2020 IEEE International Symposium on Antennas and Propagation and North American Radio Science Meeting

5–10 July 2020 • Montréal, Québec, Canada

https://2020apsursi.org/

Instructions for Preparing and Uploading Your Virtual Presentation

On behalf of the IEEE AP-S/URSI 2020 Organizing Committee, we would like to thank you for your patience and understanding as we transition to a virtual symposium.

1. The technical program will be organized similarly to a regular conference, but each presentation will be pre-recorded and available on demand via the ON24 platform. These are the official submission instructions for all presentations:

   a. Please plan to submit your presentation as soon as possible after you register and NO LATER THAN Thursday, 2 July 2020. **This submission deadline *cannot* be extended.**

   b. Your presentation will be made available only to registered Symposium attendees for a limited period of time, beginning Sunday, 5 July 2020 and ending on Sunday, 2 August, 2020.

   c. Symposium attendees will be able to pose questions to authors either through the session chair or via a group chat. **Detailed instructions are available at** `https://2020apsursi.org/overview.pdf`

2. There are several tools available to easily record a presentation.

The simplest is to create a Voice Over PowerPoint presentation:

`https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c`

and convert it to MP4

`https://nursing.vanderbilt.edu/knowledge-base/knowledgebase/how-to-save-voppt-to-mp4/`

Alternatively, you can use a software suite such as Camtasia to achieve a similar result.

Finally, you can use any meeting software, as long as you have a recording of good quality and your final file is in the **MP4 format**. Here are some links to instructions on recording a meeting on common platforms:

- 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
- Zoom: Local Recording – Zoom Help Center
- 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

Audio/Video File Requirements:

- All files must be in MP4 Format
- A bit rate of 1mbps or less: To check the bit rate, right click on the file name, click on properties, go to the details tab, and look for total bit rate. (*Note: The virtual conferencing platform will accept videos with a higher bit rate, but some quality may be lost during the upload process)
- Resolution = 720p HD
- Aspect Ratio: 16x9 Landscape
- Presentation length: not to exceed 15 mins
- Please use the following file naming convention: ####.mp4, where #### is the four-digit paper number that appeared in your acceptance letter.

Tips for recording:

1. Use as quiet an area as possible.
2. Avoid areas that have echo:
   a. Rooms should be fairly small;
   b. Sound dampening with carpeting, curtains, furniture.
3. Hardline internet connections are highly recommended, but if unavailable, a strong Wi-Fi connection should do the job.
4. A good headset with a microphone set close to your mouth BUT away from direct line of mouth to reduce "pops". Try to avoid using default, built-in microphones on your computer, if possible.
5. Do a test recording of a couple of minutes and review the sound and picture quality, in the MP4 format, and check the bit rate before recording your entire presentation. Make adjustments as needed.

Uploading Your Presentation to the Virtual Event Platform:

After you have prepared your MP4 video file, instructions on where to upload your presentation will be provided to you as we get closer to the Symposium start date.

If you have any questions, please email IEEE MCE's David Stankiewicz at d.stankiewicz@ieee.org