

Preparing Your Presentation

Author Virtual Presentation Instructions – Period of upload your presentation is **June 1 - 7**. There will be no extensions. Upload link will be individually informed to accepted papers from Confit system once the program is fixed.

For help with creating/uploading your files, please go to: tomioka@rciqe.hokudai.ac.jp

Thank you for your contribution to the SNW 2021 Virtual Workshop. By agreeing to provide your presentation material and registering for the workshop, the accepted manuscript will be published and searchable on IEEE Xplore. Your presentation material (video for the full-length presentation of the talk) will only be made available to workshop attendees (i.e. those who have registered for the virtual workshop) for a limited period. No download of the video presentations will be supported. Q&A will be performed on electronic bulletin board system in Confit.

After reading the following instructions,

1. Presentation Guidelines

For all plenary, invited and regular papers, **one item** must be provided:

- Plenary: A full-length video (MP4) (see guidelines/instructions under Links for Instructions below) pre-recorded presentation of the paper (duration: **25-40** min)
- Invited: A full-length video (MP4) (see guidelines/instructions under Links for Instructions below) pre-recorded presentation of the paper (duration: **25** min)
- A full-length video (MP4)) (see guidelines/instructions under Links for Instructions below) pre-recorded presentation of the paper (duration: **15** min)

When recording your video presentation, you have the choice to record:

- A voice-over slide narration (no video of the author included). This voice-over narration must be converted into a standard video MP4 format.
- A video of you talking superimposed over your slides. Here there are two options:
 - A small “Talking Head” in one of the corners of your slides
 - A full front video recorded in front of a projection screen or similar

For video presentation, you can choose to show your face through the web cam and display your slides as you talk. You can only use one of the following packages. ***The recommended packages for SNW2021 are PowerPoint or Zoom.*** Be sure you get a good quality recording, and your final file is in the MP4 format. Below are links to instructions on recording your presentation on the acceptable packages:

Links for General Instructions:

- [How to Create a Cross Platform Narrated Version of your presentation](#)
- Zoom: [Local Recording – Zoom Help Center](#)
- [Create a voice over PowerPoint.](#)

Please note the following:

- All files must be in MP4 Format.
- For size, keep **below 1GB**.
- Make sure all figures are easy to read; consider zooming in when discussing harder to read tables and images.
- ***Q&A will be performed on electronic bulletin board system in Confit:***
Audience: Please write your question on the bulletin board for the video.
Question should be written by the end of June.
Presenter: Please write your response for the question in the same board.

2. Slide Guidelines

For your presentation, please use the [PowerPoint Presentation Template](#) on SNW 2021 website. The template file contains suitable colors and fonts, as well

as examples of good and bad techniques. Even if you do not plan to use PowerPoint, carefully review the information in the PowerPoint template. In particular, note the following:

- Refer to the SNW 2021 PowerPoint template as a guide for formats and presentation recommendations.

3. Suggestions for a Good Presentation

- Briefly outline your talk and what will be covered.
- Define your problem. What led to your work? What were your objectives?
- Use your presentation to visualize the essential points of your talk. Be selective.
- Keep concepts as simple as possible and limit each page to one main idea.
- Use several simple figures rather than one complicated one, especially if you plan to discuss it at length.
- Make a clear conclusion. Suggest potential applications.
- Rehearse your talk aloud with a private audience prior to recording it.

4. Tips for Recording

- All presentations must be in English.
- Assure not to exceed the allowed timing. Your video will be checked and rejected if you exceed the allotted duration.
- Active use of annotation possibilities (e.g. a virtual laser pointer) is encouraged.
- Use as quiet an area as possible
- Avoid areas that have echo:
 - Rooms should be fairly small
 - Use sound dampening with carpeting, curtains, furniture.
- 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 few minutes of your presentation and review the sound and picture quality, MP4 format, and bit rate before recording the entire presentation. Make adjustments if needed.

- When using PowerPoint for recording, do not talk while advancing your slide.
- If you go for a full front video recording, make sure the lighting is good (no shadows on the face, slides, etc.)
- In case a voice-over slide narration is used, it is suggested to include a photo of the presenting author as part of the first slide in your full presentation and summary.
- Make sure you have a Q&A bulletin board in the same video links.

5. Video/Slides Upload Instructions

Please upload your video MP4 as following the upload instructions. Upload instruction will be announced in [SNW website](#).

If you have any questions regarding these instructions, please email tomioka@rciqe.hokudai.ac.jp