Presenting Author Instructions

- It is now time to prepare your presentations for the 2023 IEEE International Conference on Industrial Technology (ICIT 2023)
- Each session will consist of 5-6 papers, where each paper will be allocated 15 minutes, 12-minute presentation followed by 3-minute Q&A.
- A majority of the papers in the conference program will be presented in-person with a minority being presented online. Please follow the instructions below in preparing for this presentation, depending on your format of attendance, in-person or online.

In-person presentations

1. The total time allocated is 15 minutes, 12-minute presentation followed by 3-minute Q&A.
2. Prepare a presentation that can be delivered in exactly 12 minutes as the time available is strictly limited.
3. You may use any file format (*.pptx, *.pdf, etc) that works on a MS Windows OS, as the presenting machine is a MS Windows computer.
4. Name the presentation as XXXXXXX.pptx (or XXXXXX.pdf), where XXXXXX is the 6-digit paper ID that was assigned to your paper when you submitted it. Include leading zeros. E.g., when your paper ID is ICIT23-001234, your presentation file is named 001234.pptx
5. After you have created your presentation, please upload the file to any free file sharing service, like Google Docs or Microsoft OneDrive, and then provide us a link to download the presentation file. Please share the download link by filling in this survey form (link). Please check that the link is download accessible for external users (i.e. ICIT23 team).
6. Please upload your file and share with us by 31 March 2023, we will have it ready for you just before the session. We are trying to minimise the disruption to timely session completion by requesting your presentation file prior, however, if it is more time-efficient for you, you may provide the presentation file to the session chair before the session begins.

<u>Online remote presentations</u>

1. **Although your presentation will be recorded, you must attend the session via the zoom link for the Q&A segment (if you are absent the paper will not be published)**

2. The total time allocated is 15 minutes, 12-minute presentation followed by 3-minute Q&A.

3. Prepare a video recording of your presentation of exactly 12 minutes duration

4. The video recording must be in MP4 format, see next subsection for free tools and instructions for creating a video recording. Video recording must be less than 100MB.

5. When the recording is complete, please review the video carefully if there are glitches or other technical problems.

6. Make sure that you upload only videos that play smoothly, we appreciate your cooperation in ensuring the quality of the videos.

7. Ensure that the video includes the title of the paper, the authors, and a mention of ICIT 2023.

8. Name the presentation video as XXXXXX.mp4, where ID is the 6-digit paper ID that was assigned to your paper when you submitted it. Include leading zeros. E.g., when your paper ID is ICIT23-001234, your video is named 001234.mp4

9. After you have created your presentation, please upload the file to any free file sharing service, like Google Docs or Microsoft OneDrive, and then provide us a link to download the video file. Please share the download link by filling in this survey form (link). Please check that the link is download enabled for external users (i.e. ICIT23 team)

10. Please upload your file and share with us by 31 March 2023, we will have it ready for you just before the session.

11. You will be able to connect to the session using Zoom link to present live and answer questions but you must submit your video in any case. Papers without a video submitted will be removed from the program.

<u>Free tools and instructions for creating a video recording of your presentation</u>

- Zoom: Local Recording – Zoom Help Center
- Microsoft Teams: Record a meeting in Teams - Office Support
- Google Meet: Record a video meeting - Meet Help
- WebEx: Video Conferencing - Record a Cisco Webex Meeting
- Skype: Skype for Business: Recording a Meeting

- You can also use PowerPoint, but it takes two steps, [first create Voice Over PowerPoint](#) and [second, convert to MP4](#)

Tips for Recording
- Choose a quiet location that does not create an echo
- Rooms should be small and with sound dampening like carpeting, curtains, furniture
- Wired internet connection is recommended, but if unavailable, a strong Wi-Fi connection should do
- It is advisable to use a good headset with microphone close to your mouth but away from direct line of mouth to reduce "pops".
- Speaking while standing (rather than sitting) will make your voice sound better in the recording.
- Attempt 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. Adjust if needed.

Deadline
- Presentation files (for in-person presenters) and video recordings (for online presenters) due 31 March 2023 using this online form ([link](#)). Thank you.