GUIDELINES FOR PRE-RECORDING YOUR PRESENTATION

1. Timeline

Wednesday 19 Oct 2022	Announcement for pre-record presentation
Tuesday 15 Nov 2022	Deadline to pre-record your presentation.
Before 20 Nov 2022	We will review all pre-recorded presentations. If there is a problem with you presentation, we will contact you.

RECORDED VIDEO PRESENTATION GUIDELINES*

IMPORTANT DATE: The video submission deadline for the Virtual Presentation is **15 NOVEMBER 2022 (WEDNESDAY)**

We request you to prepare and upload a video of your presentation, which comprises a brief introduction and main ideas of the paper as a backup if participants experienced technical difficulty during the conference's live presentation. Please note that the file must be a video file in **MP4 format** (more details below). The recommended length for video presentations is 10 minutes. Please do not upload PowerPoint or PDF files.

VIDEO CONFERENCING TOOLS AVAILABILITY:

There are several video conferencing tools available to record a presentation easily. In this method, you may choose to show your face via webcam and display your slides as you talk. You can use any meeting software to get a good quality recording, and the final file is in **MP4 format**. Here are some links to some common platforms for recording instructions,

WebEx: Video Conferencing – Record a Cisco Webex Meeting
(https://help.webex.com/en-us/n62735y/Record-a-Cisco-Webex-Meeting)

Google Meet: Record a video meeting – Meet Help
(https://support.google.com/meet/answer/9308681?hl=en)

Zoom: Local Recording – Zoom Help Center
(https://support.zoom.us/hc/en-us/articles/201362473-Local-recording)

Microsoft Teams: Record a meeting in Teams – Office Support
(https://support.office.com/en-us/article/record-a-meeting-in-teams-34dfbe7f-b07d-4a27-b4c6-de62f1348c24)

You can also use the two steps method covered below:

Create Voice Over Powerpoint
(http://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/)

Our recommended approach to record a compatible video from the content displayed on your computer screen and voice recording via the computer microphone is to record the presentation using Zoom.

SPECIFICATIONS FOR VIDEO PREPARATION

●Duration: 10 minutes (Total is 15 minutes including Q&A)
●File size: 100MB max
●Video file format: MP4
●Dimensions: Minimum height 480 pixels, aspect ratio: 16:9
Please note that the final specifications will be checked at submission, and file not compliant may not be uploaded. Please be sure the video includes the title of the paper, the authors, and a mention of PORSEC2022.

FILE FORMAT

●Must be in **MP4** format
●Less than or equal to 1 Mbps bitrate: To check the bitrate, right-click on the file name, click on properties, go to the detail tab, and look for total bitrate.
●Resolution = maximum **720p HD**
Please do not upload PowerPoint or PDF files.

TIPS FOR RECORDING:
1. Use as quiet an area as possible
2. Avoid areas that have an echo
3. Hardline internet connection recommended, but if unavailable, use a strong Wi-Fi connection
4. A good headset with a microphone close to the mouth is highly recommended.

However, avoid a direct line of mouth to reduce "pops". Avoid using the default built-in microphone on the computer.
5. Do a few test recordings and review the sound and picture quality, MP4 format, and bitrate before recording the entire presentation.

UPLOADING YOUR VIDEO (DEADLINE: WEDNESDAY, 15 NOVEMBER 2022)

1. Go to Easychair (https://easychair.org/account/signin)
2. Go to access
3. Upload your MP4 video file to your paper record via the **"Video"** option
If you have any issues with uploading your presentation, please contact the Secretariat of PORSEC (porsec2020@gmail.com)

Detailed steps for EasyChair video upload instructions for tracks: Research, Industry, Challenge Proposals, Challenge Solutions, Journal First, Demonstrations and Tools

Step 1. After logging in to Easychair, you will see a link to submit the Final Version of each of your papers as shown below. Click on the **access** link.

Step 2. You will now see the proceedings options enabled for your paper as bullet points, like shown on the figure below. Click on the **Videos** link to proceed. Please notice that depending on the camera-ready deadline of your paper, you may have enabled an additional option (like Volume A below) to submit the proceedings source files.

Step 3. Now you will see the status of your video submission. You can either add your first video or **Upload new version** as shown below.

Step 4. To upload your video file please simply select your mp4 file and submit it by clicking on the **Submit a New Version** button. Notice that Easychair message says "audio file format". This is a default string label of the system, so please interpret it simply as video format.