

Presentation guidelines

ICHMS'24 will feature both in-person and remote/virtual oral presentations. The latter are for those who have had their remote participation requests approved by the ICHMS'24 general chairs. Each paper will be allocated 15 minutes, of which the presentation itself should be 10 minutes, leaving 5 minutes for Q&A and speaker transition. We look forward to making ICHMS'24 a success within this hybrid conference format. We thank you for your cooperation in this endeavor!

For those presenting in person

Please email your slides (PPT or PDF formats only) by **May 1st, 2024** to our online technical support chair Mr. Andrew Veinot at veinotandrew@gmail.com with the subject line *In Person Presentation - PresenterLastname*. Your file name must follow the *SessionTrack_SessionNumber_Paper#_PresenterLastname* naming convention. Please check the program to confirm your session number. Your slides will be uploaded to the respective room computers and will be ready for you on the day of your presentation.

For those who have had their remote presentation requests approved, or those still waiting for Canadian Visas and have not received them by May 1st, 2024

You will receive a Zoom link via email by May 7th. **Remote authors will present their works live** and should also follow the 10+5 minutes guidelines as in-person authors are. All remote authors must email their **slides** (PPT or PDF formats only) and **pre-recorded videos** of their 10-minute presentations to Mr. Andrew Veinot at veinotandrew@gmail.com by the May 1st, 2024 deadline. Emails must have the subject line *Remote Presentation - PresenterLastname*.

Video files must follow the *SessionNumber_PresenterLastName.MP4* naming convention. Please check the program to confirm your session number. ***These videos will serve as a backup and will only be used in case there are any technical difficulties during your live presentations.*** So please be prepared to present your work live and take into account any time zone differences. The times listed in the program are all Eastern Daylight Savings Time (EDT) or GMT-4. Unfortunately, we will not be able to accommodate changes in the schedule due to time zone differences. [See EDT time here.](#)

Please ensure you have access to a quiet environment and a stable internet connection at the time of your presentation, as well as to have any required Zoom installation/updates done well before your presentation time slot. **Note that remote authors that are not present during their time slot to present or answer questions will be considered no-shows and their papers will not appear on IEEE Xplore.**

Video recording instructions and tips

Your presentation should consist of a brief introduction with a webcam, if desired, followed by voice over slides for your presentation. The file must be a video file in MP4 format, and your presentation must include the **title of the paper, the authors, and mention ICHMS 2024**. Please do not try to upload PPT or PDF files. Video files are manually reviewed and those not compliant will not be accepted.

There are several video conferencing tools available to easily record a presentation. 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](#)
- [Skype](#)
- [Google Meet](#)
- [Zoom](#)
- [GoToMeeting](#) and [How to Convert and Open the GoToMeeting Recordings](#)
- [Microsoft Teams](#)
- [Create Voice Over PowerPoint](#) and [convert to MP4](#)

The recommended approach to record a compatible video from content displayed on your computer screen and voice recorded via the computer microphone, is to record the presentation using Zoom, available to users on most platforms and in most countries. More instructions can be found [here](#).

Tips for Recording

- Record in the quietest room possible.
- Do not record in rooms with audio echoes or background noise.
- Rooms must be free of distractions behind the speaker.
- Reduce audio echoing with carpeting, curtains, and furniture.
- Wired internet connections are recommended (use a stable WiFi connection otherwise)
- A quality headset with a microphone is recommended. The microphone must be close to the mouth BUT not too close to cause audio “pops”.
- **Do not use the built-in webcam microphone.**
- Do a test recording of a couple of minutes and review the sound and picture quality, and MP4 format before recording the entire presentation. Make adjustments if needed.

Video settings

File Format: MPEG-4 (.mp4) file (use the normal H.264 video and AAC audio codecs)

Video Size: HD 16:9 aspect ratio is required, 1280x720p is the minimum accepted video quality.

Audio Quality: please double check your files before submitting to make sure the audio is clear and audible!

File size: please limit your video presentations to 500Mb. Smaller files are preferred.

If you have any issues recording or sharing your presentation, please contact veinotandrew@gmail.com with your issue in the subject line.