

## **GUIDELINES FOR PREPARING VIDEO PRESENTATION** **FOR** **CMI 2021**

IEEE CMI 2021 is a full **Virtual Conference**. All authors of accepted and registered papers for **CMI 2021** are required to upload a pre-recorded video of their paper presentation.

Only registered author will be allowed to present in the video, but all authors may participate in QA session. Participation certificate will be given to the registered candidate. Note that registered authors must be present at the time of his presentation and face question and answer; else paper will not be considered for inclusion in proceeding and certificate of presentation will not be issued to him/her.

Each paper will be given **15 minutes** (**10 minutes** for presentation + **5 minutes** for Q&A). At least one author must join the live virtual session to answer questions. Please carefully review the following guidelines and specifications before recording your presentation.

### **INSTRUCTIONS FOR RECORDING PRESENTATION**

Recording should contain a prominent view of the presentation slides along with audio of the presenter. The recording may also contain a small headshot of the presenter. Many presentation software allows recording audio and video directly in the application and can export appropriate video files.

The presentation recording should:

- Duration: **10 minutes max**
- File size: **100 MB max**
- Video file format: **mp4**
- Dimensions: Minimum height 480 pixels, aspect ratio: 16:9

### **FILE FORMAT**

- All files must be in MP4 Format
- Less than or equal to 1mbps bitrate: To check the bit rate, right click on the file name, click on properties, go to the details tab, and look for total bitrate.
- Resolution = maximum 720p HD
- Use the following naming convention: PPID.mp4, where PPID is your paper ID.

For more information on how to pre-record your presentation, please look at this below.

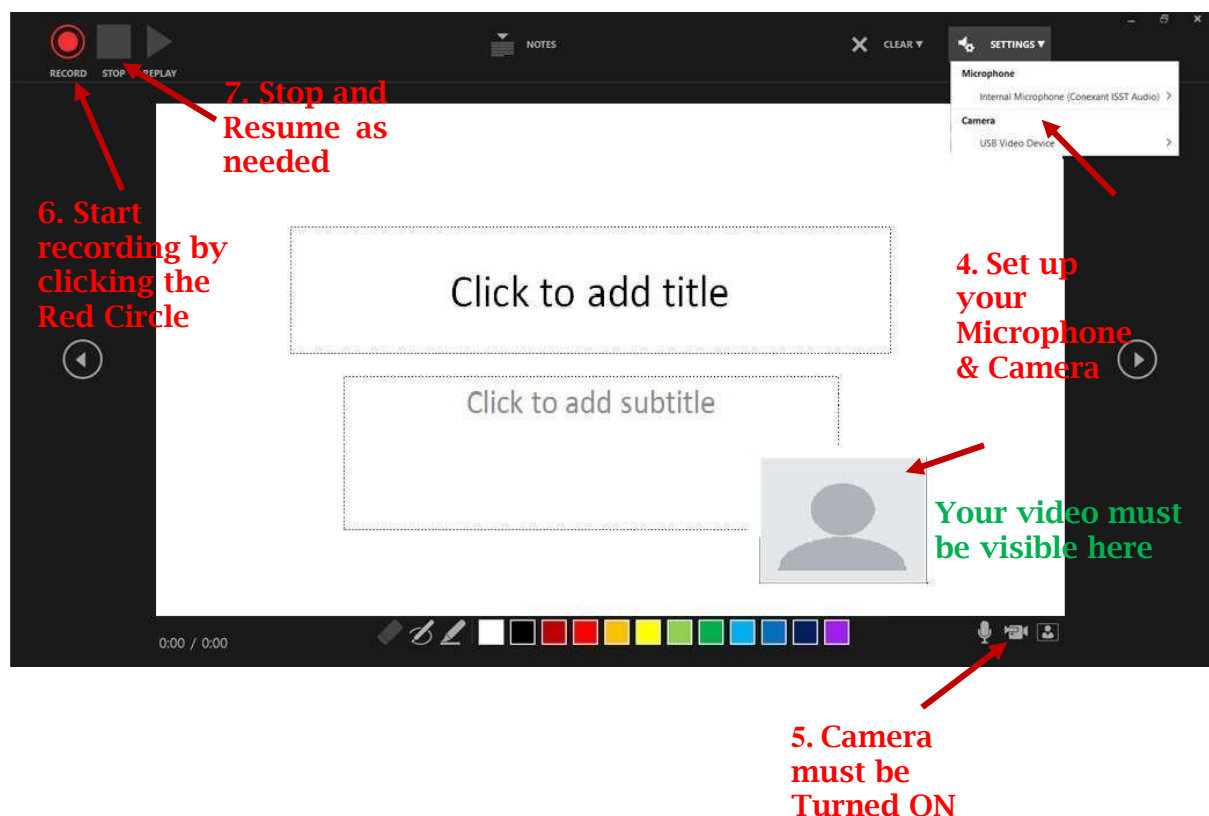
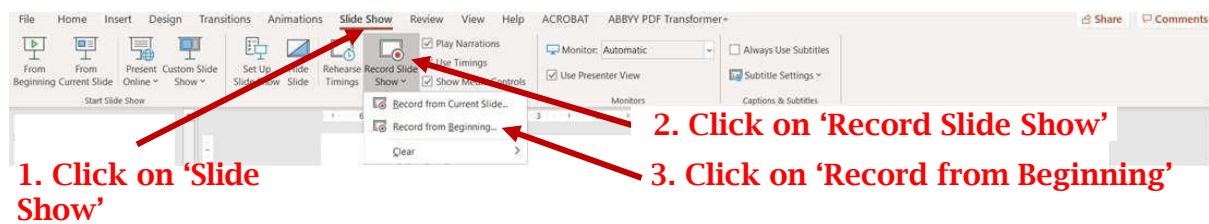
### **POWERPOINT**

Recording Narration in MS Power Point (Office 365)

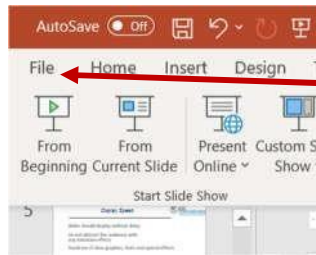
**Step 1:** Prepare your presentation in MS Power Point. Complete your presentation within **15 slides (maximum)**. Use bright colors, simple (Arial, Calibri) and minimum font size of 18pts (bold) to write slide contents.

Last date of submission (uploading) of Presentation video file is December 31, 2020

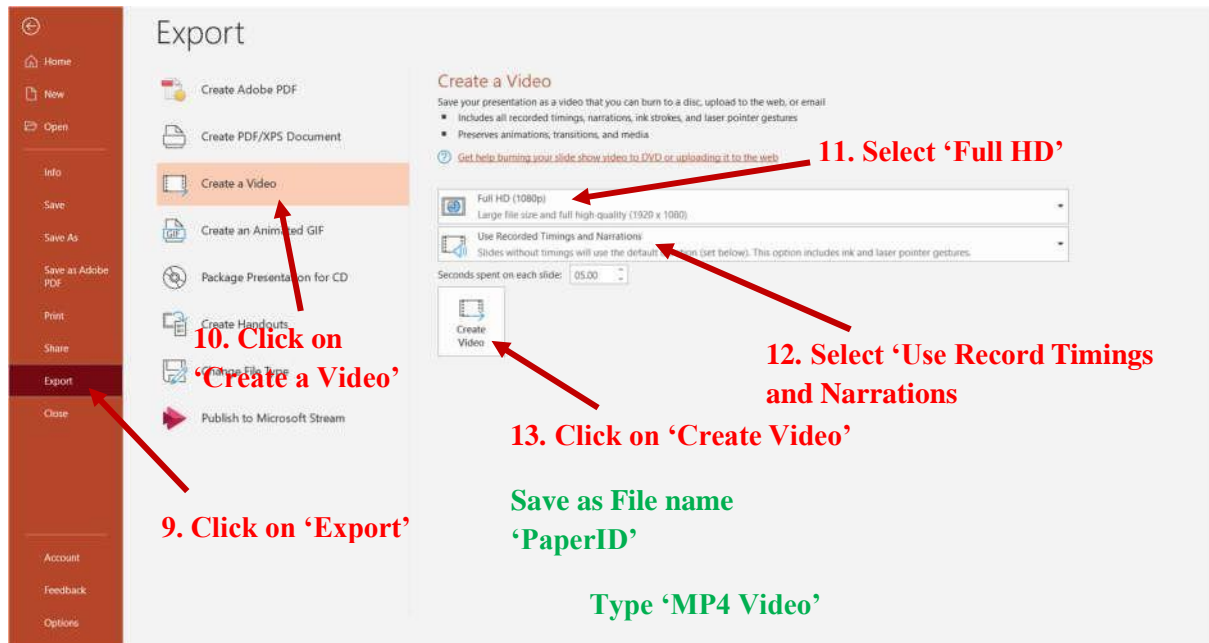
**Step 2:** After completing your Power Point presentation, follow the guidelines given below.



Last date of submission (uploading) of Presentation video file is December 31, 2020



8. After finishing the recording,  
Click on 'File'



Please complete your voice narrated presentation within maximum 10 minutes.

For further assistance to make your video presentation use the following online tutorials

Follow **these instructions** to add audio (and optionally video) to your slides.

1. Follow [these instructions](#) to generate a MPEG-4 (.mp4) file from your slides and audio/video.
2. Alternatively, you can follow [this video tutorial](#) which goes through both of these steps. Also, see [this video tutorial](#) if you like.

## OTHER OPTIONS

1. Record your screen (and microphone) while giving the presentation. There are effective and free options to do this on [Linux](#), [macOS](#), and [Windows](#).
2. As a last resort, and only if you are comfortable directly editing video, you can export your slides as images, record an audio track, and combine the two using software like [kdenlive](#), [iMovie](#), [OBS Studio](#) or [others](#).

## TIPS FOR RECORDING:

1. Use as quiet an area as possible
2. Avoid areas that have echo

Last date of submission (uploading) of Presentation video file is December 31, 2020

3. Rooms should be fairly small
4. Sound dampening with carpeting, curtains, furniture
5. Hardline internet connection recommended, but if unavailable, a strong Wi-Fi connection
6. Good headset with microphone close to mouth BUT away from direct line of mouth to reduce “pops”. Avoid using default built-in microphone on computer.
7. 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.

**UPLOAD:**

Upload the video presentation file (e.g., ‘23.mp4’, where ‘23’ is the paper ID) as a supplementary material through Microsoft CMT author console under ‘Supplementary Material’ positively by December 31, 2020.