Dear authors

As you know, IEEE CCECE 2020 will take place fully virtually (online). With this in mind, the conference organizing committee is doing some changes. Please keep an eye on your emails for any update.

Authors need to check the program on EDAS (and soon on website) to know if they are in a Poster or Regular (video) Session.

According to the IEEE policy, each paper must be presented by one of the authors for it to be published in the conference proceedings and appear on IEEE Xplore. Therefore, a prerecorded video of the paper's presentation **is required** for all accepted and registered papers. Please sign the IEEE copyright form to give IEEE the right to publish/distribute the presentation. For those who have already opt'ed out of the Consent and Release form in eCF, we kindly ask you to reach out to the IEEE Intellectual Property Rights (IPR) team and change their opt-out to opt-in.

Authors of regular sessions should upload pre-recorded presentation video of their paper. Only Authors with papers scheduled in the poster sessions may upload a 1-page PDF poster OR ~12-minute video presentation.

Accepted and presented papers (in regular or poster sessions – as pdf poster or video presentation) will be submitted for inclusion in IEEE Xplore Digital Library.

Please read the following instructions for submitting a pre-recorded video along with the paper:

1. Any of the paper's authors should record a presentation of the paper and then upload it to EDAS.

2. Video Guidelines:
   - Duration: 12-15 minutes
   - Video file format: mp4 or quicktime
   - Video naming code: "Paper Number.mp4" or "paper number.mov"; this is the code entered in front of your paper/poster title in the program.
   - **Deadline for submission: August 20, 2020, is the deadline to submit the videos (firm date).**

Please note if files are not a complaint by these guidelines, they might not be uploaded.

3. The presentations will be available during the conference. The authors of regular or poster session will not present their papers live during the allocated time slot; however, they **SHOULD** be available **online** during their allocated session to answer any of the attendees' questions. **If the authors cannot be online because of time-zone or any other issues, they should let the technical committee know before the conference time. In this case, the authors should give**

the technical committee an email that the audience can send questions about the papers to them and they're expected to answer them.

4. The presentation's video should include a brief introduction about yourself and the paper (optional with a webcam) and then voice over slides for your presentation. Please ensure that the video includes the title of the paper, the authors, and a mention of IEEE CCECE 2020. Please do not upload Powerpoint or PDF files for regular sessions.

There are several video conferencing tools that you can use to record a presentation. You can show your face via webcam (if you'd like) and display your slides as you present. 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 common platforms:

- Zoom: Local Recording (https://support.zoom.us/hc/en-us/articles/201362473-Local-Recording)
- WebEx: Video Conferencing - Record a Cisco Webex Meeting (https://help.webex.com/en-us/n62735y/Record-a-Cisco-Webex-Meeting)
- Google Meet: Record a video meeting - Meet Help (https://support.google.com/meet/answer/9308681?hl=en)
- Microsoft Teams: Record a meeting in Teams (https://support.office.com/en-us/article/record-a-meeting-in-teams-34dfbe7f-b07d-4a27-b4c6-de62f1348c24)
- You can also the PowerPoint to record a slide show with narration and convert MP4 (http://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c) and (https://nursing.vanderbilt.edu/knowledge-base/knowledgebase/how-to-save-voppt-to-mp4/)

We recommend using Zoom to record a compatible video from the slides on your computer screen and voice recorded via the computer microphone (https://ieeetv.ieee.org/mobile/video/recording-your-presentation-with-zoom).
When recording, please keep the following in mind:
- Record in a quiet area that has no echo
- It is preferable if the room is fairly small
- A strong Wi-Fi connection is recommended
- A good headset with a microphone close to the mouth is recommended.
- Test recording of a couple of minutes and review the sound and picture quality, MP4 format, and bitrate before recording the entire presentation. Make changes as needed.
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Instructions to upload to EDAS:
1. Go to EDAS (https://www.edas.info/)
2. Go to My Papers
3. Click on your paper title
4. Upload your MP4 or Quicktime video file to your paper record via the "Presentation" option. If you have any issues with uploading your presentation, please contact cathie.lowell@gmail.com

As a reminder, videos that are not received by the deadline will be considered no-shows following the IEEE non-presented paper policy.

Other virtual conference details will be shared soon. Thank you again for your cooperation and participation in CCECE 2020. We look forward to making it a success and fruitful experience.