AEC/APC Symposium Asia 2021 Virtual Symposium Presentation Guidelines

Thank you for electing your presentation at the AEC/APC Symposium Asia 2021 Virtual Symposium.   All the presentations are held with pre-recorded video presentation followed by real-time Q&A.

Duration of your presentation

15 minutes talk (Pre-recorded) + 5 minutes Q&A (Real-time)

20mins Author's interview (Real-time)

Movie run at your sessions:

- AEC/APC SYMOISUM ASIA secretariat will run the movie for the speakers.
- We will schedule the dry run for the speakers prior to the symposium around the middle to end of October.

Access for speakers on the day of your session

- On the day of your session, the speakers are requested to access to **zoom meeting URL** at 20-minutes prior to the start time of your session.
- Each session has a **different** zoom meeting URL. The URL will be provided approximately 1 week prior to all speakers from AEC/APC Symposium Asia secretariat.
- Make sure that you attend the session in which your presentation is scheduled to prepare the questions from the participants.
- The audience including the speakers of different sessions will not join zoom URL, but attend the virtual attendee hub of AEC/APC Symposium Asia 2021 virtual platform where they will participate through live streaming linked from zoom meeting.
- For most of the sessions of AEC/APC Symposium Asia except author's interview and networking, a live Q&A uses questions using "chat" from the audience. Only the speakers and the session chairs are able to speak verbally.

  The audience is encouraged to send their questions during presentation and live Q&A period.   If the audience send questions on the Q&A window, the session chair selects which questions to be asked by order and ask the questions to the speakers verbally. Please answer the questions verbally.

Author's interview

- All speakers are requested to attend the 20-min authors interview period.
- The breakout room will be created for each paper and the participants will pick up the room(s) to join.   This session will be interactive by communicating with the participants verbally.

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Archive

- The recorded video of the symposium will be available as an archive event so that the registrants of AEC/APC Symposium Asia 2021 will be able to see the video after the symposium.
- Author's interview will not be recorded.
- The archive is available until December 31, 2021.

Presentation Slides:

- The ppt file are suggested to use the 16:9 format at AEC/APC Symposium Asia 2021.

Uploading your MP4 Files:

- Submit your Pre-Recorded Video by the deadline to the Drop Box below;
  https://www.dropbox.com/request/lrBbyTC0gy4HbdVyF57q

- Please use the following naming convention XXXX.mp4, where XXXX is your paper # (example: APC-001.mp4).

Preparation of recorded presentation

There are several video conferencing tools available to easily record a presentation. In this, you can show your face through the web cam method (highly recommended and encouraged), while displaying 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 this two-step method available in PowerPoint:
- [Create Voice-Over PowerPoint](#)

1. Open your Power Point Presentation

    2. Select Slide Show and then select Record Slide Show

    3. Select Record from the beginning

    4. When you are ready, select Record and start speaking.

    5. When you done, save your presentation ton select File and Save as "MPEG4" Format. More detail about how to create the video with PowerPoint, please refer the following video.

    [English Version](#)

Audio/Video Files:
- All files must be in MP4 Format. There is no file size limitation but follow the recommendations below for optimum playback experience.
    - Bit rate
        - Do not exceed 1Mbps bit
        - To check the bit rate, right click on the file name, click on properties, go to the Details tab, and look for Total Bitrate. If the bit rate is too high, please lower the quality to "Internet Quality" to create the MP4.
    - Resolution
        - 1080p recommended
        - 720p minimum
        -

- Please continue to record (without further speaking) for an additional 3–5 seconds at the conclusion of your presentation to ensure nothing is cut-off at the end of your video during playback when your video is integrated into the web platform.

Tips for Recording:

- Equipment
  - ➢ Strong WiFi (or wired) Internet
  - ➢ Use a good headset with microphone close to mouth BUT away from direct line of mouth to reduce "pops". Avoid using your computer's laptop's or desktop's built-in
  - ➢ Do a test recording for a couple of minutes and review the sound and picture quality, MP4 format, and bit rate before recording the entire presentation.
- Room
  - ➢ As quiet as possible
  - ➢ Avoid areas that have an echo. Your recording room should be fairly small with sound dampening from carpet, curtains.
  - ➢ Plain background to eliminate viewer distractions.
- Attire
  - ➢ Business casual (at a minimum).
- Presentation slides
  - ➢ Do not use small fonts in your presentation as they may be difficult to see on some laptop monitors.
- Attracting and maintaining viewer's attention
  - ➢ Speak with a lively voice and vary the tone of your voice to keep your talk fresh and interesting.
  - ➢ Record your presentation with the PowerPoint "Laser Pointer" turned on and use your mouse to move the laser pointer around what you want to focus the listener to.

Contact:

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On-demand period: November 4th-December 31st, 2021