



2021 ASIA PACIFIC INTERNATIONAL SYMPOSIUM ON ELECTROMAGNETIC COMPATIBILITY

Dear presenters,

On behalf of the APEMC 2021 organizing committee, we would like to thank you for your patience and understanding during this time of transition to a mixed conference format. Below are the instructions for preparing and uploading presentation video for presenters who are not able to travel to the conference venue. Please upload your presentation video to EDAS by **15 August 2021**.

Instructions for recording a powerpoint presentation can be found here: <https://support.microsoft.com/en-us/office/record-a-presentation-2570dff5-f81c-40bc-b404-e04e95ffab33>

There are also several video conferencing tools available for you to easily record a presentation. With such tools, you can show your face via webcam (if you like) and **display your PPT slides as you talk**. You are free to choose any tool as long as you get a good quality recording and your final file is in the **MP4 format**. Here are some tools with links to instructions on recording a meeting on common platforms:

- *Zoom*: [Local Recording – Zoom Help Center](#)
- *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](#)
- *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](#)

Audio/Video File requirements:

- All files must be in **MP4 Format**.
- File size should not exceed 200 MB.
- Resolution of 720p HD is recommended.





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. Good headset with microphone close to mouth; BUT away from direct line of mouth to reduce “pops”. 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, the MP4 format, and the bit rate before recording an entire presentation. Make adjustments accordingly if needed.





Uploading video to EDAS

To upload your recorded video (.mp4) to EDAS:

1. Log in to your EDAS account, and click on your accepted paper in APEMC 2021.
2. Before uploading video, you need to fill in and upload the form of ‘Consent and Release’. The form is attached in this email and can be downloaded from the conference website.

Final Paper		Can upload 4 pages (track-defined) until track deadline of Jul 15, 2021 11:59:59 EDT. F
Final Abstract Paper		Can upload 1 page (track-defined) until track deadline of Jul 15, 2021 11:59:59 EDT. H
Presentation Video		Can upload any length (track-defined) until track deadline of Aug 15, 2021 11:59:59 E
Permission to record/publish presentation videos		Can upload any number of pages (track-defined) until track deadline of Aug 15, 2021

3. Then, upload your presentation video.

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Standards and Templates (for PPT, PPTX):

1. The APEMC 2021 template for the presentation slides should be used and you can find it in the conference website.

<u>Format</u>	<u>PPT / PPTX</u>
16×9 (widescreen)	16x9 aspect ratio

2. The duration of your presentation (video) should be no more than 17 minutes.