ISM 2021 Video Presentation Preparation and Upload Guidelines

This document describes the process to prepare and upload the video presentation for the ISM 2021 blended conference.

Step-by-step procedure

1. As a first step, all authors should prepare their presentations according to the templates:
   a. ISM 2021 Presentation Template
   b. ISM 2021 Video Presentation Template
2. Authors should record the video presentation of their paper (with audio narration) for backup purposes according to the guidelines here provided;
3. Authors should upload the recorded video here before 12th of November 2021. Along with the video, authors should upload the presenting author's biographical information (max 100 words) that will be used for introducing the presenters during the session.

At the conference, authors (both in-person and virtual) will have the possibility to present their work lively by sharing their presentations and give their talk (max 15 minutes) followed by Question & Answers (max 5 minutes). All the blended sessions will be streamed via MS Teams so that virtual attendees can also listen to the presentations being held in the conference physical rooms and interact with the audience in there. This way, also presenting authors attending the conference remotely will be able to share their screen, give their talk and interact with the audience in the conference physical rooms.

How to record a presentation in Microsoft PowerPoint

> Click here to watch video guidelines on how to record your presentation

> Click here to read full guidelines on Microsoft support website

1. Select Slide Show > Record Slide Show.
2. Choose from two options:
   a. Start Recording from Beginning - to record from the beginning of a presentation.
   b. Start Recording from Current Slide - to record from a specific slide.
3. Select or clear what you'd like for your recording, and then select Start Recording.
4. Start speaking or add markings to your presentation.
5. Audio does not record during slide transitions. At the start of a slide, be sure to wait a brief moment before speaking, to allow the slide to fully transition. Likewise, when finished with a slide, when you are done speaking, wait a brief moment before transitioning to the next slide.

Remove recordings

A sound icon appears on a slide to show when a recording is available. You can also remove recordings from slides.

1. Select Record Slide Show > Clear.
2. Choose from four options:
    a. Clear Timing on Current Slide - to delete timings on the current slide.
    b. Clear Timings on All Slides - to delete timings from all slides at once.
    c. Clear Narration on Current Slide - to delete narration on the current slide.
    d. Clear Narration on All Slides - to delete narration on all slides at once.

Save recordings

When you're done recording, to save your work, select File > Save As and save as a standard PowerPoint Presentation. Once you are satisfied with your presentation recording, you can save and share your presentation as a Video. Your video will automatically play when someone opens the video file.

1. View and confirm the quality of your recording.
2. Select File > Save As.
3. Select where you'd like to save your recording to.
4. Under Save as type, select the dropdown arrow and then select MPEG-4 Video.
5. Select Save.

Video requirements

- Maximum Video Duration: 15 minutes
- Maximum Video Size: 250 MB
- Video in mp4 encoding
- 16:9 format preferred fits best to the stream screen layout
- Quality 720p or 1080p
- Preferred codec H264
- Upload your video using the manuscript ID as filename: ISM-2021-XXX.mp4, where XXX is your paper ID number

Contacts

In case you have any questions please contact the ISM 2021 Organization Office, ism2021@msc-les.org.