



FUSION | 2021

Presentation recording and uploading guidelines and instructions

All presenters (on-site and virtual) are kindly requested to make a recording of their presentation and upload it to the link provided in step 4 of these instructions. The recording should not be longer than 15 minutes.

This document provides guidelines and instructions for recording and uploading your presentation in the following four steps:



Detailed guidelines and requirements are provided for each step below:



Video format

We recommend that you prepare standard slides as you would have for the on-site conference. Record the slides presentation with a voice overlay explaining the content of the slides.

Many software and platforms exist to do the recordings. We recommend Zoom to record a compatible video. Zoom is available to users on most platforms and in most countries. This link provides instructions for recording your presentation with Zoom:

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

Other recommended software are:

1. OBS Studio (Windows, Mac, Linux): <https://obsproject.com/forum/resources/full-video-guide-for-obs-studio-and-twitch.377/>
2. Microsoft Office Mix: <https://www.youtube.com/watch?v=TWagUf3x6fQ>

The format of the video should be .mp4

Introduction slide

We suggest that you start off with a short webcam introduction on the introduction slide containing the paper title, presenter and session.

Presentation content

The recording duration must be between 10 and 15 minutes (see requirements in step 3). Given the time restriction, we recommend shifting the focus slightly towards a high level problem formulation and giving intuition rather than a lot of technical details when presenting the material.

Audio quality

Audio quality of the voice overlay is certainly critical in producing a good quality video. We recommend that you use an external microphone for this purpose.

Include speaker video in the recording

A visual of the speaker in the corner of the screen improves the experience of the audience and makes it more personal. Make sure that the speaker video does not cover slide material.



Editing software

Once you've made your recording, you might want to edit it. By no means the recording needs to be perfect, but the quality can be greatly improved by removing awkward silences and start/stop bits. Many mp4 editing software can be used for this such as iMovie and Lightworks. If you recorded the video in OBS Studio or Power point, then the editing can be done on the same platform.

Compressing the video

The mp4 file size should not exceed 100Mb and you might want to compress the file. Avidemux is an open source compression program. Here is youtube video on recommended Avidemux settings: https://www.youtube.com/watch?v=Qof_A5qVoUI&feature=youtu.be.

You may use the free tool "ffmpeg" to reduce the size of your recorded video using the command line instruction:

```
ffmpeg -i <source_file_name>.mp4 -c:v libx264 -crf 23 <destination_file_name>.mp4
```



Check that your video satisfies the following requirements:

- ⌚ Duration: min 10 minutes, max 15 minutes
- ⌚ File size: limited to 100MB file size
- ⌚ File format: mp4
- ⌚ Dimensions: Minimum height 480 pixels, aspect ratio: 16:9

Please note the final specifications will be checked at the time of submission and files not compliant may not be uploaded.



🕒 Upload deadline: 22 October 2021

🕒 Video upload URL:

https://docs.google.com/forms/d/e/1FAIpQLScBh8oMNeNnCusTdZ5o_LZXu8tKofOheuLGp1e6UMnpCABtbQ/viewform?usp=sf_link

IMPORTANT REQUIREMENT FOR PRESENTERS

Please take note that as a presenter, you will have to be present (either in-person or virtually via the scheduled Zoom meeting) at the session of your presentation as scheduled according to South Africa Standard Time (SAST). You have the option to either present live in-person (preferred for virtual attendees and required for on-site attendees) or to play your pre-recorded video (virtual attendees only) on the Zoom meeting. You must be available for live questions after the presentation, and you are encouraged to participate in directing questions to other presenters, in order to facilitate live interaction.

The session chair will minute the virtual or on-site attendance of all presenters. The papers of absent presenters will not be eligible for inclusion in the IEEE Xplore conference proceedings.

The pre-recording of presentations is a precaution to ensure the smooth running of the hybrid format of the conference, and to make the presentations available for off-line consumption. It is not a substitute for being present at your session.

ZOOM meeting instructions to follow at a later date