First UMS Colloquium on Fundamental Research and Application 2020 (UMS-CoFA 2020)
17 August 2021, Kota Kinabalu, Sabah, Malaysia

Preparing Your Pre-recorded Virtual Presentation

As announced, UMS-CoFA2020 will be held in a live online setting to accommodate the current restrictions related to the COVID-19 epidemic. The Meeting will be held in a fully pre-recorded format as a live stream with online audiences.

Below are the official preparation instructions for your presentation.

You need to create an audio/video presentation of your work both to take advantage of the opportunity to explain your research to an audience, and to help make the event more informatitive, valuable and engaging for other attendees.

There are several video conferencing tools available to easily record a presentation in one step. You have the option to show your presence via webcam (if you would like) and to display your slides as you talk. Below are some links to instructions for recording a meeting on various common platforms. You are free to use any meeting software that you prefer as long as you obtain a good quality recording and **your final file is in the MP4 format.**

- *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 create your pre-recorded presentation using the following two step method:
- *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/

If you have not prepared a pre-recorded video before, our recommended approach is to record a compatible video from content displayed on your computer screen and voice recorded via the computer microphone using Zoom, available to users on most platforms and in most countries.

Instructions for recording your presentation with Zoom:
https://ieeetv.ieee.org/ieeetv-specials/recording-your-presentation-with-zoom

Audio/Video File requirements:
- **Video file format: MP4**
- **Bitrate:** The maximum bitrate for a presentation is 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.
- **Resolution:** maximum of 720p HD
- **Presentation lengths:**
  - Keynote presentations not to exceed 30 mins
  - Individual technical paper presentations: 12-14 minutes

- **File size:** The recommendation is maximum 250 MB per 15 minutes of video presentation.
- **Dimensions:** Minimum height of 720 pixels with an aspect ratio of 16:9
- **File name:** Please use the following naming convention for the final file:
  - **PID.mp4**, where PID or Paper Identification is your ID number assigned at the Accepted Section of the colloquium website (http://www.unise.org/ums-cofa2020/#accepted). For example, your file should be given a name '**UMS-CoFA2020-FSMP01.mp4**' for paper FSMP01.
  - **UMS-CoFA2020-Keynote-x.MP4**, where x is either 1 for the first Keynote Presentation and 2 for the second Keynote Presentation.
- **Video intro:** Please be sure the introduction of your video presentation includes the title of the paper, the authors, and a mention to the conference (UMS-CoFA2020).

NOTE: The final specifications will be checked at the time of submission and files not compliant may have to be recorded again by the presenter.

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 with carpeting, curtains, or furniture is recommended.
3. A hardline internet connection is recommended, but if unavailable, use a strong Wi-Fi connection.
4. Try and use a good headset with the microphone close to the mouth BUT away from direct-line-of-mouth to reduce "pops".
5. Before recording the entire presentation, it is strongly recommended that you do a test recording that is at least a few minutes in duration to review the sound & picture quality, the MP4 format, and the selected bit rate. Make adjustments if needed.

Uploading Your Presentation to the Virtual Event Platform: After you have prepared your MP4 video file, instructions on how to upload your presentation will be provided to you as we get closer to the colloquium date.

In addition, please prepare your photo and short bio and include it as a text writing in one of your your presentation slides.