

3rd ICEPE 2020 Conference (05th – 07th March 2021)

**Organized by: Department of Electrical Engineering,
NIT Meghalaya, Shillong, India**

Technically co-sponsored by *IEEE IAS* and *IEEE Kolkata Section*

VIRTUAL CONFERENCE PRESENTATION GUIDELINES

- Due to the COVID-19 situation, the presentations in ICEPE 2020 will be held online in Goggle Meet platform. To prepare for the virtual conference, authors have to submit a pre-recorded presentation (voice over PowerPoint in .mp4 format) by **25th Feb 2021**.
- Each paper will be given **15 minutes** (10 minutes for presentation + 5 minutes for Q&A).
- **At least one author must join the live virtual session to present the paper and answer questions. In case any difficulty in internet connection, we will play the pre-recorded video. However, author must join the live Q&A session.**
- At the scheduled time, **one of the authors must present the paper live** by clicking on “**Present Now**” in Google Meet window. If you are not familiar with the presentation in Google meet platform, please **click here** ahead of schedule to know more.
- Please carefully review the following guidelines and specifications before recording your presentation.

INSTRUCTIONS FOR RECORDING PRESENTATION

- Recording should contain a prominent view of the presentation slides along with audio of the presenter.
- The recording may also contain a small headshot (Video ON) of the presenter.
- Authors may use the pointer while recording. After starting the Slide Show, right click anywhere on the slide click **Pointer Options**, then click the **Laser Pointer option**.

The presentation recording should be:

- 10-minute in length (**Please stick to the time limit**)
- Preferably Set for HD format (1280 x 720 or other "720p")
- Use simple (Times new Roman, Arial, Calibri) and large (30+) fonts
- Avoid using hi-res images
- Have NO embedded videos
- Saved as MPEG-4 (.mp4) file using the session ID and paper ID as the file name. For example: “**TS01-301**”

The deadline for the Recorded PPT submissions is 25th February 2021 5 PM IST (GMT+5.30)!

For more information on **how to pre-record your presentation**, please see the detailed guidelines below.

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PREPARING SLIDES AND RECORDING USING POWERPOINT

(Recommended Microsoft Office PowerPoint 2010 and above)

1. **Click [here](#) to Download the PPT Template.**
2. After your PPT is ready, follow **[these instructions](#)** to add audio (and optionally video) to your slides.
3. Follow **[these instructions](#)** and then save your recorded presentation in MPEG-4 (.mp4) format with clear audio.
4. You can also follow the steps in **[this video tutorial](#)** to record your slides and save as .mp4 file.
5. Alternatively, If you are comfortable directly editing video, you can export your slides as images, record an audio track, and combine the two using software like **kdenlive, iMovie, or others.**

NOTE:

1. Please be sure to review your recorded presentation prior to submission.
2. Save your MPEG-4 (.mp4) file using the session ID and paper ID as the file name. For example: “**TS01-301**”
3. Once you are happy with the final product, then please upload it through Google form **<https://forms.gle/SR5jLEhqAmp2JBNEA>**.

[The deadline for the Recorded PPT submissions is 25th February 2021 5 PM IST \(GMT+5.30\) !](#)