

Preparing and Uploading Your Virtual Presentation | 2021 IEEE PES/IAS PowerAfrica Conference

Dear Presenters,

On behalf of the 2021 PowerAfrica Organizing Committee, we would like to inform you that presentations will be made virtually via recorded videos. By agreeing to provide your presentation material and registering for the conference, your work will be published and searchable in the IEEE Xplore® Digital Library (if applicable). Your presentation material will only be made available to conference attendees (i.e., those who have registered for the conference) for a limited period of time, beginning 23rd August 2021.

In preparation, below are the official submission instructions for all presentation types. Please prepare and upload your presentation by 30th July 2021. An upload link will be shared with you.

We highly encourage you to include a video presentation of your work both to allow you the opportunity to explain your work and get more exposure to the audience, as well as making the conference more informative, valuable and engaging for the attendees!

*There are several video conferencing tools available to easily record a presentation. In this method, you can show your face via webcam (if you'd like) and display your slides as you talk. You can use any meeting software as long as you get a good quality recording 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](#)

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

- Create Voice Over Power point: <https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c> and convert to MP4 <https://nursing.vanderbilt.edu/knowledge-base/knowledgebase/how-to-save-voppt-to-mp4/>

Audio/Video File requirements:

- **All files must be in MP4 Format.**
- A bit rate of 1mbps or less (*Note: The platform will accept videos with a higher bit rate, but some quality may be lost during the upload process).
- File size should not exceed 500 MB.
- Resolution of 720p HD is recommended.
- Presentation lengths:
 - Exhibitor Technical Presentations not to exceed 30 minutes
 - Tutorials not to exceed 2 hours, broken down in 1-hour segments.
 - Technical paper presentations not to exceed 15 minutes
 - Keynote / Plenary speeches not to exceed 30 minutes
 - Workshops / Special Sessions not to exceed 60 minutes
 - Panel sessions not to exceed 60 minutes
- Please use the following **naming convention**: (add Pt1, Pt2.... if more than 1 video per session)
 - **Technical Papers** - <session code as on technical program>_paper_<paper ID as in EasyChair>. For example, if **paper # 10** is in **session 2b** on the program, name the file as “**2b_paper_10**”.
 - **Keynotes** – **Keynote_First-name_Last-name**. For example, “**Keynote_John_Doe**”.
 - **Panels** – **Panel_First-name_Last-name**. For example, “**Panel_John_Doe**”.
 - **Tutorials** – **Tutorial_First-name_Last-name**. For example, “**Tutorial_John_Doe**”.
 - **Workshops** – **Workshop_First-name_Last-name**. For example, “**Workshop_John_Doe**”.

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 connection recommended, but if unavailable, a strong Wi-Fi connection;
4. Good headset with microphone close to mouth BUT away from direct line of mouth to reduce “pops”. Avoid using default built-in microphone on computer;
5. 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.

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 conference start date. If you have any questions, please email tpc-chairs@ieee-powerafrica.org

Standards and Templates (for PPT, PPTX):

<u>Format</u>	<u>PPT / PPTX</u>
16x9 (widescreen)	16x9 aspect ratio