



Preparing and Uploading Your Virtual Presentation

On behalf of the TESC 2020 Organizing Committee, thank you for your participation as a presenter. Conference presentations must be prepared on the IEEE PES /GWAC Power Point template and be pre-recorded. By agreeing to provide your presentation material and registering for the conference, your panel session presentation video and slides will be posted on the conference website in advance. Your presentation material will be made available to registered conference attendees from December 8, 2020 (11:00am EDT) to December 31st, 2020 (11:59pm EDT).

Email your Power Point presentation to gridwiseac.coordinator@pnnl.gov by Monday, November 2nd along with a signed release form attached or found here:

https://gridwiseacdev.pnl.gov/pdfs/tesc_2020/ieee_tesc2020_consent_form.pdf

The Conference will send a link to all presenters the week of Nov. 9, 2020 for uploading the pre-recorded presentation video (MP4 format) and a PDF copy of the PowerPoint presentation.

Upload your final presentation video by NO LATER THAN November 20th, 2020.

Instructions for Pre-Recording your PowerPoint presentation:

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, 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 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.

Uploading Your Presentation to the Virtual Event Platform: After you have prepared your MP4 video file, instructions on where to upload your presentation will be provided to you no later than the week of November 9, 2020. If you have any questions, please email gridwiseac.coordinator@pnnl.gov.

Date	Action	Instructions
Nov. 2	<ul style="list-style-type: none"> • Consent and release form • Powerpoint slides 	Email to: gridwiseac.coordinator@pnnl.gov Link to IEEE PES TESC20 Powerpoint Template https://gridwiseacdev.pnl.gov/pdfs/tesc_2020/ieee_tesc2020_consent_form.pdf
Nov. 9		Presenters will be sent instructions for uploading large files by this date. Feel free to start recording beforehand!
Nov. 20	Due date to upload video and PDF of presentation slides	TBD