

# TESC 2022

## Preparing and Uploading Your Virtual Presentation

Dear Presenters,

On behalf of the TESC 2022 Organizing Committee, we would like to thank you for your participation as a presenter. As you have already been informed, the conference presentations must be prepared on the IEEE/GWAC Power Point template and be pre-recorded in MP4 format (see instructions below). By agreeing to provide your presentation material and registering for the conference, your panel session presentation video and slides will be posted with the conference material. Your presentation material will only be made available to registered conference attendees from May 2, 2022 (11:00am EDT) to May 31<sup>st</sup>, 2022 (11:59pm EDT).

Please download and use the approved [IEEE PES TESC 2022 PowerPoint template](#). Please email your Power Point presentation to [gridwiseac.coordinator@pnnl.gov](mailto:gridwiseac.coordinator@pnnl.gov) by April 22, 2022, along with a signed release form: [Release Form](#). (Please do not attempt to email video of presentation.) You will receive an email with the url link to upload your video and a pdf of your slides.

Below are the recording and submission instructions for all presentation types.

**Please prepare and upload your presentation video NO LATER THAN April 22, 2022.**

There are several video conferencing tools available to easily record a presentation. In this method, you can show your face via webcam (if you'd like) and display your slides as you talk. You can use any meeting software as long as you get a good quality recording and your final file is in the MP4 format. Here are some links to instructions on recording a meeting on common platforms:

- *WebEx:* [Video Conferencing - Record a Cisco Webex Meeting](#)
- *Skype:* [Skype for Business: Recording a Meeting | Information Technology Services | Bemidji State University](#)
- *Google Meet:* [Record a video meeting - Meet Help](#)
- *Zoom:* [Local Recording – Zoom Help Center](#)
- *Gotomeeting:* [How to Record a GoToMeeting Session | Techwalla](#) and [How to Convert and Open the GoToMeeting Recordings](#)
- *Microsoft Teams:* [Record a meeting in Teams - Office Support](#)

*You can also use the two step method covered below:*

- *Create Voice Over Power point:* <https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c> and convert to MP4 <https://nursing.vanderbilt.edu/knowledge-base/knowledgebase/how-to-save-voppt-to-mp4/>

Please let us know if the above are not available to you.

### Audio/Video File Requirements:

- **All files must be in MP4 Format**
- A bit rate of 1mbps or less: To check the bit rate, right click on the file name, click on properties, go to the details tab, and look for total bit rate. (\*Note: The virtual conferencing platform will accept videos with a higher bit rate, but some quality may be lost during the upload process)
- Resolution = 720p HD
- Presentation lengths:
  - Plenary/Keynote Presentations not to exceed 15 minutes
  - Paper forums, Transactions paper sessions, Poster sessions – 5 minute presentations on the IEEE/GWAC PPT template
  - Panel Session Presentations 15 minutes on the IEEE/GWAC PPT template.
- Please use the following **naming convention: PID.pptx, PID.pdf, or PID.mp4, as relevant, where PID is your paper number or panel presentation number**, the code that was entered in front of your paper/poster title in the conference program. If unsure, please contact [gridwiseac.coordinator@pnnl.gov](mailto:gridwiseac.coordinator@pnnl.gov) to get the PID for your presentation.

### 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 connections are highly recommended, but if unavailable, a strong Wi-Fi connection should do the job.
4. A good headset with a microphone set close to your mouth BUT away from direct line of mouth to reduce “pops”. Try to avoid using default, built-in microphones on your computer, if possible.
5. Do a test recording of a couple of minutes and review the sound and picture quality, in the MP4 format, and check the bit rate before recording your entire presentation. Make adjustments as needed.