

ECOC2020

Instructions for pre-recording your presentations

ECOC 2020 Format

ECOC 2020 will use an alternative format to stimulate interaction and to offer you, as an author, the best visibility and chances to get in touch with your peers.

We will use the full flexibility of the virtual format and try to cover all time-zones.

All accepted papers, extended papers and invited papers are scheduled in technical sessions comprising of 4 to 8 papers. These technical sessions are presented in 10 parallel virtual sessions running over the 4 ECOC 2020 days (Monday 6 December till Thursday 10 December). All of these technical sessions are scheduled a first time from 08:00 till 11:00 in the morning (central European time) and then exactly repeated the same day in the early evening from 17:00 till 20:00 (central European time).

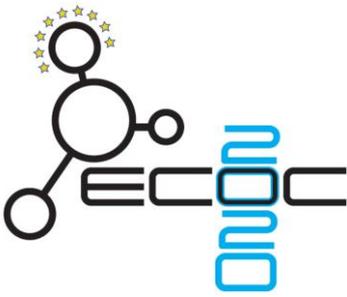
As morning and evening sessions will be identical, this concept allows participants from nearly all time zones to attend at least 1 of these in a comfortable time-frame for themselves.

In order to stimulate the interaction between you as an author and your peers, we however request an extra effort from you as an author.

Indeed, **in order to stimulate the discussion, that you as an author (for regular, extended and invited papers) are live present at both morning and evening session to take part in the Q&A.** We realize that for authors from the Asia-Pacific region and from the America-region, this implies to be live present in a very uncomfortable time-zone. However, as all presentations are pre-recorded we do not request you to present a paper in this uncomfortable time-zone, but only to take live part in the Q&A.

Regular papers

- Each author pre-records a 15 minutes presentation, and submits it at the latest on 26 November 2020
- All of these presentations are made available to all registered participants 1 week prior to ECOC 2020, so participants can get prepared for ECOC 2020.
- Each author also pre-records in addition, a 5 minutes elevated pitch-talk and submits it at the latest on 26 November 2020 as well
- This elevated pitch-talk will be streamed during both technical sessions (morning & evening session) at ECOC 2020.
- Each of these pitch talks is followed by an interactive 5 minutes live Q&A session.



Extended & Invited papers:

- Each author pre-records a 20 to 25 minutes presentation, and submits it at the latest on 26 November 2020.
- All of these presentations are made available to all registered participants 1 week prior to ECOC 2020, so participants can get prepared for ECOC 2020.
- This pre-recorded presentation will be streamed during both technical sessions (morning & evening session) at ECOC 2020.
- Each of these presentations is followed by an interactive 10 to 5 minutes live Q&A session.

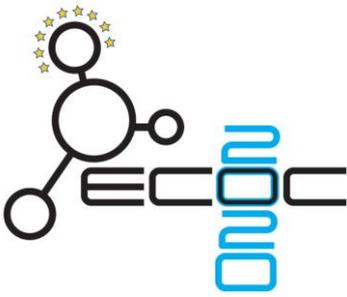
Instructions for pre-recording

ECOC 2020 will use the “Whova” platform for directing and running all the sessions. Within the “Whova”-platform, we will use “Zoom” for the virtual meetings, presentations and live Q&A. “Zoom” has a feature to allow everybody, for free, to record your presentation. The only requirement is that you sign up for a free account.

The “Zoom” recording feature, if instructions below are followed, to have your slides visible, but also yourself as a speaker using your webcam. It is strongly recommended to follow the instructions below and use this composite mode. It is clearly much more attractive for all participants to see both your slides and you as a speaker.

If you are familiar with other recording tools or your institution/organization has other tools to record your presentation, you can of course also use these. However please note that:

- File format must be “mp4”
- Clear audio and video capture are required.
- Both yourself as a speaker and your slides should be visible in a synced mode.
- Time limits are strictly imposed.



Step1 – Sign Up with Zoom

1. Go to <https://zoom.us/signup>.
2. In some cases, the system will ask for some extra info (e.g. birth date) just to check you are not a robot. (will not be stored). Fill in your birth date and click “Continue”.

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For verification, please confirm your date of birth.

Month ▾ Day ▾ Year ▾ Continue

This data will not be stored

Chat icon

3. Next you will be asked either to use your existing account if you already have one, or sign up for a new account using your e-mail address.

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Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign Up

Already have an account? [Sign in.](#)

or

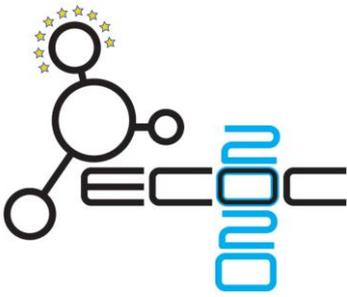
Sign in with SSO

Sign in with Google

Sign in with Facebook

Chat icon

4. The system will send you an e-mail for activation. Open the mail and click on “Activate account”.



- Next you will be asked to fill in your name and a password.

zoom SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING SIGN IN SIGN UP, IT'S FREE

1 Account Info 2 Invite Colleagues 3 Test Meeting

Welcome to Zoom

Hi, pvd***@***.com. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

Confirm Password

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue

- In the screen you get now, you can invite colleagues to join, but this is not required at this moment. You can just click "Skip this step".

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1 Account Info 2 Invite Colleagues 3 Test Meeting

Don't Zoom Alone.

Invite your colleagues to create their own free Zoom account today! [Why invite?](#)

name@domain.com

name@domain.com

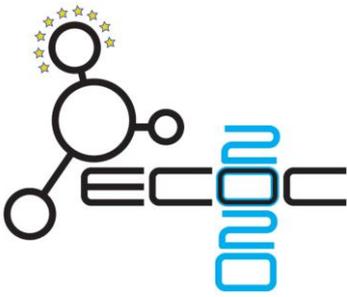
name@domain.com

[Add another email](#)

I'm not a robot

Invite Skip this step

- Setting up your account is now completed.



Step 2 – Check some settings in your profile

- Next you should check some settings in your account. You can find the setting when you click on the anonymous picture in the top right-hand corner and then select your name/e-mail address. The following screen appears:

The screenshot shows the Zoom user profile settings page for 'Bill White'. The left sidebar has 'Settings' highlighted. The main content area shows various settings:

- Personal Meeting ID: 255-060-1741
- Sign-In Email: bwhite@hngs.org
- User Type: Basic
- Capacity: Meeting 100
- Language: English
- Date and Time: Time Zone (GMT-5:00 Eastern Time US and Canada), Date Format mm/dd/yyyy, Time Format Use 24-hour time
- Sign-In Password: *****

- In your profile, click “Settings” (1) and the “Recordings” (2). Be sure that Local Recordings is on (3).

The screenshot shows the Zoom 'Recordings' settings page. The left sidebar has 'Settings' circled in red and labeled '1'. The 'Recording' tab is circled in red and labeled '2'. The 'Local recording' toggle switch is circled in red and labeled '3'.

Meeting **Recording** Telephone

Recording

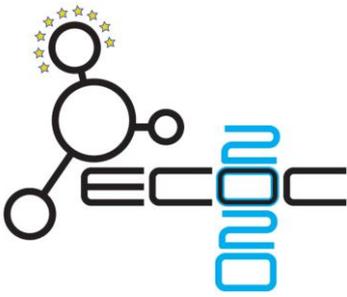
Local recording
Allow hosts and participants to record the meeting to a local file

Hosts can give participants the permission to record locally

Automatic recording
Record meetings automatically as they start

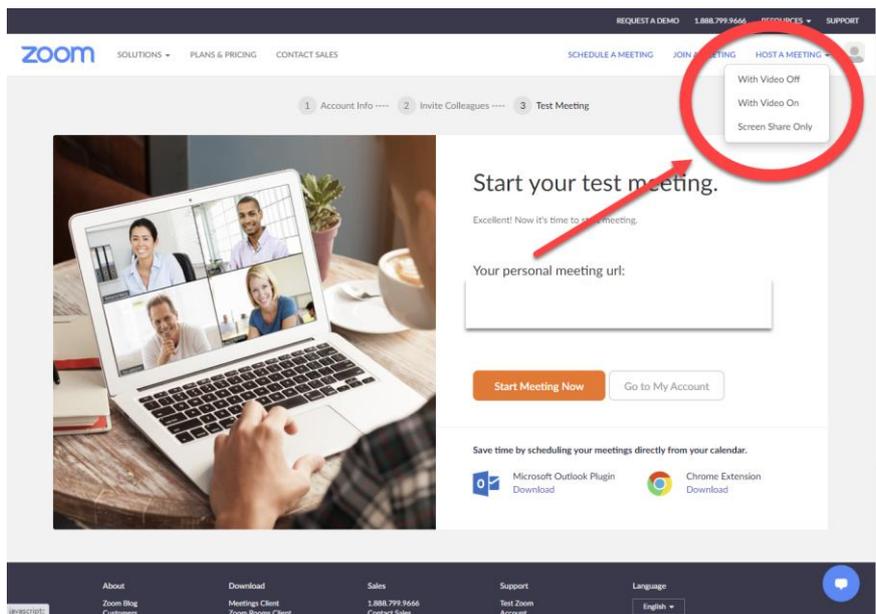
Recording disclaimer
Show a customizable disclaimer to participants before a recording starts @

Multiple audio notifications of recorded meeting
Play notification messages to participants who join the meeting audio. These messages play each time the recording starts or restarts, informing participants that the meeting is being recorded. If participants join the audio from telephone, even if this option is disabled, users will hear one notification message per meeting.

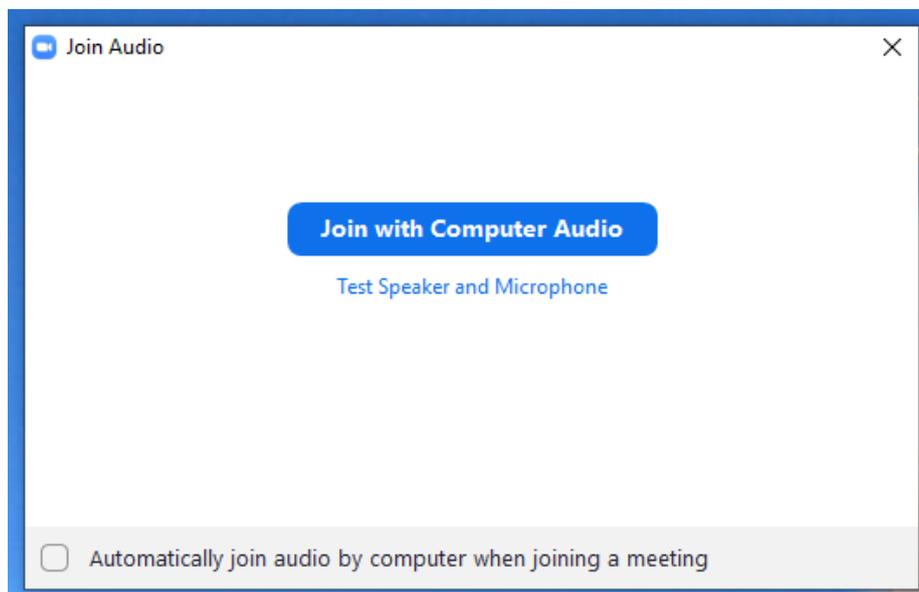


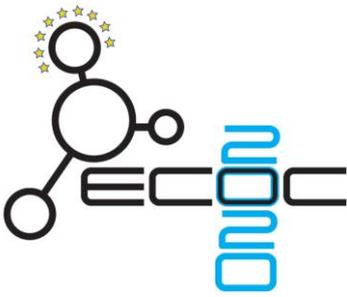
Step 3 – Prepare for recording

10. Next you should start to set up a meeting (with 1 person only).
11. At the upper right corner, it will say “Host a Meeting”. Click on “Host a Meeting” and then select “With Video On” and follow the instructions it gives you, to download and run Zoom or wait for the meeting to generate. This somewhat depends on your operating system and the choice you make whether to join through your web browser or download the Zoom app.



12. The pop-up screen below will appear and you can either directly connect to the meeting (by clicking “Join with computer audio”) or first test your audio and video. Be sure that your audio and video are both on and working. The video is required in order to ensure the high-quality experience for the audience.





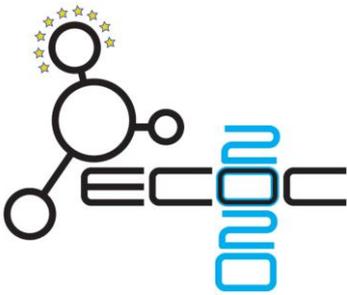
Step 4 – Recording of your presentation

Scenario 1: using multiple screens

13. When you have connected to the meeting, your Zoom-window will show you webcam.
14. Once you start screen sharing, your video will move to the upper right hand corner and may potentially cover text or images. Please adjust your presentation accordingly.
15. Become familiar with the Zoom tools available at the bottom of your screen. We encourage the use of the embedded laser pointer during the recording.
16. Now you can open your presentation file and go to presenter mode. This will be on one of your screens, depending on the settings.
17. Make sure that the controls for your Zoom meeting are on a different screen than your presentation.
18. Press the record button on the bar below.
19. You can now start sharing your screen with the presentation. Make sure to select the correct screen and click “Share”.
20. If you hover over the shared screen, a pop-up bar will appear. Under “More” make sure that “Show video panel” is on.
 - If it is off, click “Show video panel” to switch on,
 - if it is already on, the menu will show “Hide video panel” and you can leave it on.Having this option selected, will enable your webcam to be shown next to your slides, and not overlapping.
21. You can start your presentation now and make sure the quality of the audio is good.
22. As a reminder your presentation should not exceed 15 minutes for regular and 25 minutes for invited or extended papers.
23. Once you have finished your presentation, you can stop sharing your screen
24. You can either select “Stop Record” and then end the meeting by clicking “End”, or simply end the meeting by clicking “End”, and it will stop recording for you. It will begin to convert your video to your local system into three files. An .m4a, .m3u and .mp4 file.

Scenario 2: using 1 single screen

25. When you have connected to the meeting, your Zoom-window will show your webcam.
26. Press the record button on the bar below.
27. Now you can open your presentation file.
28. You can now start sharing your screen by selecting your screen or window and click “Share”.
29. If you hover over the shared screen, a pop-up bar will appear. Under “More” make sure that “Show video panel” is on.
 - If it is off, click “Show video panel” to switch on,
 - if it is already on, the menu will show “Hide video panel” and you can leave it on.Having this option selected, will enable your webcam to be shown next to your slides, and not overlapping.
30. You can start your presentation now in presenter mode and make sure the quality of the audio is good.
31. As a reminder your presentation should not exceed 15 minutes for regular and 25 minutes for invited or extended papers.
32. Once you have finished your presentation, you can stop sharing your screen
33. You can either select “Stop Record” and then end the meeting by clicking “End”, or simply end the meeting by clicking “End”, and it will stop recording for you. It will begin to convert your video to your local system into three files. An .m4a, .m3u and .mp4 file.



Reference links from Zoom Support

- Screen Sharing:
<https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen->
- Recording:
<https://support.zoom.us/hc/en-us/articles/201362473-Local-Recording>
- Audio/Video Testing:
<https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>
- Screen Sharing a Powerpoint Presentation:
<https://support.zoom.us/hc/en-us/articles/203395347-Screen-Sharing-a-PowerPoint-Presentation>

Submission of your pre-recording

Check your recording

Check your recording by running the mp4 file. Any video-editing tool will allow you to cut out the front part and end part which recorded all the non-necessary steps before starting or after ending your presentation.

Naming the pre-recording files:

Use the following names for your files: “**Confirmationcode_FULL_titel.mp4**”

- use the **confirmation code** you received in this mail and with the submission
- followed by an **underscore**
- followed by “**FULL**” for your 15-minute presentation and “**PITCH**” for your 5-minute presentation
- followed again by an **underscore**
- the **first 2 or 3 words of your title**. Use underscores instead of blanks in your title and avoid special characters
- example:
 - **NPY6QDFVJY_FULL_This_is_a_test.mp4**
 - **NPY6QDFVJY_PITCH_This_is_a_test.mp4**

Length of the pre-recordings:

Regular papers

- Pre-recorded 15-minute duration presentation to be submitted by 26 November 2020.
- Pre-recorded 5-minute pitch-presentation to be submitted by 26 November 2020.

Extended & Invited papers:

- Pre-recorded 25-minute duration presentation to be submitted by 26 November 2020.

Submission:

- Submission via e-mail to info@ecoc2020.org
- In view of the size of the files, platforms or tools like WeTransfer (www.wetransfer.com) or similar may be required.