

# 2020 IEEE SYMPOSIUM SERIES ON COMPUTATIONAL INTELLIGENCE

(Running Virtually in 2020)

1-4 December, 2020

## IMPORTANT NOTICE

Registered authors are required to record and submit a presentation and one 'Key Contributions' slide according to the instructions on this page.

The deadline for submitting video and slide presentations:

**Friday, 30 October 2020**

As previously announced, the 2020 IEEE Symposium Series on Computational Intelligence will be held in a virtual setting to accommodate the current restrictions related to the COVID-19 pandemic. The symposium will be held in both a virtual live and on demand pre-recorded format. As part of your acceptance to the program your presentation will be presented in a pre-recorded format for the symposium and you will also need to provide a one (1) slide image of your 'Key Contributions'. Please find below instructions regarding the pre-recording and uploading of your presentation and slide file.

To give all presenters and viewers of the 2020 IEEE Symposium Series on Computational Intelligence the best possible experience, we kindly ask authors who will pre-record their presentations to comply with the technical specifications outlined below.

Due to the volume of video submissions the conference management team will not be checking individual videos for video/audio quality. It is the responsibility of individual authors to ensure that the file(s) they upload are provided in the formats specified in this document and that video/audio quality is of a suitable standard for playback on the platform. It is strongly recommended that you submit your presentation and 'Key Contributions' slide well ahead of the submission deadline outlined in this document. Failure to provide a suitable recording and slide image may result in your presentations not being included in the online program.

### Key Points Overview

#### Recorded Presentation

Acceptable video file format:

File Size:

Presentation time:

Dimensions:

**MP4**

**Limited to 100MB file size** (can be voice over multiple PPT slides similar to standard oral presentations)

**Oral Presentation: 15 minutes**

**Minimum height 720 pixels, aspect ratio: 16:9**

#### Key Contributions Slide

Acceptable Slide file format:

Dimensions:

**PNG**

**Aspect ratio: 16:9**

**Video and Slide Upload Link:**

**Please name your files**

**in the following format:**

<https://www.dropbox.com/request/4jxYhQ3ySWJtZGy2wwW4>

PaperID\_Firstname\_Surname.

(Example: SS123\_John\_Smith)

***Please note the conference management team will not be editing any video presentations. All videos must be provided in their final edited format upon submission to the drop box.***

# RECORDED PRESENTATION INSTRUCTIONS

Please read through all instructions carefully. If you have any questions please do not hesitate to email [ieecis@consec.com.au](mailto:ieecis@consec.com.au)

## RECORING YOUR VIDEO:

Please make a recording of your presentation in the following file format:

Acceptable video file format:	<b>MP4</b>
File Size:	<b>Limited to 100MB file size</b> (can be voice over multiple PPT slides similar to standard oral presentations)
Presentation time:	<b>Oral Presentation: 15 minutes</b>
Dimensions:	<b>Minimum height 720 pixels, aspect ratio: 16:9</b>

How you choose to video and record your presentation is at the discretion of you, the presenter. However 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](#)
- Microsoft Teams: [Record a meeting in Teams - Office Support](#)

You can also use the two-step method covered below:

- [Create Voice Over Power point and convert to MP4](#)

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- For video, capture a single screen with your presentation/slides in full screen. Advance the slides as if presenting normally. Video feed of the presenter (such as via webcam) is encouraged but is not required.
  - For audio, we recommend using an external microphone whenever possible. Using the microphone built into your webcam and/or laptop is also acceptable, but please ensure that you minimize ambient noise.
  - Make sure to record the video in 1080p resolution (or your maximum screen resolution) and at 30 frames per second in the MP4 or MOV video format.
  - Once you have begun recording, but before you begin your presentation, please stay on your first slide for 10 seconds without talking. After the initial 10 seconds of silence have elapsed, you may proceed with your presentation normally.
  - Similarly, after you have concluded your presentation, please remain on the final slide for 10 seconds in silence.
  - Your presentation recording length should be as per the time(s) specified above and it must be voiced in clear and understandable English.

# KEY CONTRUBUTIONS SLIDE INSTRUCTIONS

Please read through all instructions carefully. If you have any questions please do not hesitate to email [ieecis@consec.com.au](mailto:ieecis@consec.com.au)

## CREATING YOUR SLIDE:

Please create you Key Contribution slide in the following file format:

Acceptable Slide file format:

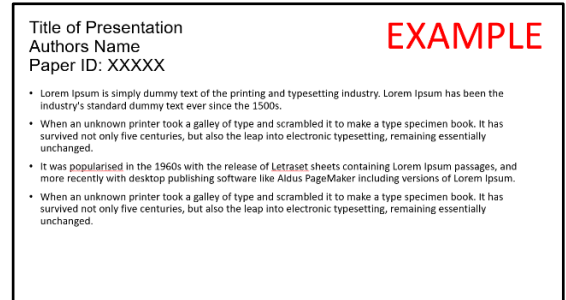
**PNG**

Dimensions:

**Aspect ratio: 16:9**

## The slide must include:

- Presentation title (Arial font, size 28 font at the top of the slide)
- Presenters Name (Arial font, size 28 font at the top of the slide)
- Paper ID (Arial font, size 28 font at the top of the slide)
- Key Contribution points (Arial font, minimum size 18 font)



We highly recommend using the following font specification for your slide for optimum viewing:

- Arial Font
- Size 18 font
- 1.5 line spacing

You may **ONLY** submit one slide per presentation.

# SUBMITTING YOUR RECORDING AND SLIDE

As part of your agreement to present at the 2020 IEEE Symposium Series on Computational Intelligence your video presentation and slide needs to be pre-uploaded to the following drop box by **Friday, 30 October 2020**.

Upload Link:

<https://www.dropbox.com/request/4jxYhQ3ySWJtZGy2wwW4>

Please name your files in the following format:

PaperID\_Firstname\_Surname.  
(Example: SS123\_John\_Smith)

You will upload two (2) files in total: One (1) MP4 – Video Recording  
One (1) PNG – Key Contributions Slide

- Click on the Choose Files button to add your files. Once you have selected your files, fill in your name and email so the conference management team can contact you if there are any issues, and click Upload.
- Don't close your browser window until the upload has completed.
- You will receive an email confirming your upload is successful.

If you are having any issues with uploading your video to the drop box please contact Consec – Conference and Event Management at [ieecis@consec.com.au](mailto:ieecis@consec.com.au) or on 02 6252 1200.

## VIDEO PRESENTATIONS TIPS

- **Test your video and audio** before starting your recording to ensure that they are both working
- When possible, try to **use a good quality camera and headset** instead of your computer's built-in ones as the quality is even sharper with higher quality hardware.
- **Adjust your camera and don't get too close.** Position yourself so the camera is seeing you from the chest or waist up, instead of just seeing your face. This is especially beneficial if you tend to gesture a lot.
- **Be prepared** – know your material. Practice your presentation and take the time to become familiar with the controls in your videoing platform – ie Screen sharing
- **Be focused** on your presentation. Remove distractions (kids and animals), turn off phone, skype, email notifications. Close the door to your office/ presentation space and be ready to present
- **Virtual presentations:** Use bullet points and keep sentences short and specific. Be sure to keep your presentation with the specified time frame
- **Be a professional broadcaster:**
  - Speak to the camera and make sure you dress appropriately.
  - Think about backgrounds and lighting – try to keep background simple and uncluttered.
  - Don't work in the dark – if possible, keep windows closed behind you and try to have natural light on your face
- **You are now a professional TV personality**
  - Speak conversationally
  - Speak to the camera
  - Speak to your audience
  - Show a short video clip
  - Avoid lots of PowerPoints, info possible
- **Move around**
  - Don't be stiff and mechanical
  - If feasible, **stand up!** This keeps you dynamic and energetic. If you do stand, try a [slide advancer](#) instead of clicking next on your keyboard for a more natural experience.
  - Use hand motions
  - Speak with energy and passions
  - Being animated and human really transmits to your audience
- Your best teacher is yourself. **Record yourself and watch the playback** with a critical eye. Did you talk too quickly? Too many ums and ers? Even send the recording to a friend who you know will give you candid feedback.