AMGCC'21 Instructions for Presenters

These instructions are for presenters at the **9th International Workshop on Autonomic Management of high-performance Grid and Cloud Computing (AMGCC'21)**

Presentations: Authors are required to record videos of their presentations and prepare their slide decks prior to the workshop event. Videos and slide decks are due **Saturday, September 25, 2021** and must be submitted via email: **amgcc2021@gmail.com**

1. Authors must record a video of **maximum 15 minutes in length**: This video will be played live for you by the AMGCC staff during the event at your designated talk time slot as per technical program schedule and will be followed by a Q&A session that authors will answer live.

2. **Video Specifications:** Please follow the below guidelines for preparing a video presentation of your accepted papers.
   a) MP4 file format with 1080p preferred
   b) 16:9 aspect ratio preferred
   c) 500MB max file size
   d) Clear audio (headphones and headsets are permitted)
   e) The following file naming convention is preferred, wherein **[lastname]** is the last name of the first author of the paper:
   f) Naming: **amgcc2021_paper#_[lastname].mp4**(i.e. **amgcc2021_p3_park.mp4**)

3. Fullscreen slides with a speaker's webcam view, as shown here:

Note: Please ensure that the speaker's webcam view must not cover/overlay any content or important information on your slides. The webcam view can be placed on top right or bottom right of the slide.

4. **Slides Specifications:**

1. Please upload the talk slides from the same video presentation that will be played during the event.
2. Introduction slide at the beginning of your presentation that clearly lists the name of your paper and the authors
3. Closing slide to thank your audience and/or collaborators and list your contact information should you wish to receive follow-up questions from attendees
4. Please make sure to send a PDF format of your slides-deck.

General Recording Tips

1. Please ensure that the webcam inset of your camera does not obstruct any part of your slides. For example, if you place it at the top right, ensure that it doesn't cover any part of any title on any slide.
2. Ensure your surroundings are quiet, no background noise.
3. Turn off any alerts on your computer, phone, etc. (e.g., use airplane mode).
4. Avoid using a noisy keyboard, especially if the space-bar makes a distinct clicking sound. If you can't use a quieter keyboard, use keys other than the space-bar (e.g., right or down arrow key); or advance your slides using the mouse.
5. Finally, watch your video to ensure it looks fine and sound good.

Recording Your Talk with Zoom

Authors may use any video conferencing software that is able to record a picture-in-picture screen-shared presentation. For example, here are the instructions for recording your presentation in the preferred AMGCC format using Zoom:

1. Open the Zoom desktop application and select **New Meeting**.
2. Select **Join with computer audio** if prompted. Please use headphones or a headset equipped with a microphone for high quality audio.
3. Open your presentation on your computer and maximize in full screen mode.
4. Click on the green **Share Screen** button on the bottom toolbar of Zoom.
5. Select the screen containing your presentation. Leave "Share computer sound" and "Optimize Screen Share for Video Clip" unchecked. Click **Share**.
6. Your video will automatically place itself in the top or bottom right-hand corner. We ask that you please click through your presentation slides with your video window in the top or bottom right corner to ensure that your webcam footage does not cover or obstruct any important information on your slides. If so, we ask that you please edit your slides with the top/bottom right-hand video footage view in mind.
7. Hover your mouse over the "You are screen sharing" green bar so that the menu bar above appears. Select **More**.
8. When you are ready to record your presentation, select **Record** from the dropdown menu. You may be given the choice to "Record on this computer" or "Record to the Cloud," please choose what fits best for you.
9. When you have finished recording, hover your mouse over the "You are screen sharing" green bar so the menu appears again. Select **More**.

10. From the drop-down menu, select **Stop recording**. You may also **Pause recording** if you are not finished and resume when you are ready.
11. Your video will export once your meeting has ended. Select **Stop Share** to end your screen share.
12. Select **End>End Meeting for All** in the bottom right corner of your Zoom meeting.
13. Your video will now automatically convert and your computer may prompt you for access to the Documents folder to save your video. Click **OK**.
14. Your video is now saved to your computer in the Documents folder. Be sure to review the footage of your presentation for any technical issues such as lapses in audio or lost webcam or slide footage. Please title your mp4 file as **amgcc2021_paper#_lastname.mp4**. Finally, send your .mp4 file to the provided email (amgcc2021@gmail.com). We may contact you with questions or additional edits upon review before the event.

Other Software Options

If you choose not to record your presentation using Zoom, presenters are free use any other video recording software of their choice but please ensure that your video uses:

- 16:9 Aspect Ratio
- AMGCC preferred picture-in-picture format detailed above
- MP4 file format (.mp4)