2022 ISOES VIRTUAL CONFERENCE GUIDELINES AND PREPARATION

ISOES will once again be hosting a virtual conference for 2022. A conference itinerary and login information will be sent out as soon as it is available. To prepare for the virtual conference, we ask you to submit a pre-recorded presentation (voice over PowerPoint or a video file) in advance.

Each full paper or extended abstract must be presented at the conference to be eligible for inclusion in the conference proceedings. Each full paper or extended abstract will be given 20 minutes (15 minutes for presentation + 5 minutes for Q&A). At least one author must join the live virtual session to answer questions during the allocated presentation time. Please carefully review the following guidelines and specifications before recording your presentation.

The deadline for all video submissions is 12 September 2022!

INSTRUCTIONS FOR RECORDING PRESENTATION

ISOES encourages you to take this opportunity to explain your work and get more exposure to the audience, and at the same time to engage the attendees. Recording should contain a prominent view of the presentation slides along with audio of the presenter. The recording may also contain a small headshot of the presenter. Presentation software often allows recording audio and video directly in the application and you can export appropriate video files.

Requirements: The presentation recording should:

- Be 15-minute in length. *A 20-minute time slot is reserved for each presentation so you should be present online for the 5 minute Q&A that follows.*
- Final output for all files must be in MP4 Format (we recommend using PowerPoint)
- Please use the following naming convention: FirstAuthorLastname_Easychair#.mp4. where easy chair# is the submission number that was assigned to your easy chair paper.

You may submit your .mp4 file to the following Google Drive link:

https://drive.google.com/drive/folders/1oBgJDjPjiBNG6sgjGexAahdDFwlq1kiX?usp=sharing

Creating a presentation using Powerpoint:

1. One method is to simply set up a screen recording while narrating the slides.
2. 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
3. Convert to MP4: https://nursing.vanderbilt.edu/knowledge-base/knowledgebase/how-to-save-voppt-to-mp4/

Tips for recording:

1. Use a quiet area to record
2. Avoid echoes by keeping the following in mind
   a. Rooms should be fairly small
   b. Sound dampening with carpeting, curtains, furniture
3. Good headset with microphone close to mouth BUT away from direct line of mouth to reduce "pops". If possible, avoid using default built-in microphone on computer.
4. Do a test recording of a couple of minutes and review the sound and picture quality, and ensure MP4 format before recording the entire presentation. Make adjustments if needed.