

# Recorded video presentation guidelines

Online presenters are required to upload a recorded video presentation via **YouTube**. During the conference, the recorded video will be played. However, the presenter still needs to be virtually available during the Question and Answer (Q&A) session, which takes place after the presenter's video presentation has been played.

## Details of recorded video presentation:

- **Duration** of recorded video:  
Oral presentation: *8-10 mins*  
**(Please follow strictly the allocated duration)**
- **File format** of recorded video:  
*MP4*
- **Video title:**  
*ITEC2022.PaperID.Presenter\_Name.mp4*
- **Description:**  
*Paper Title*
- **Thumbnail:**  
*Front page of PowerPoint presentation*
- **Visibility:**  
*Unlisted*

### **Additional requirements:**

1. **All recorded video presentations must be narrated with the presenter's voice, and with the presenter's face shown in a small window.**
2. Please use the provided presentation template as the 1<sup>st</sup> slide. The next slide is an option. Presenters are free to use their discretion.
3. A sample of the image recorded video presentation is provided at the next page, along with the ITEC2022 presentation template.
4. Recording tools such as [AZ Screen Recorder \(for Android\)](#) or [PowerPoint Slide Show](#) and [Screencast \(for Windows\)](#) are highly recommended.

### **Other important notes:**

1. Please limit the recorded video presentation between **8 and 10 minutes**. The size of the recorded video should be **below 200 Mb**.
2. Please **upload** your video presentation **by the submission deadline (15 August 2022)**, so the organiser has ample time for video checking and testing.
3. Do perform several test runs before the actual recording to ensure that the final video and audio are clear. Ensure to avoid echoes and bad acoustics.



Image of recorded video presentation.



Presentation template.