

Preparing and Uploading Your Virtual Presentation

Dear Presenters,

On behalf of the IEEE Power & Energy Society , we would like to thank you for your patience and understanding during this time of transition. As you know, the 2020 T&D Conference has been cancelled, PES has decided that the papers submitted to T&D will now be a virtual paper presentation event. Author(s) for each accepted paper will record a video of their paper presentation. By agreeing to provide your presentation video and registering for the virtual event, your T&D paper will be published and searchable in the IEEE Xplore digital library. Your presentation video will only be made available to virtual event attendees (i.e. those who have registered for the T&D Paper Presentation virtual event) from October 12 through October 30, 2020.

In preparation, below are the official submission instructions for all presentation types. Please prepare the video of your presentation and upload it to the On24 site (URL will be made available to you shortly) NO LATER THAN *September 21, 2020*.

You must include an audio/video presentation of your work both to allow you the opportunity to explain your work and get more exposure to the audience, as well as making the virtual event more informative, valuable, interactive, and engaging for the attendees!

*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/>

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 bit rate. (*Note: The virtual conferencing platform will accept videos with a higher bit rate, but some quality may be lost during the upload process)
- Resolution = 720p HD
- Presentation lengths
 - Paper forums, Transactions paper sessions, Poster sessions – 5 minute presentations on the PES PPT template attached.
- Please use the following **naming convention: PID.mp4, where PID is your paper number i.e. 2020TD1234.**

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 connections are highly recommended, but if unavailable, a strong Wi-Fi connection should do the job.
4. A good headset with a microphone set close to your mouth BUT away from direct line of mouth to reduce “pops”. Try to avoid using default, built-in microphones on your computer, if possible.
5. Do a test recording of a couple of minutes and review the sound and picture quality, in the MP4 format, and check the bit rate before recording your entire presentation. Make adjustments as needed.

Uploading Your Presentation to the Virtual Event Platform: After you have prepared your MP4 video file, instructions on where to upload your presentation will be provided to you as we get closer to the event start date. If you have any questions, please email IEEE MCE’s Lukrecija Lelong at l.lelong@ieee.org

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

Format
16x9

PDF
pdf16x9

PPT / PPTX
pptx16x9