



## **3<sup>rd</sup> URSI AT-AP-RASC 2022 Conference**

### **Instructions for presenting authors**

#### **1 AT-AP-RASC 2022 Format & Time schedule**

AT-AP-RASC 2022 will use a hybrid format which allows both on-site as well as online presentations which offers you, as an author, the best visibility and chances to get in touch with your peers.

If you are presenting or accessing AT-AP-RASC 2022 online, you will be able to access the technical sessions through [an interactive digital programme](#) from which each session is linked to a Zoom video session.

**It is the same platform (provided by Eventure) as the one we used for registration. This implies one MUST use the login and password as was used for registration.**

##### **1.1 AT-AP-RASC Time schedule (see annex)**

All accepted papers are scheduled in technical sessions comprising blocks of 3 to 4 papers. These technical sessions are presented in 15 parallel sessions running over the 5 AT-AP-RASC 2022 days (Monday 30 May till Friday 3 June). All of these technical sessions are scheduled according to the following schedule:

- Session slots AM1 & AM2: 08:30 - 09:30 & 09:30 - 10:30 (no break between AM1 & AM2!!)
- Coffee break: 10:30 - 11:00
- Session slot AM3 11:00 - 12:00
- Lunch break: 12:00 - 13:30
- Session slots PM1 & PM2: 13:30 - 14:30 & 14:30 - 15:30 (no break between PM1 & PM2 !!)
- Coffee break: 15:30 - 16:00
- Session slots PM3 & PM4: 16:00 - 17:00 & 17:00 - 18:00 (no break between PM3 & PM4 !!)

All times are in local times in Gran Canaria (GMT + 1).

On Sunday 29 May we have the Student Paper Competition sessions as well as the Commission B School for Young Scientists.

##### **1.2 Paper presentations:**

There are 3 ways of presenting your paper:

- You are present on-site in Gran Canaria: you are expected to present your paper live on-site
- You are joining online:
  - o You can present live online from your home/office
  - o or, you can use a pre-recorded presentation followed by a live presence during the Q&A session.

If you are joining and presenting online, and in order to stimulate the interaction between you as an author and your peers, we request, **that you as an author are live present to take part in the Q&A.** We realize that for authors from the Asia-Pacific region and from the America-region, this implies to be live present in an uncomfortable time.



## 2 On-site presentations

### 2.1 Getting prepared:

- Prepare for a presentation of strictly 15 minutes followed by a Q&A of 5 minutes
- Accepted format for slides:
  - o Microsoft PowerPoint
  - o Portable Document Format (PDF)
- **Obligatory check the technical staff in the "Speaker's ready room" at least ½ day prior to your presentation for checking and uploading your slides.**

### 2.2 Joining AT-AP-RASC 2022 on-site

- Check in with your session chair 15 minutes prior to the start of the session. For consecutive sessions (without break in between) make sure you check in prior to the 1<sup>st</sup> session of that block

**As we are also streaming the presentations, we CANNOT allow, for any reason, to use your personal Laptops neither the use of USB-sticks in the rooms for last-minute uploads in the session rooms.**

## 3 Online presentations

### 3.1 Getting prepared:

- Prepare for a presentation of strictly 15 minutes followed by a Q&A of 5 minutes
- **pre-record your presentation as back-up.** In case of difficulties with audio and/or video when joining or presenting, we then can use the pre-recording. Please read the instructions for pre-recording in section 5.
- Accepted formats for pre-recorded presentations:
  - o mp4 file format only
  - o this can be produced using Microsoft PowerPoint or using Zoom recording – see section 5
- Upload your pre-recorded presentation (15 minutes) at the latest by 22 May 2022:
  - o Files must be named through the confirmation code of your paper you received when submitting the paper: e.g: NPY6QDFVJY.mp4
  - o Only via direct upload to: <https://cloud.ilabt.imec.be/index.php/s/7SSYQtxa72TLeYj>
- All of these presentations will be made available to all registered participants during and after AT-AP-RASC 2022
- If you opt for it or in case of any problems with your live presentation, this pre-recorded presentation will be streamed during the technical sessions and will be visible online as well as in the meeting room in Gran Canaria.
- Each of these presentations will be followed by an interactive 5 minutes live Q&A session.



#### **4 *Joining AT-AP-RASC 2022 online***

In our interactive programme, for each session there is a Zoom link to a webinar. This link provides you direct online access to that specific session as an attendee. Use this Zoom link for every session you would like to attend as an attendee.

This link however is only for attending the session. If you join through this link in the interactive programme, you will NOT be able to share your screen and use your microphone. So, in the session where your paper appears, do NOT use this link.

Each presenting author, registered in our system as presenting author, will receive an e-mail a few days prior to AT-AP-RASC 2022 with a specific invitation to join the Zoom-webinar which will cover the session in which your paper is presented. **Use this invite to join the online session as a speaker in the session block covering your paper on the day of your presentation.**

You are requested to join through this invite 10 minutes prior to the start of your session block. So, even if you are presenting only in session PM2, you need to join 10 minutes prior to the start of PM1:

- All speakers in sessions AM1 & AM2 join at 08h20 at the latest
- All speakers in sessions PM1 & PM1 join at 13h30 at the latest
- All speakers in sessions PM3 & PM4 join at 15h50 at the latest

Joining through this unique invite and at the times listed above, you will enter the webinar as panelists in a practice session which will allow you to check audio / video with the session chairs. This link will then also allow you to share your screen and use your microphone.

#### **5 *Instructions for pre-recording***

“Zoom” has a feature to allow everybody, for free, to record your presentation. The only requirement is that you sign up for a free account.

The “Zoom” recording feature allows you, if instructions below are followed, to have your slides visible, but also yourself as a speaker using your webcam. It is strongly recommended to follow the instructions below and use this composite mode. It is clearly much more attractive for all participants to see both your slides and you as a speaker.

Remember:

- File format must be “mp4”
- Clear audio and video capture are required.
- Both yourself as a speaker and your slides should be visible in a synced mode.
- Time limits are strictly imposed.



### 5.1 Step1 – Sign Up with Zoom

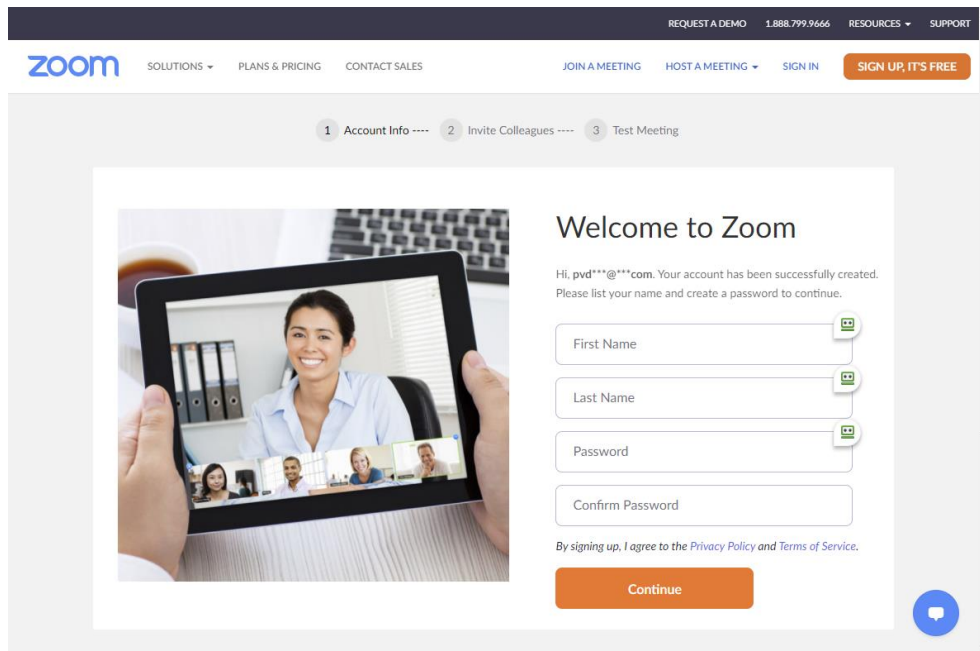
1. Go to <https://zoom.us/signup>.
2. In some cases, the system will ask for some extra info (e.g. birth date) just to check you are not a robot. (will not be stored). Fill in your birth date and click "Continue".

A screenshot of the Zoom sign-up verification page. The page has a dark header with the Zoom logo and navigation links. The main content area is white and contains the text "For verification, please confirm your date of birth." Below this text are three dropdown menus labeled "Month", "Day", and "Year", followed by a "Continue" button. A small note below the dropdowns says "This data will not be stored". There is a blue chat bubble icon in the bottom right corner.

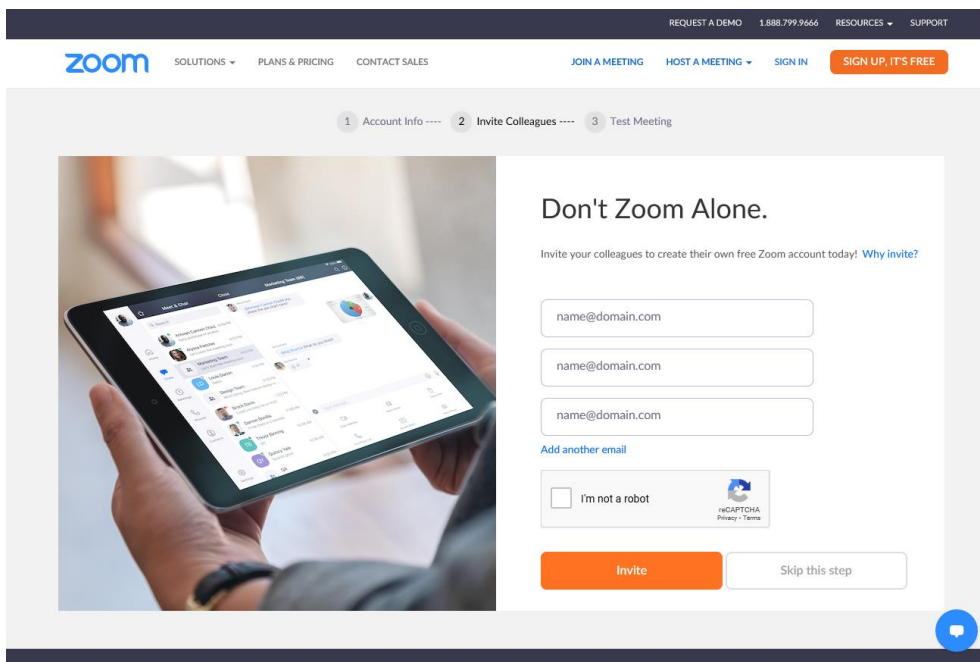
3. Next you will be asked either to use your existing account if you already have one, or sign up for a new account using your e-mail address.

A screenshot of the Zoom sign-up page. The page has a dark header with the Zoom logo and navigation links. The main content area is white and contains the text "Sign Up Free". Below this text is a form field for "Your work email address" with a green checkmark icon. Below the form field is a blue "Sign Up" button. Below the button is the text "Already have an account? Sign in." Below this text is a horizontal line with "or" in the center. Below the line are three buttons for "Sign in with SSO", "Sign in with Google", and "Sign in with Facebook". There is a blue chat bubble icon in the bottom right corner.

4. The system will send you an e-mail for activation. Open the mail and click on "Activate account".
5. Next you will be asked to fill in your name and a password.



6. In the screen you get now, you can invite colleagues to join, but this is not required at this moment. You can just click "Skip this step".



7. Setting up your account is now completed.



## 5.2 Step 2 – Check some settings in your profile

- Next you should check some settings in your account. You can find the setting when you click on the anonymous picture in the top right-hand corner and then select your name/e-mail address. The following screen appears:

The screenshot shows the Zoom profile settings page for a user named Bill White. The page is divided into two main sections: PERSONAL and ADMIN. The PERSONAL section includes Profile, Meetings, Webinars, Recordings, and Settings. The ADMIN section includes User Management, Room Management, Account Management, and Advanced. The main content area displays various settings for the user, including Personal Meeting ID (255-060-1741), Sign-In Email (bwhite@fhmg.org), User Type (Basic), Capacity (Meeting, 100), Language (English), Date and Time (Time Zone: GMT-5:00 Eastern Time (US and Canada), Date Format: mm/dd/yyyy, Time Format: Use 24-hour time), Calendar and Contact Integration, and Sign-In Password (masked with asterisks). Each setting has an 'Edit' link next to it.

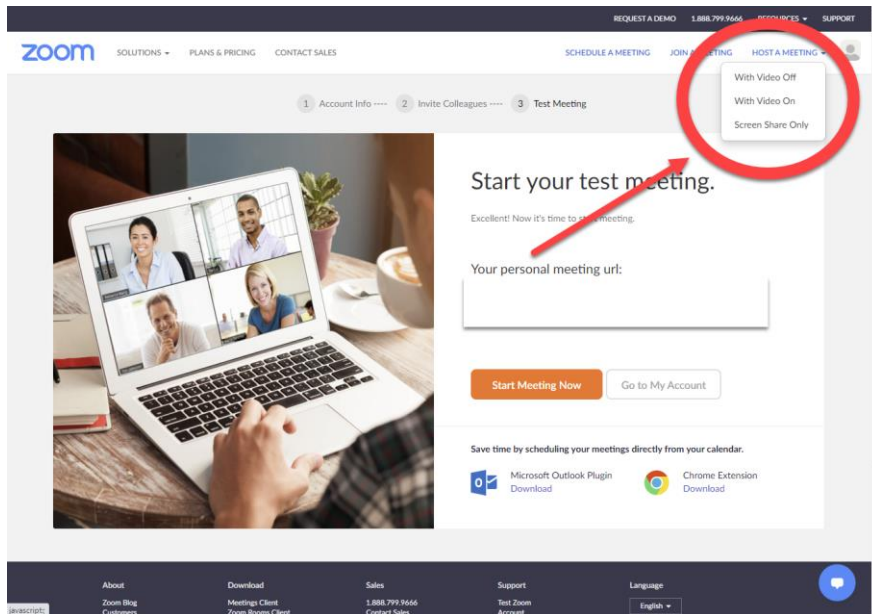
- In your profile, click “Settings” (1) and the “Recordings” (2). Be sure that Local Recordings is on (3).

The screenshot shows the Zoom Recordings settings page. The page is divided into two main sections: Meeting and Telephone. The Meeting section includes Recording, Local recording, Automatic recording, Recording disclaimer, and Multiple audio notifications of recorded meeting. The Telephone section includes Recording. The page is annotated with red circles and numbers 1, 2, and 3. Annotation 1 points to the 'Settings' link in the left sidebar. Annotation 2 points to the 'Recording' link in the top navigation bar. Annotation 3 points to the 'Local recording' toggle switch, which is currently turned on.

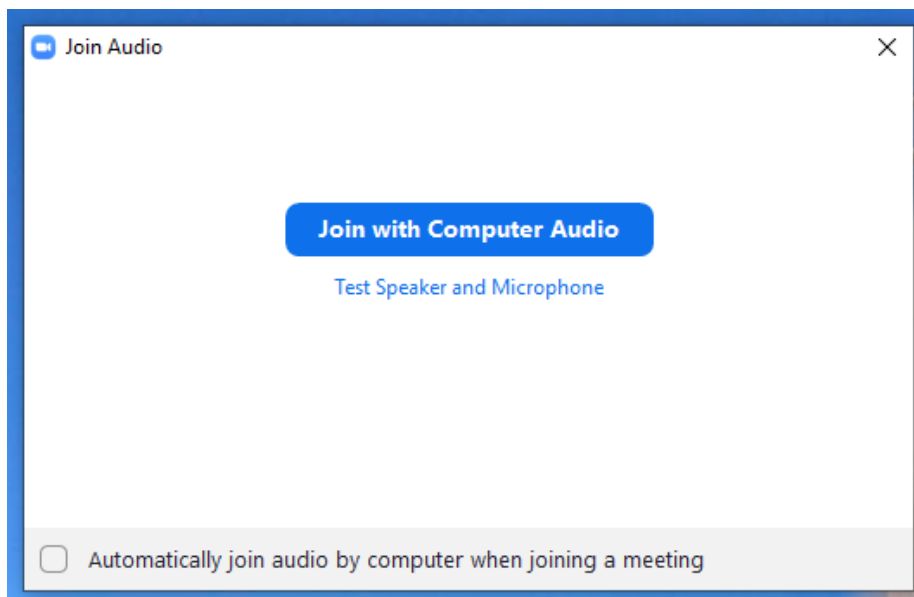


### 5.3 Step 3 – Prepare for recording

10. Next you should start to set up a meeting (with 1 person only).
11. At the upper right corner, it will say "Host a Meeting". Click on "Host a Meeting" and then select "With Video On" and follow the instructions it gives you, to download and run Zoom or wait for the meeting to generate. This somewhat depends on your operating system and the choice you make whether to join through your web browser or download the Zoom app.



12. The pop-up screen below will appear and you can either directly connect to the meeting (by clicking "Join with computer audio") or first test your audio and video. Be sure that your audio and video are both on and working. The video is required in order to ensure the high-quality experience for the audience.





## **5.4 Step 4 – Recording of your presentation**

### **5.4.1 Scenario 1: using multiple screens**

13. When you have connected to the meeting, your Zoom-window will show you webcam.
14. Once you start screen sharing, your video will move to the upper right hand corner and may potentially cover text or images. Please adjust your presentation accordingly.
15. Become familiar with the Zoom tools available at the bottom of your screen. We encourage the use of the embedded laser pointer during the recording.
16. Now you can open your presentation file and go to presenter mode. This will be on one of your screens, depending on the settings.
17. Make sure that the controls for your Zoom meeting are on a different screen than your presentation.
18. Press the record button on the bar below.
19. You can now start sharing your screen with the presentation. Make sure to select the correct screen and click "Share".
20. If you hover over the shared screen, a pop-up bar will appear. Under "More" make sure that "Show video panel" is on.
  - If it is off, click "Show video panel" to switch on,
  - if it is already on, the menu will show "Hide video panel" and you can leave it on.Having this option selected, will enable your webcam to be shown next to your slides, and not overlapping.
21. You can start your presentation now and make sure the quality of the audio is good.
22. As a reminder your presentation should not exceed 15 minutes for regular and 25 minutes for invited or extended papers.
23. Once you have finished your presentation, you can stop sharing your screen
24. You can either select "Stop Record" and then end the meeting by clicking "End", or simply end the meeting by clicking "End", and it will stop recording for you. It will begin to convert your video to your local system into three files. An .m4a, .m3u and .mp4 file.

### **5.4.2 Scenario 2: using 1 single screen**

25. When you have connected to the meeting, your Zoom-window will show your webcam.
26. Press the record button on the bar below.
27. Now you can open your presentation file.
28. You can now start sharing your screen by selecting your screen or window and click "Share".
29. If you hover over the shared screen, a pop-up bar will appear. Under "More" make sure that "Show video panel" is on.
  - If it is off, click "Show video panel" to switch on,
  - if it is already on, the menu will show "Hide video panel" and you can leave it on.Having this option selected, will enable your webcam to be shown next to your slides, and not overlapping.
30. You can start your presentation now in presenter mode and make sure the quality of the audio is good.
31. As a reminder your presentation should not exceed 15 minutes for regular and 25 minutes for invited or extended papers.
32. Once you have finished your presentation, you can stop sharing your screen
33. You can either select "Stop Record" and then end the meeting by clicking "End", or simply end the meeting by clicking "End", and it will stop recording for you. It will begin to convert your video to your local system into three files. An .m4a, .m3u and .mp4 file.





### **5.5 Reference links from Zoom Support**

- Screen Sharing:  
<https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen->
- Recording:  
<https://support.zoom.us/hc/en-us/articles/201362473-Local-Recording>
- Audio/Video Testing:  
<https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>
- Screen Sharing a Powerpoint Presentation:  
<https://support.zoom.us/hc/en-us/articles/203395347-Screen-Sharing-a-PowerPoint-Presentation>

### **5.6 Submission of your pre-recording**

#### **5.6.1 Check your recording**

Check your recording by running the mp4 file. Any video-editing tool will allow you to cut out the front part and end part which recorded all the non-necessary steps before starting or after ending your presentation.

#### **5.6.2 Naming the pre-recording files:**

Use the following names for your files: "**Confirmationcode.mp4**"

- Only use mp4-format
- use the **confirmation code** you received in this mail and with the submission
- example: NPY6QDFVJY.mp4

#### **5.6.3 Length of the pre-recordings:**

- Pre-recorded 15-minute duration presentation to be submitted by 22 May 2022.

#### **5.6.4 Submission:**

- Only via direct upload to: <https://cloud.ilabt.imec.be/index.php/s/7SSYQtxa72TLeYj>