Author Presentation Guideline:

The SDEMPED Technical Sessions will be arranged in two parts during the virtual conference. The first part will consist of pre-recorded presentations by the author. The deadline for these recordings is July 30, 2021. In order to be considered as presented, we also request that you attend and answer any questions during the live Q&A portion of the session.

Please connect to your session room in Zoom at least five minutes before the start of the session. Once in the virtual room, the session host will change your role from "attendee" to "panelist", so that you will be able to activate your microphone and camera when it's your turn to speak. Please keep your microphone muted whenever other speakers are speaking.

In any case, the speaker is **required to participate live in the Q&A session** to be held immediately after the presentations. Questions from the audience will be asked through the Zoom **Q&A Chat** and will be read out by the session chair.

The **deadline** to upload the presentation video is **July 30, 2021**(detailed instructions are given below).

 Any participation issue or change of presenter must be immediately notified to the app administrator at amy.lopez@rna-associates.com, sending all the information (Full name, email, affiliation, country) about the final presenter. This is needed in order to set the correct presenter's Whova profile account. Please note that in that case the original presenter will not be able to access the conference content anymore, unless another registration for the conference as an attendee is made.

Please find below the exact duration of videos and Q&A sessions, depending on the presentation type:

- **Video files:**
- Keynotes: 30 Minute Presentation with 15 Minute Q&A
- Tutorials: 90 Minute Presentation with 30 Minute Q&A
- Author paper presentation video: 15 min
- Live Q&A Session after presentations: 30 Minutes Total at the end of each technical session (5 minutes per paper with 6 papers total.)

 ATTENTION! Author Video Upload links will be sent from Whova (The conference virtual platform) by July 20th, 2021. Please make sure you check your email spam folder if you have not received an email by that date.

Instructions for Video Recording

Videos should contain a prominent view of the presentation slides along with audio of the spoken presentation. Please see the notes below for detailed instructions for voice over PowerPoint and KeyNote. If you use a different application, please see the notes under **Other Options**.

PowerPoint

1.
   1. Follow [these instructions](#) to add audio to your slides (don't select camera recording).
   2. Follow [these instructions](#) to generate a MPEG-4 (.mp4) file from your slides and audio/video.
   3. Alternatively, you can follow [this video tutorial](#) which goes through both of these steps. Also, see [this video tutorial](#) if you like.

Video file format

The presentation video must be in **MP4 format**, with **maximum resolution** of **720p HD** and **bit rate** less than or equal to **1 Mbps**: 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.

Tips for recording:

1. Use as quiet an area as possible
2. Avoid areas that have echo
   1. Rooms should be fairly small
   2. Sound dampening can be done with carpeting, curtains, furniture
3. Hardline internet connection recommended, but if unavailable, use a strong Wi-Fi connection
4. 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.
5. Do a test recording of a couple of minutes and review the sound and picture quality, MP4 format, and bit rate before recording the entire presentation. Make adjustments if needed.

Upload your video:

An email sent to all authors including a link to upload the presentation video. If you haven't received the email, please check your spam folder or contact amy.lopez@rna-associates.com