

## Guidelines for IWSDA'2022 Online Presentations

All online speakers are required to pre-record the presentations and then submit the videos to IWSDA'2022 conference email ([iwsda2022@gmail.com](mailto:iwsda2022@gmail.com)) by **July 17 (Sunday), 2022**.

### Important Notes:

- 1) Each pre-recorded presentation should be capped to **18 minutes** or shorter.
- 2) After the playing of each pre-recorded presentation, live Q&A for up to **2 minutes** will be arranged. Therefore, each accepted paper should designate at least one co-author for live Q&A.
- 3) During your online presentation slot, you are highly encouraged to open up your camera.
- 4) Live ZOOM testing will be arranged from 9am to 10am (UK time) on **July 18 (Monday), 2022** with **ZOOM Meeting ID: 955 3865 5758 and Password: 554032**.
- 5) For a smooth video streaming, please make sure that your pre-recorded video has a file size of **100MB or smaller**. Video file format: mp4
- 6) Please note that we have no capacity to edit any submitted recordings.

### Steps for recording

We recommend you to use the free [ZOOM](#) desktop app to record your presentations. Before you start recording, test your audio and video. Instructions can be found [here](#).

- 1) Read the guidance on [[recording to a local device](#)].
- 2) To use any slides or other visual aids, you can share your screen while presenting. For example, you can share your PowerPoint presentation.
- 3) After you stop the recording and end the meeting, both the video and audio-only files will be downloaded and stored on your local computer. The format of each pre-recorded video file should be .mp4 (generated by ZOOM automatically).
- 4) Review your presentation and double-check the duration, audio quality, lighting, etc. and if necessary, re-record.

### Steps for submitting your video

We recommend you to upload your pre-recorded video to Google Drive, OneDrive or BaiduNetDisk and then send us the link for download to the conference email ([iwsda2022@gmail.com](mailto:iwsda2022@gmail.com)).

- 1) Your email should start with the title of 'IWSDA'2022 Pre-recorded Presentation' which should be sent to the conference email no later than **July 17 (Sunday), 2022**. In your email, please do attach your immediate mobile phone number, WhatsApp number or WeChat ID. These may be used for Live Q&A.
- 2) **Please do rename the video files by including your accepted paper ID in EasyChair, your first name, surname**. For example, Mark Wong has an accepted paper with EasyChair ID of 37. In this case, the presentation video file should be named as: 37\_Mark\_Wong.mp4.
- 3) Please do report to your Session Chair in ZOOM 15 minutes before your online presentation slot.
- 4) Before you send us the link, please double-check it to make sure it is valid. We may contact you if the link is invalid or out of date.

### Further advice and guidance

- 1) We recommend using a laptop or desktop PC, not a mobile device.
- 2) Make sure you can be heard.
- 3) Check any items in the background.
- 4) Please close all apps on your PC or laptop during your presentation.
- 5) Wear a neutral shirt, avoid stripes or dots, or busy prints. Make sure the colour of your shirt contrasts with the background colours.
- 6) Speak directly to the camera, if wearing glasses, tip the camera to avoid reflection from your computer screen.