

# Presentation Video Guidelines

Leiria, Portugal

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**ConfTELE 2021**

<https://www.conftele2021.iplleiria.pt>

## **Guidelines to record video of presentation**

We request you to prepare and upload a video comprising of voice over the slides of your presentation. This is a requirement for your paper to appear in IEEE Xplore.

Additionally you can include a brief introduction over webcam, and/or a small feed of your webcam as you speak over the slides.

Below we provide some suggestions to create this video. One of them is the video-conferencing tool Zoom. Since this tool is required for the conference, we suggest you install it ahead and create your video using it. The tool also works over browser and using the installed version is not a requirement.

This is also the method recommended by IEEE; having the webcam over the presentation, as is done in the IEEE video tutorial (link below), on the top right corner, is recommended because it is usually an area with less content in slides. However, you have to be careful that you are not covering content on the slide with webcam feed. It should be mentioned that PowerPoint also has a record feature.

There are also other screen capturing tools that can record the video as desired. In order for videos to be verified by the technical program committee, there is considerable urgency in preparing and uploading your video. Accordingly, we ask you that you please finalize and upload your video as soon as you can.

**Link to IEEE recording instructions using Zoom**

<https://ieeetv.ieee.org/ieeetv-specials/recording-your-presentation-with-zoom>

**OBS is an alternative tool with powerful features but which can be used for this purpose.**

<https://obsproject.com/>

## **Technical Guidelines for your Video**

### **Duration:**

**Papers:** 13 minutes maximum

**Posters:** 5 minutes maximum

### **Filesize:**

**Papers:** 100MB maximum

**Posters:** 50MB maximum

**Video file format:** .mp4

**Dimensions:** Minimum and suggested width of 720 pixels,

**Aspect ratio:** 16:9

*Please note that the videos cannot have any sort of watermark*

Please note the final specifications will be checked at the time of submission.

Files not compliant may not be accepted.

Please be sure the video includes the title of the paper, the authors, and mention to the conference.

## **Submitting your Video**

The video should be submitted to an online form available through a link sent over e-mail to every accepted participant. The due date to submit this video should be announced in the same e-mail, as well as in the Virtual Venue's web address: <https://www.conftele2021.ipleiria.pt>.

Presenters will also be requested to submit the PDF with the slides used in the presentation.