RM2021 Presentation Guidelines

NOTE: These guidelines are modeled on those provided for ISMVL-2021.

Each contributed paper is assigned **10 minutes** for the presentation followed by a **5 minute** on-line Q&A session. The workshop program is available [here](#). Presenters may choose to do their presentation either:

   a) using a pre-recorded video or
   b) live on-line.

Regardless, presenters are <u>strongly encouraged</u> to prepare a video recording in case of any technical difficulties at the time of their presentation and so that the videos can be made available to those who register for the workshop but may miss a presentation for technical or other reasons.

The 10 minute video should be uploaded to youtube and then the URL for the uploaded video should be mailed to mmiller@uvic.ca by May 21, 2021.

Preparing the Video

All video files must be in MP4 format and include audio. A 16:9 Aspect Ratio is recommended. Below is a list of video conferencing tools available to easily record presentations.

Recording Platforms:
Zoom: [Local Recording - Zoom Help Center](#)

Google Meet: [Record a Video Meeting - Meet Help](#)

WebEx: [Video Conferencing - Record a Cisco Webex Meeting](#)

Skype: [Skype for Business: Recording a Meeting - Bemidji State University](#)

Microsoft Teams: [Record a Meeting in Teams - Office Support](#)

In addition to these tools, you can use a two-step method involving PowerPoint:

Create Voice-Over PowerPoint.
Convert to MP4.

Uploading a Video to YouTube:

Please see **here** how to upload videos to YouTube. To upload videos to YouTube, a user account of **YouTube Studio** is needed.

Please **do NOT choose "Private"** in the "Visibility" setting. In "Private" setting, attendees cannot watch the uploaded video. **Choosing "Unlisted"** is recommended.