

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

Congratulations again for your paper (full, work-in-progress), poster or workshop getting accepted for presentation to IEEE ISEC 2025! Since IEEE ISEC 2025 will be held as a hybrid conference on Saturday, March 15, you are required to record and submit a **video of your talk** by **March 12, 2025**. 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 for Remote Presenters

1. Accepted Paper (Full and Work-in-progress) - Your recorded talk should be no longer than **15 minutes**
2. Accepted Posters (Remote) – Your recorded talk for the poster should be no longer than **8 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." The main content area has a light blue background and features the heading "Download Center" and a link "Download for IT Admin". Below this, there is a section for "Zoom Client for Meetings" with the text: "The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here." A blue "Download" button is visible, along with the version information "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**

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

**Automatic recording** ← 3 ☑️ 🔒  
 Record meetings automatically as they start

Record on the local computer

## 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.

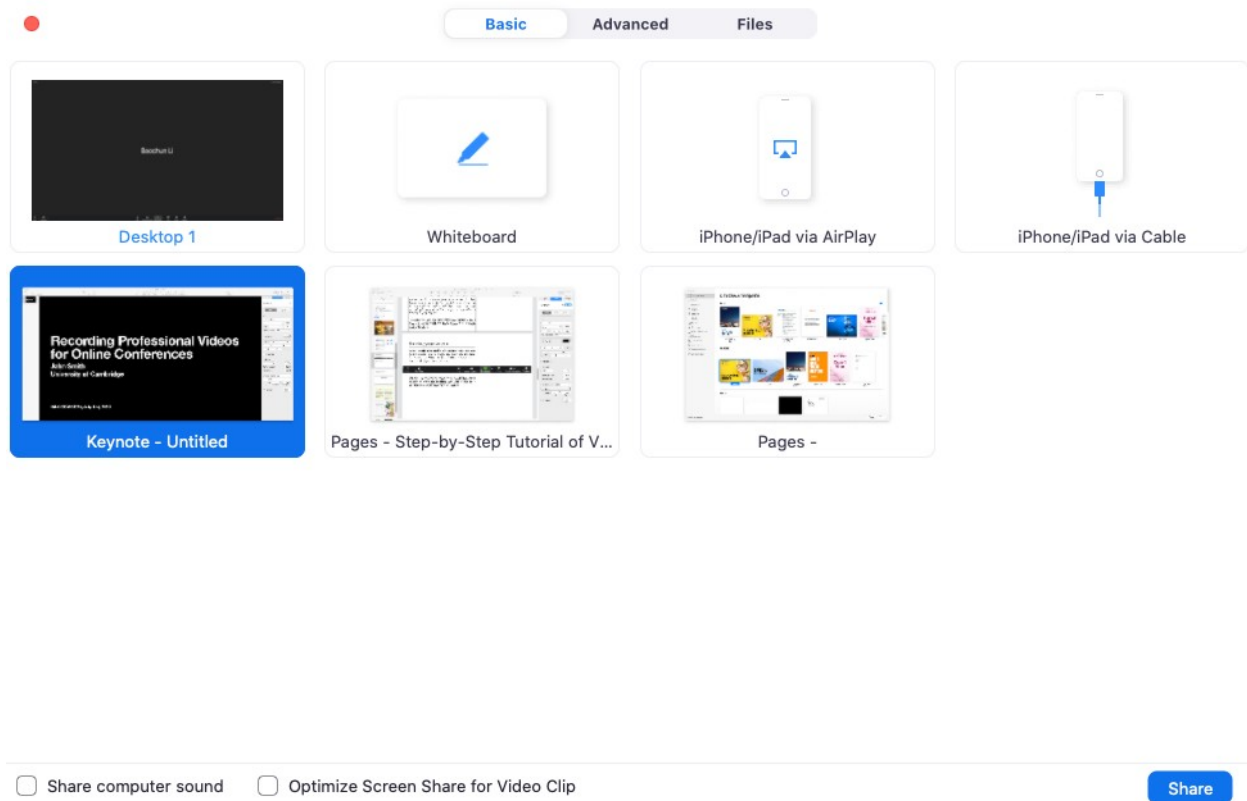
## Sharing your screen

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.

## 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.

### **2. Here are Step-by-Step Information to upload your video recording and slides.**

1. Visit the URL for the online conference website (<https://iee-isec.info>), click “Sign In” if you have an account from the previous years, or click “Sign Up” to sign up with your name, affiliation, and email address. If you have already signed up for an account in IEEE ISEC before, you can continue to use that account.

2. In the activation email you receive, click the link to activate the account. This is a must requirement.

3. Sign in to your account.

4. Click your avatar on the top right corner, then select “Papers” or “Posters”, and then click the “Add all your authored papers and talks to this list” button. If you still don't see your papers, check the spelling of your name in your profile to make sure that it matches with your name in the author list. If you know your poster's paper number, you may also add your paper using your paper number directly.

5. Click the 'Upload Video' button (for talk videos) and the 'Upload Slides' button (for slides).

6. For uploading videos, click “Select your video as an MP4 file”, select your video file, and then click “Upload”. Please make sure that H.264 is used as the video codec in your MP4 video file. After the upload is completed successfully, you will receive a confirmation email message. 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.

7. For uploading slides, follow similar steps as (7) above.

8. You should now be able to download your video by clicking the “Video” Button and verify that the upload is indeed successful. Please note that the conference organizers will need to approve the video and slides you uploaded before they can be available in the online conference website.

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.