
A STEP-BY-STEP TUTORIAL FOR MAKING AND UPLOADING A VIDEO FOR YOUR ICEMGD 2021 PRESENTATION

A professional video camera is positioned on a tripod, viewed from the back. The camera's LCD screen is turned on and displays a video preview of a group of people in a meeting or presentation setting. The camera is dark in color, and the background is a blurred, dark blue-grey gradient.

BY THE ICEMGD 2021 ORGANIZING COMMITTEE

YOUR ICEMGD TALK IN A RECORDED VIDEO

Congratulations on your excellent work contributed to ICEMGD 2021!

As you are invited to give a presentation on the online conference of ICEMGD 2021, you are required to record and submit a **VIDEO OF YOUR TALK** by **JANUARY 18**. Your recorded talk should be between **12 - 18 MINUTES**.

In this step-by-step tutorial, we will show you how to record a professional video for your talk, easily and comfortably with your computer.

It is recommended* that you follow our tutorial, as we aim to deliver a consistent online experience to our conference attendees.

*That said, you are welcome to use other professional screen recording software (e.g. Camtasia, VidGrid) if you have access. Please make sure you include a picture-in-picture window so that the presenter is always visible in the video.

STEP 1

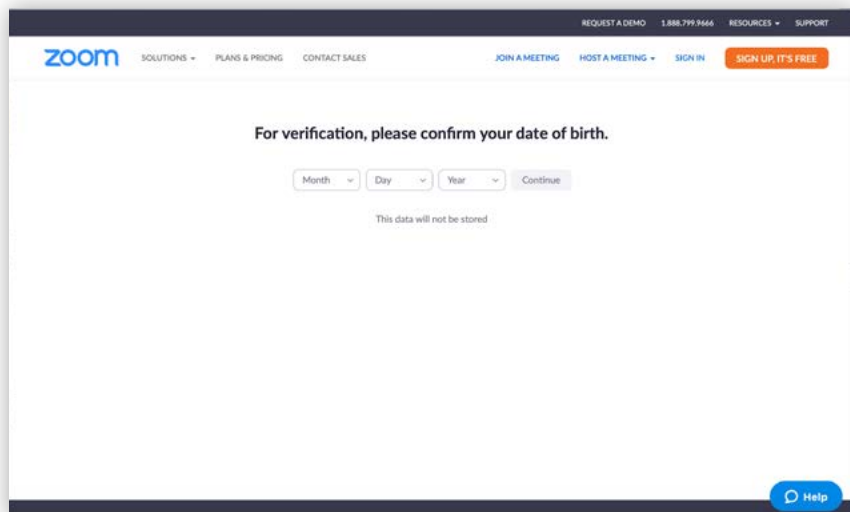


GETTING PREPARED

CREATING YOUR ZOOM ACCOUNT

You are encouraged to use Zoom to record a professional-looking video for your ICEMGD talk.

If you don't have a Zoom account yet, the first step is to sign up for one. All you need to do is to visit <https://zoom.us>, click the **SIGN UP, IT'S FREE** button to get started. Use your work email address to sign up for an account.



The screenshot shows the Zoom website's sign-up process. At the top, there is a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a prominent orange button labeled SIGN UP, IT'S FREE. Below the navigation bar, the main content area displays the text "For verification, please confirm your date of birth." followed by three dropdown menus for "Month", "Day", and "Year", and a "Continue" button. A small note below the form states "This data will not be stored". In the bottom right corner, there is a blue "Help" button with a question mark icon.

DOWNLOADING ZOOM

You will need to download the Zoom client for your operating system before using it for recording your talk.

Go to <https://zoom.us/download> to download and install the **ZOOM CLIENT FOR MEETINGS**.

The screenshot shows the Zoom Download Center page. At the top, there is a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a SIGN UP, IT'S FREE button. A dark bar at the very top contains links for REQUEST A DEMO, 1.888.799.6666, RESOURCES, and SUPPORT. Below the navigation bar is a green banner with the text: "We have developed resources to help you through this challenging time. [Click here to learn more.](#)"

The main content area has a blue header with "Download Center" and a link for "Download for IT Admin". The first section is titled "Zoom Client for Meetings" and includes the text: "The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here." Below this text is a blue "Download" button and the version number "Version 4.6.11 (20561.0413)".

The second section is titled "Microsoft Outlook Add-in" and includes the text: "The Zoom add-in for Outlook on the web installs on the Microsoft Outlook side bar to enable you to start or schedule a meeting with one-click." Below this text is a blue "Download" button. In the bottom right corner, there is a blue "Help" button.

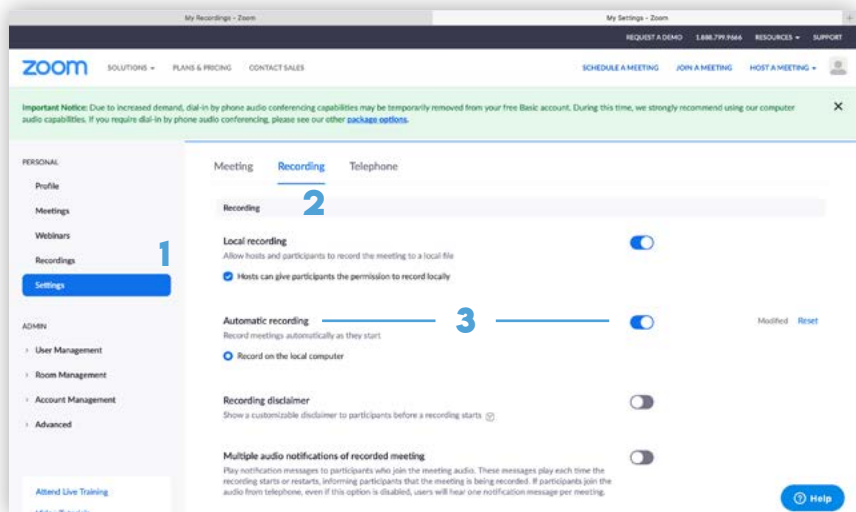
TURNING ON AUTOMATIC RECORDING

After you sign in to your Zoom account,

Click **SETTINGS** in the **ADMIN** section on the left.

Then click the **RECORDING** tab at the top.

Look for **AUTOMATIC RECORDING**. Turn it on.



STEP 2

RECORDING YOUR TALK

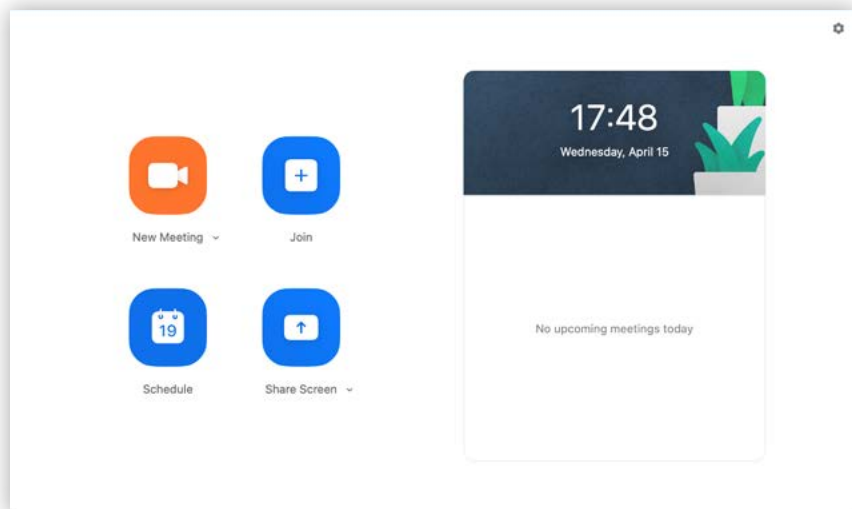
A person with long dark hair is seen from behind, sitting at a desk. They are looking at a computer monitor which displays a document with text. A microphone is positioned in front of the monitor. The person's hands are on a keyboard. The scene is dimly lit, with the primary light source being the monitor.

STARTING YOUR PRESENTATION

To get ready to record your video, make sure that you are using a computer with a **FRONT-FACING CAMERA** and a **BUILT-IN MICROPHONE**. Most laptop computers should be fine.

Now, prepare and start the application you will be using for presenting slides in your talk, such as **POWERPOINT** or **KEYNOTE**.

Then open the Zoom client and sign in to your account. Click **NEW MEETING**. Local recording should start automatically.



STARTING YOUR PRESENTATION

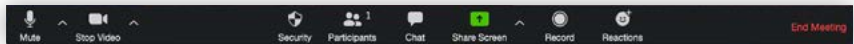
Make sure you start your video in Zoom, and introduce yourself first. For example, you can say something like: *My name is John Smith, I am a PhD candidate at the University of Cambridge, UK. The paper I will be presenting today is titled "Recording Professional Videos for Online Conferences."*

The video you are recording will always include a small picture-in-picture window with you inside, which makes it look professional.



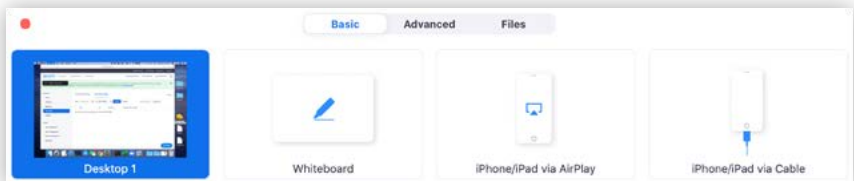
SHARING YOUR SCREEN

As you introduce yourself briefly in Zoom, make sure that your microphone is not muted and your video is started. You should see **MUTE** and **STOP VIDEO** at the bottom left of your Zoom window.



After your brief opening introduction, click **SHARE SCREEN** to start to share **THE WINDOW** with your presentation application, such as PowerPoint or Keynote. Do not share the entire desktop; just share the window with PowerPoint or Keynote.

Do not select **SHARE COMPUTER SOUND** or **OPTIMIZE SCREEN SHARE FOR VIDEO CLIP** at the bottom.



TIPS FOR HIGH-QUALITY TALKS

Now you can present your paper just as you would be in a typical international conference. It may feel strange talking to yourself, but rest assured, your presentation will have a live audience during the online conference.

Here are some tips for giving a high-quality talk.

KEEP IT SIMPLE. Do not try to squeeze a lot of material into each presentation slide. You have a time limit of 18 minutes, but you do not have limits on the total number of slides you have. Keep each slide as simple as possible, and explain one idea at a time. Use large font sizes. If you feel that you must cover a lot of material in the same slide, use **BUILDS** to show your material a step at a time.

AVOID HAVING TOO MUCH TECHNICAL DETAIL. Your talk should be designed to get the audience interested in your paper, rather than replacing the paper. Do not try to present all the technical detail you have in your paper; instead, try to present only a few highlights of your original contributions in your paper, and emphasize high-level ideas on why your contributions are original in the context of related work.

TIPS FOR HIGH-QUALITY TALKS

START STRONGLY. The beginning of your talk is the most important as you need to grab the attention from your audience. Start from a compelling introduction of the background of your work, and motivate your ideas with convincing arguments.

USE EXAMPLES. Your talk will be more understandable if you use a few simple examples, and work through your algorithm or theoretical proof in the context of your examples. Examples are your best friend in a high-quality talk.

KEEP A CALM PACE. Do not rush through your presentation slides with a breakneck pace. Deliver your talk at a leisurely pace.

USE A TIMER. When you are presenting your slides, it is easy to lose track of time. Use a timer on your side, and be keenly aware of the amount of time left.

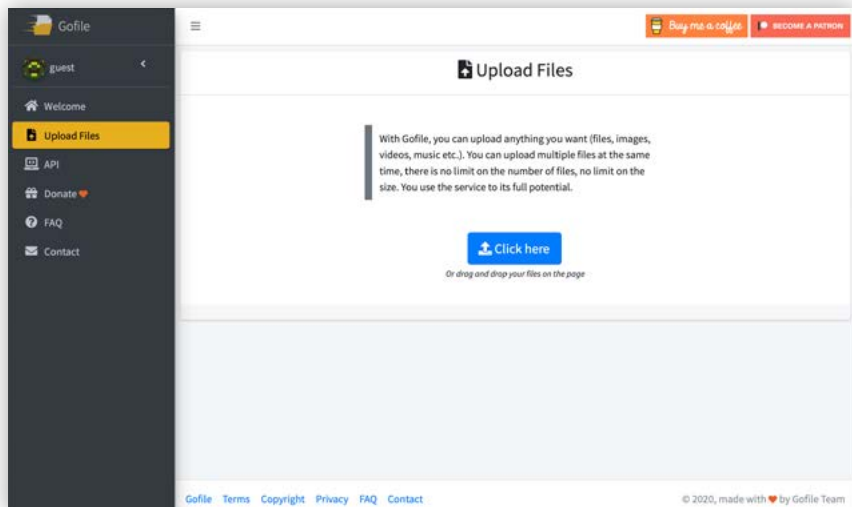
STEP 3

TESTING AND UPLOADING YOUR VIDEO

TESTING & UPLOADING YOUR VIDEO

When you finish your presentation, click "**END MEETING**" and your video recording will be processed by Zoom and stored in a local folder (typically Documents/Zoom) as an **.MP4** file. Play your video several times to make sure that it is between 12–18 minutes, and both audio and video play out correctly.

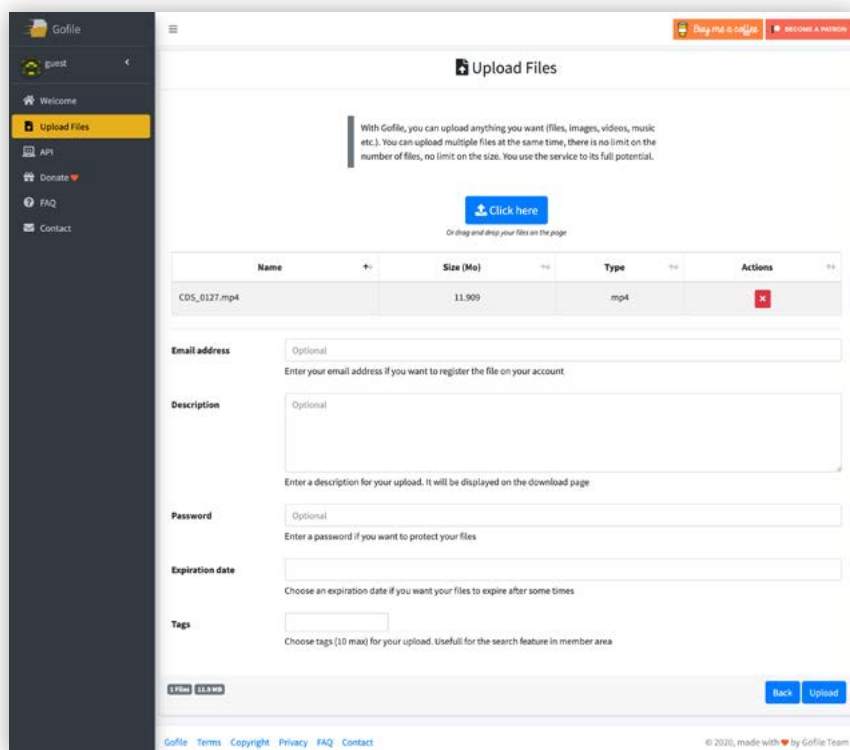
To upload your video, Rename the file with your paper number (**ICEMGD_0127.MP4**, for example), visit the website <https://gofile.io/?t=uploadFiles>, and then drag and drop your file onto the page (or click **CLICK HERE**):



TESTING & UPLOADING YOUR VIDEO

The final step before uploading your video is to click **ADVANCED OPTIONS**, and in **EMAIL ADDRESS**, enter **SUBMISSION@ICEMGD.ORG**.

Then click **UPLOAD**. You do not need to provide a description or a password.



The screenshot shows the Gofile 'Upload Files' page. On the left is a dark sidebar with navigation links: 'Welcome', 'Upload Files' (highlighted), 'API', 'Donate', 'FAQ', and 'Contact'. The main content area has a header 'Upload Files' and a blue 'Click here' button with a download icon. Below the button is a table with one file entry:

Name	Size (Mo)	Type	Actions
CDS_0127.mp4	11.909	mp4	

Below the table is a form with the following fields:

- Email address**: Optional. Enter your email address if you want to register the file on your account.
- Description**: Optional. Enter a description for your upload. It will be displayed on the download page.
- Password**: Optional. Enter a password if you want to protect your files.
- Expiration date**: Choose an expiration date if you want your files to expire after some times.
- Tags**: Choose tags (10 max) for your upload. Useful for the search feature in member area.

At the bottom of the form, it shows '1 File 11.909' and 'Back Upload' buttons. The footer contains 'Gofile Terms Copyright Privacy FAQ Contact' and '© 2020, made with ❤️ by Gofile Team'.

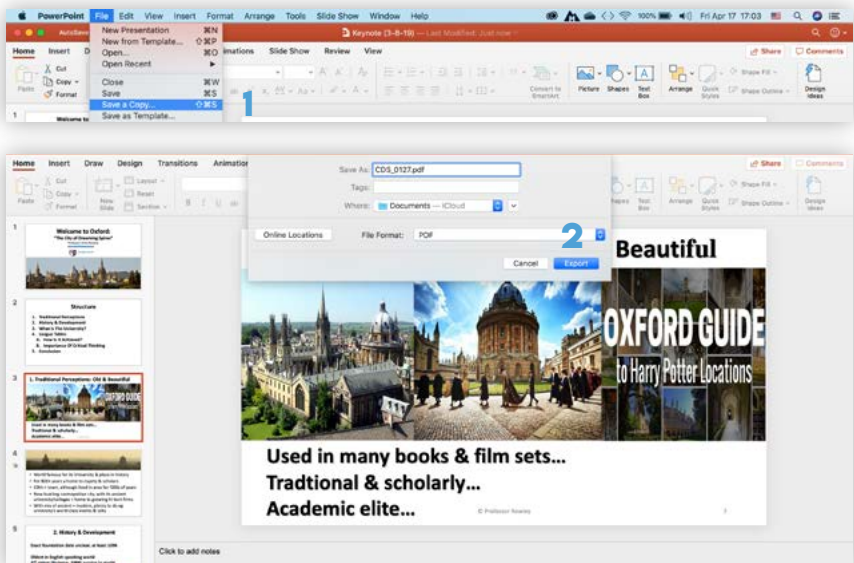
STEP 4

EXPORTING AND UPLOADING YOUR SLIDES

EXPORTING & UPLOADING YOUR SLIDES

When you have done all the above operations, you can now export your slide as a **PDF** file. Because there are so many combinations of software and platforms, the following export steps only use Microsoft PowerPoint on macOS as an example. Please check your slides carefully to make sure no errors.

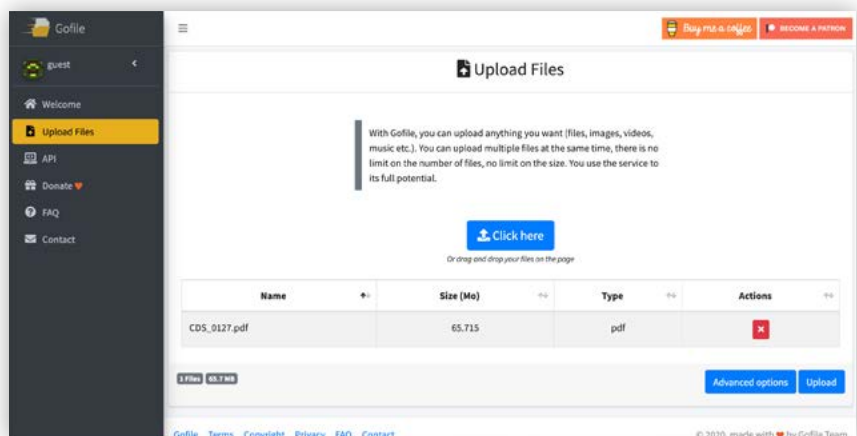
To export your final slide, open your slide by Microsoft PowerPoint, point to **FILE** at the top left, then click **SAVE A COPY**. In the opening window, modify the File Format section to PDF, then click the **EXPORT** button.



EXPORTING & UPLOADING YOUR SLIDES

Same as the upload video steps above, upload **ICEMGD_0127.PDF** to website <https://gofile.io/?t=uploadFiles>, and send an email to SUBMISSION@ICEMGD.ORG.

After you have uploaded your video and slides successfully, please send an email to SUBMISSION@ICEMGD.ORG with your paper number, so that we can contact you if we have any further questions.



CHECKLIST

THAT'S IT! USE THE CHECKLIST BELOW TO MAKE SURE ALL REQUIREMENTS ARE MET.

- **THE VIDEO IS NO LONGER THAN 18 MINUTES**
- **THE RESOLUTION OF THE VIDEO IS AT LEAST 720P**
- **THE FORMAT OF THE VIDEO IS .MP4**
- **THE FORMAT OF THE SLIDES IS .PDF**
- **AUDIO AND VIDEO TRACKS ARE IN SYNC AT ALL TIMES**
- **INCLUDE A PICTURE-IN-PICTURE VIDEO WINDOW SO THAT THE PRESENTER IS ALWAYS VISIBLE THROUGHOUT THE VIDEO**
- **RENAME THE VIDEO AND THE SLIDES FILES WITH YOUR PAPER NUMBER BEFORE UPLOADING**
- **UPLOAD THE VIDEO AND THE SLIDES. DON'T FORGET TO ADD SUBMISSION@ICEMGD.ORG**
- **SEND AN EMAIL TO SUBMISSION@ICEMGD.ORG AFTER ALL THINGS DONE**