Instructions for presentations

On behalf of the LASCAS 2021 Organizing Committee, we would like to thank you for your understanding during this time of transition to a virtual conference. By agreeing to provide your presentation material and registering for the conference, your work will be published and searchable in the IEEE Xplore digital library. Your presentation material will only be made available to conference attendees (i.e. those who have registered for the conference) for a limited period of time, beginning 20th of February 2021.

In preparation, below are the official submission instructions for all presentations, both to allow you the opportunity to explain your work and get more exposure to the audience, as well as making the conference more informative, valuable and engaging for the attendees.
- Presentation: Your work will be presented online by sharing **your presentation on Zoom**. Each paper will have a 20 min slot with 15 min for presentation and 5 min for Q&A. The link will be provided in the coming weeks.
- Video: We invite you to record **a video presentation** of your work as a backup.

Please prepare your presentation and video before Friday 12th of February.

There are several video conferencing tools available to easily record a presentation. In this method, you can show your face via webcam (if you'd like) and display your slides as you talk. You can use any meeting software as long as you get a good quality recording and your final file is in the MP4 format. Here are some links to instructions on recording a meeting on common platforms:
> 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

Audio/Video File requirements
- All files must be in MP4 Format
- A bit rate of 1mbps or less: To check the bit rate, right click on the file name, click on properties, go to the details tab, and look for total bitrate. (*Note: The platform will accept videos with a higher bit rate, but some quality may be lost during the upload process)
- Resolution = 720p HD
- Presentation lengths: **15 mins max. of presentation**.

Please use the following naming convention: SID-X-NAME.pdf, SID-X-NAME.mp4, where SID is your session ID followed by the number of your paper in the session and the family NAME of the first author (for example : S4A-3-NAME.mp4 for the third paper in the session Session 4A: "ADCs and DACs" of Monday, with NAME as first author). The location of your

paper may be found in the detailed program available at https://easychair.org/smart-program/LASCAS2021/index.html.

Tips for recording

1. Use as quiet an area as possible
2. Avoid areas that have echo
   - Rooms should be fairly small
   - Sound dampening with carpeting, curtains, furniture
3. Hardline internet connection recommended, but if unavailable, a good 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.

Uploading Your Presentation to the Virtual Event Platform

After you have prepared your presentation PDF and MP4 video files, you will upload both at https://docs.google.com/forms/d/e/1FAIpQLScW9Fy205OhGGSZItk-z1Re5Be2t4s2WBdha0EmgRpWXCSPUQ/viewform before **Friday 12th of February.**