

Guidelines for Preparing and Uploading the Presentations

1. All registered authors with accepted papers should prepare and upload a pre-recorded video of their presentation. This is a prerequisite for a paper to be included in the conference.
2. The pre-recorded videos will be available to participants during the conference and in the Post-Conference Video Library.
3. Please note that the file of your presentation must be a video file in MP4 format and that the duration of the presentation should strictly be between 10 and 15 minutes.
4. In addition to the content of the presentation, it is recommended that your pre-recorded presentation include a frame showing the presenter via webcam, rather than recording a voice-over presentation only.

Instructions for Video Presentation Recording

1. There are several video conferencing tools available to easily record a presentation. PowerPoint and Webex are among the most preferred options.
2. Our recommended approach is to record a compatible video using a webcam or an external video camera to create a small window for the presenter and to use an external microphone or headset for the audio.
3. Both Webex and PowerPoint presentation software allow for the recording of audio and video directly within the application, and appropriate video files in MP4 format can be exported.
4. Please refer to the relevant links below for more information regarding PowerPoint and Zoom.

PowerPoint

- Follow these instructions to add audio and video to your slides.
- Follow these instructions to generate an MPEG-4 (.mp4) file from your slides and audio/video.

Webex

- Follow these instructions for local recording.
- Guidelines for preparing your video:
 1. Duration: 15 minutes.
 2. Recommended set for HD format (1280 x 720 or other "720p" setting) or higher.
 3. Please ensure the video includes the title of the paper and the names of the authors.
 4. Please use the following template for your PowerPoint presentation:
ICBIV 2025 PowerPoint Template
 5. Use simple (Arial, Calibri) and large (30+) fonts.
 6. Please make sure there are NO embedded videos.
 7. File Format: MPEG-4 (.mp4) file.

8. Video Quality: Please use an adequate front light and an appropriate background for the video headshot of the presenter. Kindly check your files before submitting them to ensure their quality (video and sound).
9. Please use the following naming convention: PaperID.mp4 (PaperID is the code provided by the registration committee upon submission.)

Tips for Recording:

1. Make sure the recording environment is as quiet as possible.
2. Avoid areas with echoes or poor acoustics.
3. Please use a good microphone and place it close to your mouth. Avoid, if possible, using the default built-in microphone on your computer.
4. Remember to speak slowly and enunciate clearly without excessive pauses.
5. Ensure you have good front lighting, making sure the light shines brightly on your face. If your back is to a window, please close the shades.
6. Position the camera at eye level.
7. Do a trial recording for a couple of minutes and review the sound and picture quality before recording the entire presentation. Please make adjustments if needed.
8. Make sure to upload your video in MP4 format before due date.
9. Click this link for more tips on creating a conference video presentations:
<https://youtu.be/zYNwyMXbRUg>