



WAMICON 2021 VIDEO PRESENTATION GUIDELINES AND INSTRUCTIONS

Congratulations again on having your paper selected for presentation at WAMICON2021!

This document provides guidelines and instructions for preparing and submitting your voice-annotated PowerPoint video. By following these guidelines and instructions, your video presentation should provide a rewarding experience for both you and your colleagues. These instructions apply to both oral and interactive forum papers. Please read the entire document before you begin creating your video.

For the video, you are required to carry out the following steps:

1. Using your PowerPoint presentation, you may save it as an MP4 video of your presentation. Save your video using the specified file nomenclature as an MP4 File (note file name convention in Step 3). Section II. Provides detailed instructions to prepare a video. Please do not upload PowerPoint or PDF files. Note: Your video file cannot exceed 100 MB in size!
2. Verify your receipt of required approvals from your (academic, corporate, and government) institutions and sponsors. Please [click here](#) to review an extremely important WARNING to authors about ITAR and publication clearances. The IEEE, MTT-S, and/or WAMICON2021 will neither assume nor bear ANY responsibility for materials that you submit without appropriate approvals or clearances, and will make NO attempt to retract, rescind, or redact the submitted materials.
3. WAMICON provides a link to a video management system emailed to you through EDAS. Upload your video using this link. MP4 Files are mandatory. We cannot accept PPT, PPS or PDF files for virtual presentations.
 - Filename convention: Please use your EDAS paper number. (ex. 1500000088.mp4)
 - Video submission deadline: **22 April 2021**

Early submittal of videos are encouraged to avoid last-minute overload of the paper management system.

I. Audio/Video File Requirements:

- All files must be in MP4 Format, Resolution = maximum 720p HD.
- It is recommended that the video files are <1 Mbps bit rate for optimum playback experience for the users. To check the bit rate, right click on the file name, click on properties, go to the details tab, and look for total bitrate. Total file size should not exceed 100 MB.
- Reminder: Presentations should be prepared to be 10 minutes long with allowance that regular papers may be a few minutes longer, and short papers and IF papers a few minutes shorter. Keep your presentation time frame in mind when preparing the length of your video. Presenters will be given a 5 minute Question and Answer period following the 10 minute presentation of your video.

II. Recording Guidelines and Instructions:

There are multiple ways to create video presentations using available software. You may use any approach and software as long as you obtain a high-quality recording, and your final file is in the MP4 format and less than 100 MB in size. Note that the WAMICON virtual conference provider recommends the use of Zoom.

Below are general guidelines for creating video presentations using various approaches:

1. Record your presentation directly while simultaneously capturing the screen show within any of the following applications:
 - Zoom: This is the method recommended by our platform vendor. We have confirmed that this method should result in small file sizes. Instructions on the use of Zoom can be found at this [link](#).
 - WebEx: [Video Conferencing - Record a Cisco Webex Meeting](#)
 - Skype: [Skype for Business: Recording a Meeting | Information Technology Services | Bemidji State University](#)
 - Google Meet: [Record a video meeting - Meet Help](#)
 - GoToMeeting: [How to Record a GoToMeeting Session | Techwalla](#) and [How to Convert and Open the GoToMeeting Recordings](#)
 - Microsoft Teams: [Record a meeting in Teams - Office Support](#)
2. Alternatively, you may create a voice-over-PowerPoint (VoPPT) presentation within Microsoft PowerPoint. This VoPPT screen show can then be run within another screen capture application to generate an MP4. A benefit of this “two-step” approach is that speakers can first focus on optimizing their talk directly within PowerPoint and then focus on optimizing the MP4 file separately. Further instructions for this method are given in Appendix 1.
3. As noted above, save your file using the 10-digit paper identification number assigned by EDAS.
4. Upload your MP4 file using the link provided to the paper management system.

Tips for Recording:

- Use as quiet an area as possible
- Avoid areas that have any echo
 - Rooms should be small
 - Employ sound dampening with carpets, curtains, and furniture
- Use a good headset with a microphone close to mouth but far enough away from the direct line of mouth to reduce “pops”. Avoid using the default built-in microphone on your computer.

- 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.

As a reminder, videos submissions that miss the deadline become no-shows in accordance with the IEEE WAMICON non-presented paper policy. We look forward to making WAMICON 2021 a success within this virtual conference format.

Should you have any questions, please send an email to slardiz03@ieee.org

The speaker of your paper must register for the conference. Please refer to the [WAMICON 2021 website](#) for registration information.

We look forward to seeing your work presented at WAMICON2021!

Steven Lardizabal and Jing Wang
WAMICON 2021 TPC Co-Chairs

Appendix 1: How To Create a Voice-Over-PowerPoint Presentation

The method below describes a two-step approach where you first create a voice-over-PowerPoint (VoPPT) presentation and then create an MP4 file from that VoPPT. This enables you to first focus on obtaining the best presentation of your work and then to focus on creating an MP4 of the proper size and quality.

To create a Voice-over-PowerPoint, follow the steps below. Refer to this [link](#) for more details. Note that you may go through these steps as many times as necessary to improve your presentation.

1. Click Slide Show menu within PPT.
2. Select Record Slide Show → Start Recording from Beginning. Make sure that you enable both “slide and animation timings” and “narrations, ink, and laser pointer”.
3. You will now be in screen-show mode. Enable the laser pointer within PowerPoint. This can be found in the lower left corner of the screen and clicking the button marked with a pen.
4. Give your complete presentation, speaking into your microphone. Please use the laser pointer to draw the viewer attention to the content of interest. We recommend that you have a 10-20 second pause in the beginning which will give you time to start your recording within the screen capture system you use to generate an MP4 file.
5. To complete the presentation, you must go all the way to the black screen at the end.
6. Check your presentation to ensure everything looks and sounds correct. You may do this by playing the slide show from the beginning.
7. Save your PPT file. This file will now include your narration and laser pointer.
 - Note that an MP4 file can be exported directly from the voice-annotated PPT. Information on how to do this is found [here](#). Note that this may result in larger than desired files; thus, we recommend obtaining an MP4 using one of the screen capture methods below.
 - Once you have the voice over-PPT presentation, you must now create an MP4 video file that is 100MB size or less. For any of these techniques, please DO NOT capture any video recording of yourself in a corner of the screen, as this greatly increases the file size. Please DISABLE your web camera at this point.
8. Open your Web Conferencing or screen capture program, such as Zoom, WebEx, GoToMeeting, Microsoft Teams, etc.
9. Share your screen for the PowerPoint application and then begin the PPT screen show. Your VoPPT presentation will now begin. If you recorded this with 15-20 seconds of pause at the beginning, you will have this much time to then begin your recording.
10. Start your screen recording and allow the VoPPT presentation to run completely.
11. End your screen recording and save your MP4 file.