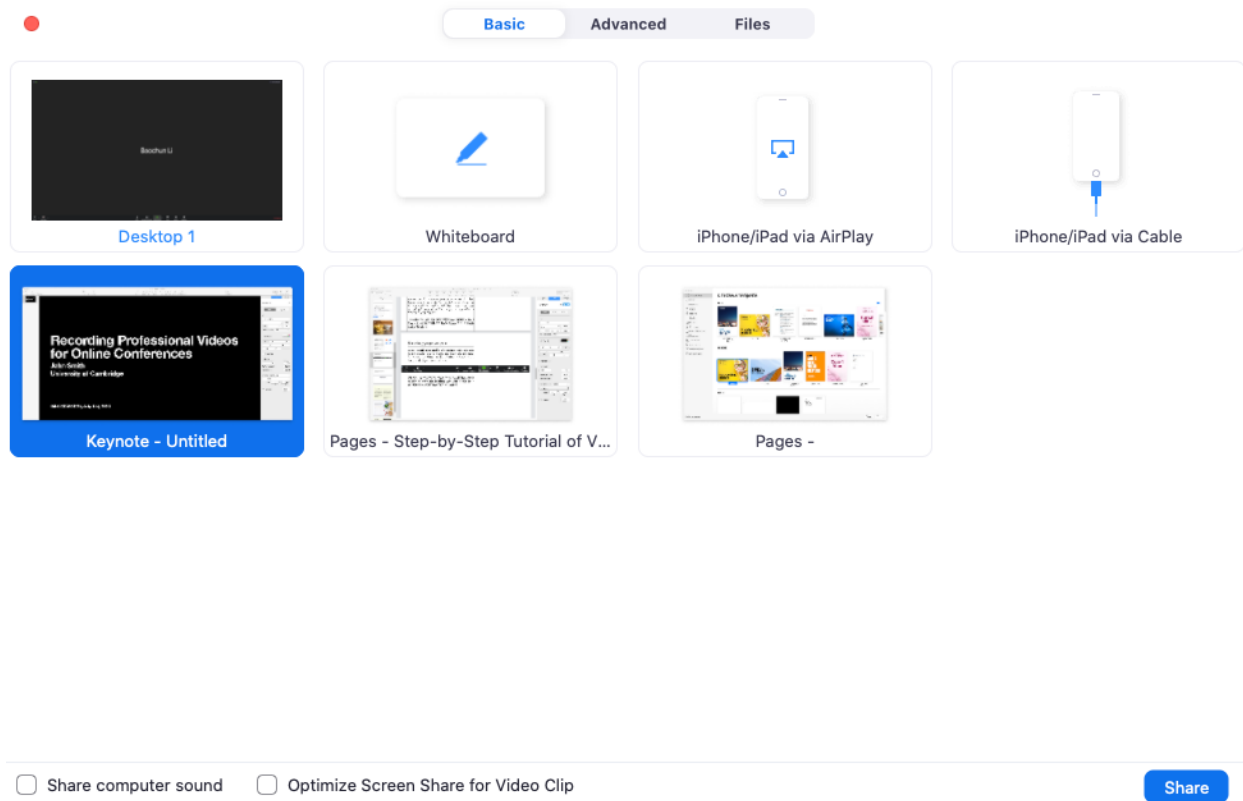
## Sharing your screen

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.

### **Detailed Procedure for Testing and uploading your video**

1. Visit the URL for the online conference website (<https://ieee-isec.info>), and sign in with your credentials if you have an account from last year's IEEE ISEC. If you have not yet signed up, please sign up with your name, affiliation, and email address. In the activation email you receive, click the link to activate the account.
2. Click your avatar on the top right corner, select "Papers", then click the "Add all your authored papers and talks to this list" button. You may also add your paper manually by entering your paper number available from EDAS.
3. Click the 'Upload Video' button (for talk videos) and the 'Upload Slides' button (for slides).
4. For uploading your video, click "Select your video as an MP4 file", select your video file, and then click "Upload". After the upload is completed successfully, you will receive a confirmation email message. Please make sure that your MP4 video uses the H.264 codec, otherwise it may not be played back correctly in modern web browsers.
5. You should now be able to download your video by clicking the "Video" Button and verify that your upload is indeed successful. The video will not be available to attendees in the conference until it is approved by the conference chairs. You will receive another email message when your

video is approved.

6. For uploading your slides, follow similar steps as (4)-(5) above.

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. To upload your video, visit the IEEE ISEC online conference website: **<https://iee-isec.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://iee-isec.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, which you received when you register for the conference.

That's it! Your slides and video will be visible to the conference organizers and you only, and you can download them or upload a new version again at any time.