

Preparing and Uploading Your Virtual Presentation | IEEE MWP 2022

Dear MWP Presenters,

On behalf of the 2022 IEEE International Topical Meeting on Microwave Photonics (MWP) Organizing Committee, we would like to thank you for your participation in this virtual conference. 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 *October 4, 2022 through January 4, 2023*.

Below are the official submission instructions for all presentation types. Please prepare your presentation for upload no later than **Thursday, 1 September 2022**. Instructions on where to upload your MP4 video file will be provided to you soon.

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 may 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: To check the bit rate, right click on the file name, click on properties, go to the details tab, and look for total bitrate. (*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:
 - Plenary presentations not to exceed 90 minutes
 - Tutorial presentations not to exceed 60 minutes
 - Invited presentations not to exceed 30 minutes
 - Contributed presentations not to exceed 15 minutes
- Please use the following **naming convention: PID.pptx, PID.pdf, PID.mp4, where PID is your Presentation ID**, i.e. the code that is entered in front of your presentation title in the program (coming soon).

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.

Standards and Templates (for PPT, PPTX):

Format

16×9 (widescreen)

PPT / PPTX

16x9 aspect ratio