

# Paper Session – Presentation Recording and Upload

## Instructions for Video Recording

- Videos should contain a prominent view of the presentation slides along with audio of the spoken presentation. Optionally, videos may contain a shot of the speaker's head for increased engagement. Many presentation software tools allow recording audio and video directly in the application and can export appropriate video files. Please see the notes below for detailed instructions for PowerPoint.

## PowerPoint

- Follow [these instructions](#) to add audio (and optionally video) to your slides.
- Follow [these instructions](#) to generate a MPEG-4 (.mp4) file from your slides and audio/video.
- Alternatively, you can follow [this video tutorial](#) which goes through both steps.

## Video file format

- The presentation video must be in **MP4 format**, with **maximum resolution of 720p HD** and **bit rate** less than or equal to **1 Mbps**: to check the bit rate, right click on the file name, click on properties, go to the details tab, and look for total bit rate.
- Maximum upload video file size per speaker is **200MB**

## Tips for recording:

- Use a quiet area, avoiding areas that have echo.
- Hard-line internet connection recommended, but if unavailable, use a strong Wi-Fi connection
- 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.
- 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.

## Instructions for Video Uploading

**Deadline: Tuesday 31 August 2021**

1. Speakers will receive an email from the organisers containing a personal link where you can upload your video and update your bio and photo if required.
2. Open the link, fill in or update your information such as your bio and photo if needed. If there is anything not editable but you want to edit, please contact your organisers who can enable them for you.
3. Click **Add Video** in the relevant session and choose the video source to upload.
4. Click **Save** once everything is done.
5. You can come back to update info whenever needed.

**Speaker Information**  
Upload and edit your profile and session information as you would like it to appear on the event materials.

**Profile Info**

Full name (Speaker's display preference) \*  
James Brown

Email \*  
james.brown@ernstest.com

Affiliation (Company, association, university, etc.) \*  
Affiliation (Company, association, university, etc.)

Job Title  
Job Title

Biography (No character limit)  
Biography (No character limit)

Profile picture  
Choose File | No file chosen

**Session Info** Delete session

**1. Session**  
Session title (Talk title, keynote name, etc.)

**Session 1A: Data centers**

08:00 AM to 08:00 AM, 09/30/2020  
Documents (If you would like to include any documents such as abstracts, slideshow presentations, etc. please upload them here.)

**Add Document** Maximum 3 documents with 10 MB file size limit

Virtual presentation (Add a link to live stream your session or upload a recorded video for your session)

**Live Stream URL**  
https://

Services recommended: Zoom Meeting, Google Hangouts Meet, Vimeo Livestream, WebEx, Microsoft Teams, Skype for Business, GoToMeeting, UberConference, Jitsi, Blue Jeans, GlobalMeet, CenturyLink, EasyWebinar, On24, Hopin, ClickMeeting, LiveStorm, Wowza, Adobe Connect, Twitch, Youtube Live, Facebook Live, Periscope, Younow, Bambuser, Ustream, Dacast, Crowdcast, and Brightcove

**Recorded Video**

**Add Video**

Maximum video size of 200 MB (set by event organizers) allowed for videos uploaded through Whova.

If you have any issues with uploading your presentation, please contact [conference@biee.org](mailto:conference@biee.org)