

## **Instructions of Preparing and Uploading Your Presentation Documents for ISIE2021**

ISIE2021 requests you to prepare and upload a video of your presentation no later than May 31, 2021 to all types of presentation. All authors must prepare the presentation video. The videos that are not received by the deadline, will be considered as "no-shows" in accordance with the IEEE non-presented paper policy. In addition, the presenter must be attended the real-time discussion on Zoom. Please refer the instruction to upload the video file shown below.

### **1. Preparing your presentation slides.**

- \* Please prepare slides to present your work for a 12-15 minutes presentation. (Presenters should prepare to present their work and answer audiences questions within 20 minutes (12-15 minutes on-line/on-site presentation, 5 minutes for questions and discussion on-line/on-site).)
- \* We would like to encourage you to add speaker's photo in your presentation slides.
- \* As a backup, the authors need to submit the presentation slides in pdf format. Please create a pdf file of the presentation slides with the file name "P-KD-XXXXXX.pdf" of your paper number.
- \*In order to give attendees a quick idea about your work at a glance, we also request you to prepare a digest slide as a “representative image” of your paper. This slide will be posted on the online conference platform "Infovaya" with the title, author name, and affiliation. Therefore, it is not necessary to include the title and author information in this image. This can be one of the main Figures in your paper or a key Figures. The file format of this slide should be JPG, PNG, or GIF. The file dimension should be minimally 400×400pixels, and the maximum file size should be 10 MB.

### **2 . Recording your presentation video**

- \* To record your video, we recommend using Zoom. This will allow you to easily record a compatible, high-quality video from content displayed on your computer screen and voice recorded via the computer microphone.
- \*You simply create a Zoom meeting where you are the only participant. You should then share your screen (your presentation slides) and turn on your camera so that your face is visible. Click on "Record" and start recording your video. Showing the speaker's face is recommended but not compulsory. If you choose to do so, please make sure that the speaker window is on the top right corner of the screen and not covering the slides.
- \*Your recorded video must not exceed the file size set by the conference organizers. Fortunately, you can easily downsize your video file, using a tool such as Handbrake.
- \*Video dimension should be minimum height 480 pixels HD, aspect ratio 16:9. The maximum file size should be 100MB.
- \*Please create an mp4 file of the presentation video with the file name “KD-XXXXXX.mp4” of your paper number.

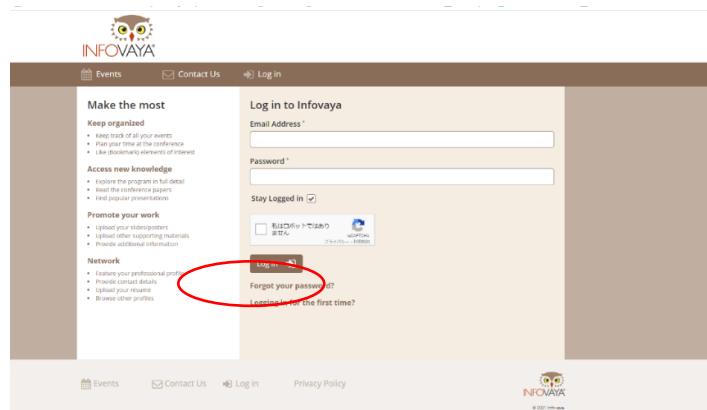
### 3. Uploading your presentation videos and files

- \* File uploads to Infovaya will be available from around May 24th.
- \* Only “contact person” of your paper are invited to get access to the virtual conference platform, to join in the ISIE 2021, and to download the conference proceedings during the conference. Please note that participants **may not download the presentation videos. Conversely, presentation slides can be downloaded. Therefore, the author should pay attention to what is included in the slides.**
- \* ISIE 2021 will utilize “Infovaya” as an online platform for the online part of the conferences. Therefore, the author is asked to upload video files etc. mainly via Infovaya.
- \* Please go to the following URL and log in.

<https://events.infovaya.com/>

If you have already had an Infovaya account, you can log in to the system using your account (which should be the same email address as you used in the registration.)

- \* If you do not have the account, please click “Logging in for the first time” and put your email address used in the registration. After that, you can create the password and log in.
- \* Once logged in, you will see an “Actions Required” section with links to your presentations’ edit pages.
- \* By clicking upon those links, you can easily upload your presentation video. Besides, we also request you put other materials: a representative image and slides for the presentation.
- \* Please upload the same video file (KD-XXXXXX.mp4) and pdf file (P-KD-XXXXXX.pdf) uploaded in



Infovaya through the following site. They are used for confirming video data quality and as backup data of Infovaya.

Backup data upload site:

<https://keio.app.box.com/f/17c051e7a8a64555a940cbc55a3ee65b>

## **[List of files for upload]**

### **Infovaya**

#### <Mandatory>

- Presentation video (file name: KD-XXXXXXX.mp4, minimum height: 480 pixels HD, aspect ratio: 16:9, maximum file size: 100MB.)
- Representative image (file format JPG, PNG, or GIF. minimum file dimension 400×400pixels, maximum file size: 10 MB.)

#### <Optional>

- Presentation slide (P-KD-XXXXXXX.pdf, maximum file size: 10MB)
- Speaker's photo (file format JPG, PNG, or GIF. maximum file size: 10 MB.)

### **Backup (box)**

#### <Mandatory>

- Presentation video (file name: KD-XXXXXXX.mp4, minimum height: 480 pixels HD, aspect ratio: 16:9, maximum file size: 100MB.)
- Presentation slide (P-KD-XXXXXXX.pdf, maximum file size: 10MB)

**Contact:** [isie2021-video-group@keio.jp](mailto:isie2021-video-group@keio.jp)