

Preparing and Uploading Your Virtual Presentation

Date: August 04, 2020

Dear Author(s),

On behalf of the **PowerAfrica 2020 Technical Program Committee**, we congratulate you for writing a great paper, peer-reviewed and accepted for presentation at the **IEEE PES/IAS PowerAfrica 2020 Virtual Conference** to be held online on August 25-28, 2020. Only papers presented during the Conference will be eligible for upload into the **IEEE Xplore digital library**.

Given the virtual format of the conference, your **Paper Presentation** needs to be **pre-recorded**. Depending on your speech, it can be a video of yourself speaking to the audience, or a voice over Powerpoint. Details on how to record your presentations are listed below.

Speech/presentation length:

Paper presentation: 13 minutes (15 max)

It would be greatly appreciated if you could upload **UPLOAD YOUR PRESENTATION NO LATER THAN AUGUST 11th, 2020**. A link will be provided shortly. For any question(s), do not hesitate to contact the Technical Program Committee at tpc-chairs@ieee-powerafrica.org

Below are the submission instructions.

*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/>

Only as a last resort, if none of the above are available to you, we will accept the original ppt or pdf format without audio or video.

Audio/Video File requirements:

- **All files must be in MP4 Format**
- Less than or equal to 1mbps bitrate: To check the bit rate, right click on the file name, click on properties, go to the details tab, and look for total bitrate.
- Resolution = maximum 720p HD
- Presentation lengths:
 - **Technical Paper Oral Presentations** not to exceed 15 mins
- Please use the following **naming convention: SID.pptx, SID.pdf, SID.mp4, where SID is your session ID**, the code that was entered in front of your paper/poster title in the program. eg. use [Paper No]-Author Name-Author Paper Title refer to the list of accepted papers [list of accepted papers here](#) for the program ID to use for your filename.

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 how to upload your presentation will be provided to you as we get closer to the conference start date. If you have any questions about the video preparation process, please email us at tpc-chairs@ieee-powerafrica.org

Standards and Templates (for PPT, PPTX, and PDF):

Format
16x9

PDF
pdf16x9

PPT / PPTX
pptx16x9