**Author Video Instructions**

Out of concern for the safety and health of all participants due to the lingering effects of the COVID-19 pandemic, a hybrid format has been adopted for ISCAS 2022 whereby participants can, at their sole discretion, participate either in-person or virtually. Irrespective of which format is selected, all registrants will have access to all technical presentations and keynote addresses. Both in-person and virtual participants can also register for the tutorial presentations.

The Hilton Austin, located in the downtown area of Austin Texas, is the venue for in-person participants. The virtual platform (CONFlux) will be used to support presentations by virtual participants. All participants can access, on-demand through CONFlux, all presentations after they have been presented in the technical program. Both the in-person and virtual presentations will be scheduled from May 29- June 1, 2022.

Tutorials will be presented in person but will be recorded during the in-person presentations and will be made available to those virtual participants who register for tutorials as well. All tutorial registrants will have access to the recorded tutorials on the CONFlux platform and also virtually through the ISCAS 2022 virtual platform (CONFlux) for 30 days after the conference is concluded. One tutorial registration fee provides access to all tutorials.

 A **pre-recorded video** of an oral presentation will be prepared by **all** authors (irrespective of whether participation is in-person or virtual). These recordings will be available to all participants on-demand from the time when the presentation is scheduled in the technical program up until 30 days after the conference is concluded. All authors (in-person and virtual) should be prepared for a Q&A session immediately following their scheduled presentations. The pre-recorded video presentation must be a file in MP4 format (see details below) and should be prepared using voice-over PowerPoint slides. If desired, presenters can provide a brief introduction with a webcam at the start of the presentation and/or a thumbnail overlay of the presenter on the slides. Creating a video file in .mp4 format over a PowerPoint slide presentation, three options follow.

**Option 1: Instructions for recording presentations with PowerPoint “Record Slide”:**

PowerPoint offers a convenient Record Slide Show option whereby audio can be recorded individually on each slide and then the entire slide show can be converted to a video file in .mp4 format. This provides a convenient mechanism for precisely monitoring the time allocated to each slide and editing audio on a slide-by-slide basis to precisely control the length of the entire presentation. To use this function, select Recording on the main menu ribbon in PowerPoint, then select the Record Slide Show function to enable audio recording. After the recording is complete, **File/Export/Create a Video** can be used to generate a .mp4 file.

**Option 2: Instructions for recording presentations with Zoom:**

Zoom also provides a good platform for recording audio over slides. Adjusting the total length of the presentation may be a bit more involved than using Option 1 if the initial recording is somewhat too long or somewhat too short. <https://ieeetv.ieee.org/ieeetv-specials/recording-your-presentation-with-zoom>

**Option 3: Instructions for recording presentations with OBS:**

 A free software package, OBS(<https://obsproject.com/>), allows also users to capture simultaneously the presenter while speaking with slides. Instructions for using OBS can be found on the YouTube link: <https://youtu.be/GXEsSC7rTWw>

 For videos to be verified by the technical program committee, there is considerable urgency in preparing and uploading the video. Accordingly, we ask that you please finalize your video no later than **April 6th.** This is a **HARD DEADLINE**. Presentations will not be accepted after this date.

**Guidelines for preparing your video:**

Please use the following guidelines for preparing your video. Final specifications will be checked at the time of submission and file not compliant may not be uploaded**.**

**Duration:**

Lecture video: 15 minutes maximum, 14 minutes, 30 seconds minimum. (Any file over 15 minutes long will be automatically truncated at 15 minutes). The total time allocated to each presentation is 18 minutes. The first 15 minutes will be for a formal presentation and the remaining 3 minutes will be used for Q/A following the presentation.

 **Recommended Encoding Settings:**

* **Format**: MP4
* **Compression**: H.264 (AAC for Audio)
* **Resolution**: Minimum height of 480 pixels
* **Aspect Ratio**: 16:9
* **Frame Rate**: Content should be encoded and uploaded in the same frame rate it was recorded. Common frame rates include: 24, 25, 30, 48, 50, 60 fps
* **Bitrate**: Variable
* **File Size:** 15 minutes maximum, 14:30 minimum: file size must be 500 MB or less
* **File Naming Convention:** Paper 4-digit ID#.mp4"

Please note the final specifications will be checked at the time of submission and files not compliant may not be uploaded.

**TIPS FOR RECORDING:**

1. Use as quiet an area as possible

2. Avoid areas that have an 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 a microphone close to mouth BUT away from the direct line of mouth to reduce “pops”. Avoid using the default built-in microphone on the computer.

Suggestion: Do a test recording of a couple of minutes and review the sound and picture quality, MP4 format, and bitrate before recording the entire presentation. Make adjustments if needed.

**In-Person Author Presentations:**

For the in-person presentations, the lecture presentation will be 15 minutes long followed by 3 minutes of Q/A.

**Slide Guidelines:**

Please use the PowerPoint Presentation Template available on the ISCAS 2022 official website for preparing PowerPoint slides. Despite the format being free at each delegate's discretion, the first slide of our PowerPoint template has some requirements for the sake of homogeneity. Namely, as shown in the example below, the first slide is expected to incorporate the logo of IEEE Xplore® at the top left corner, since the presentations will be archived in this repository, and the logo of the conference and the CAS Society at the top left corner.

- PPT file should be named "ISCAS2022-(Paper 4-digit ID#).pdf"

**Uploading MP4 video and Slides (Deadline: April 6th)**

You will receive a submission link for uploading your video prior to the submission deadline (Mid to Late-March).

If you have any issues with uploading your presentation, please contact support at (tlineberger@conferencecatalysts.com). The submission form will collect the speaker, mp4 video file, and PowerPoint slides. We highly recommend also uploading a headshot and biography for the virtual platform.

**Xplore Inclusions and No Shows**

Please note that the prerecorded presentation, together with participation in the scheduled live or virtual session for the Q/A of your paper, as appropriate for your selected mode of participation, will be considered as your presentation at the conference. Except for some papers that are selected for publication in TCAS II, papers presented at the conference will be included in IEEE Xplore@. Presentation is a requirement for your paper to be included in IEEE Xplore®. Any papers that are not presented will not be uploaded into Xplore. Videos that are not received by the deadline or absence of the presenting author during scheduled presentation times will be considered no-shows in accordance with the non-presented paper policy.