IEEE EDUCON 2021 - Austria

Instructions for Virtual Presentations

Conference Platform

The conference will take place on the virtual platform ConfTool: https://www.conftool.com/educon/

All Zoom links are located in the <u>Conference Agenda</u>. On every conference day, we will provide a room for <u>Conference Online Support</u>, where you can test your presentations.

Duration of Presentations

The duration of presentations is identical for live presentations and pre-recorded presentations:

Full Paper	13 minutes for presentation and 5 minutes for Q&A
Special Session Paper Short Paper Work in Progress	10 minutes for presentation and 5 minutes for Q&A

Submission of Presentations

In order to avoid delays due to technical problems, such as unstable internet connections, loss of internet connection or sound problems, it is required to **upload the following files** to this link https://cloud.technikum-wien.at/s/Zy4bmPnoxP2S353 **until April 7, 2021:**

- **Presentation file** – Allowed formats: PowerPoint (.ppt or .pptx) or PDF.
- **Pre-recorded presentation** – Allowed formats: PowerPoint presentation with audio (.pps or .ppsx) and video (.mp4 or .avi).
- **Your portrait photo** – Will be used to create a collage of all EDUCON presenters.

Please name your files as follows: *paperID_name_surname* (example: *1001_John_Smith.ppsx*)

The name has to be the one of the **presenting author**.

Please avoid animations and any kind of dynamic effects on your slides as far as possible.

Tools for Pre-Recorded Presentations

- **PowerPoint:** The same PowerPoint presentation can be recorded with audio (.pps or .ppsx)
  How to Record a slide show with narration and slide timings: https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c?ui=en-US&rs=en-US&ad=US#OfficeVersion=Office_365
- **Open Broadcaster Software (OBS):** In case an alternative presentation program is used, the free software OBS for Windows, Mac and Linux allows recording of screen, webcam and microphone simultaneously. https://obsproject.com/

No-Show Notice: The pre-recorded presentation only serves as backup and does not release you from the obligation to present live! In case of an unstable internet connection, you are still encouraged to **join the Q&A** after your pre-recorded presentation has been shown.

Unexcused absence from your presentation will be marked as "no-show" and your paper will not be published in the conference proceedings!