



Presentation Recording and Uploading Guidelines

The MFI 20 conference goes virtual this year and the presentations will take the form of pre-recorded videos. This document serves as a guideline for preparing your presentations and recording your video submissions.

Overview and requirements

- Recorded videos should have a duration of 13-18 minutes.
- Format of the video file should be .mp4.
- Maximum video file size is limited to 100 MB and to 20 MB for the presentation slides.
- The sound of your video must have appropriate volume and can be understood.
- The video should have an aspect ratio of 16:9 with a minimum resolution of 720p (1280x720 pixels). 1080p is recommended.
- The first slide should include the title of the paper, all authors, and their affiliations.
- We probably upload all presentations to YouTube as unlisted videos. (Unlisted videos can be seen and shared by anyone with the link.)

In the following, we provide recommendations for the preparation of your MFI 20 presentation.

1 Prepare Presentation Slides

We recommend that you prepare your presentation slides as you would have for the on-site conference. Using the recommended software, you can record your presentation with a voice overlay explaining the content of your slides. The first slide should clearly state the title, the authors, and their affiliations. You can also include a photo of yourself or include a webcam video of yourself while recording (see 2).

2 **Record Video**

You have several options to record your presentation. Our recommendations are:

- OBS Studio (Windows, Mac, Linux): <https://obsproject.com>
- MS Powerpoint (Windows, Mac): <https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>
- Zoom (Windows, Mac, Linux): <https://ieeetv.ieee.org/mobile/video/recording-your-presentation-with-zoom>

The format of the exported videos should be .mp4.

Microphone

A good audio quality is certainly the most important point. It is strongly recommended that you use an external microphone, e.g. a headset, instead of build-in microphones and use a quiet room for your recordings. Before recording your full video, you should perform some short tests with the microphone.

Speaker Video

With the recommended tools, you can include a video of yourself in the presentation by using a webcam. The video should be displayed in one of the corners and should not overlap with the content of your slides.

3 **Edit Video (optional)**

We do not expect a perfect take when you record your screencast, but you can remove some errors or long pauses. Some tools provide some in-built editing capability, but there other tools available, e.g., QuickTime, iMovie, DaVinci Resolve, or professional tools like Premiere.

4 **Prepare Summary Slide**

At the beginning of each Q & A Session, the paper will be briefly introduced by the authors (1 minute). This introduction will be moderated by the session chairs, who will also cycle through the summary slides. The summary slide should contain and fulfil:

- The format should be 16:9. You can use the same style as for your presentation.
- This slide should contain a small photo and the name of the corresponding author at the Q&A session.
- The slide should contain the title of the paper.
- The slide should briefly summarize the key facts and contributions of the paper.

5 **Submit Video, Presentation Slides, and Summary Slide**

The video, the presentation slides, and summary slide are submitted through PaperPlaza:

<https://ras.papercept.net/conferences/scripts/start.pl#MFI20>