

IEEE ICSME 2021

Virtual Conference – Author Instructions

Closely monitoring the current COVID-19 situation, the Organizing Committee decided to run ICSME 2021 in a virtual format. The event will be held during Sep 27, 2021 - Oct 1, 2021, through the ICSME 2021 virtual platform.

We have opted for a format where each contributed presentation will take the following form:

- **Presentation Video Upload:** All presenters are required upload a pre-recorded video which will be played during the timetables slot of the presentation (subject to optional live presentation, see below). The presentation will also be available on the virtual platform for attendees to watch on-demand, irrespective of time-zone. At least one of the paper's authors to attend the presentation.
- **Live Questions and Answers:** All paper presentations will be followed by LIVE Q&A, thus please make sure you are available during your timetabled sessions, even if you are relying on the pre-recorded video for your presentation.
- **Optional Live Presentation:** Optionally presenters can choose to present live on the day. However, a recorded video of the presentation will still be required so it is available to all attendees, even if they cannot attend live. Live presentations will not be recorded to avoid problems with connection quality etc.
- **Optional Supplementary material (Paper, Data and Presentation Slides):** Optionally presenters can choose to upload the paper pdf, accompanied data and presentation slides. The material should be submitted as a PDF file and/or additional datasets before the deadline stated later.

For videos to be verified by the technical program committee, there is considerable urgency in preparing and uploading your video. Accordingly, we ask you that you please finalize your video no later than **17 of September 2021**. This is a **HARD DEADLINE**.

Guidelines for preparing your video:

We request you to prepare and upload a video of your presentation, consisting of a brief introduction with a webcam, if desired, followed by voice-over slides for your presentation (see instructions, next page). This will be posted within your presentation time slot on the ICSME 2021 on-demand virtual platform. Please note that the file must be a video file in MP4 format (more details below).

Please use the following guidelines for preparing your video. Final specifications will be checked at the time of submission and files not compliant may not be uploaded.

Duration:

- For the Research track papers, the presentation will be 10 minutes + 5 minutes for Q/A, while for all other tracks, the presentation will be 7 minutes + 3 minutes for Q/A.
- Keynotes: all keynotes will be live unless circumstances demand pre-recording. Please contact the Keynotes Co-Chairs if you are a keynote speaker and have questions.
- Tutorial & Workshop: all tutorials will be live unless circumstances demand pre-recording. Please contact the Workshop and Tutorials Co-Chairs if you are organizing a workshop/tutorial to discuss any requirements.

NOTE: The above duration is for pre-recording your presentation video, excluding the Q&A time during the real-time presentation.

Please email the PC chairs with any comments, questions, or concerns.

Instructions and Tips for Recording your Video:

Detailed Video Requirements:

- **Recommended Encoding Settings:**

- Format: MP4
- Compression: H.264 (AAC for Audio)
- Resolution: Minimum height of 480 pixels
- Aspect Ratio: 16:9
- Frame Rate: Content should be encoded and uploaded in the same frame rate it was recorded. Common frame rates include: 24, 25, 30, 48, 50, 60 fps
- Bitrate: Variable

- **File Size:**

- 15 minutes: 150 MB or less
- 5 minutes: 50MB or less

- **File Naming Convention:**

- Video should be named **"(PaperID).mp4 "**

Please note the final specifications will be checked at the time of submission and files not compliant may not be uploaded.

Please be sure the video includes the title of the paper, the authors, and a mention of ICSME2021.

****Link to upload your videos: Authors will receive an email from the Morressier team with an upload link.**

TIPS FOR RECORDING:

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

Should you require any assistance with your submission or have any technical questions please do not hesitate to reach out to the Morressier team using the chat feature in the bottom right corner on the Morressier [website](#).

Please make sure to complete your submission before the deadline. If you want to familiarize yourself with the virtual conference platform, please review the [Knowledge Base](#).

Please email support@morressier.com with any comments, questions, or concerns related to the online platform.

We hope to make ICSME 2021 a success despite the difficult situation and this virtual conference format. We thank you for your cooperation in this endeavor.