

## Video Recording Instructions for CIBCB 2021 Talks - Short Papers

As we have already announced, the conference is fully virtual. We will be using the WHOVA platform to run the conference on the three conference days (13<sup>th</sup> October till 15<sup>th</sup> October 2021). Details of accessing WHOVA will be separately provided. While authors will be invited to make their virtual presentations in a "live" environment, to overcome any technical uncertainties arising, we are requesting authors of **ALL** papers to record their presentations beforehand and submit these as per instructions provided below. The program schedule will allocate a total time of 10 minutes for each **SHORT** paper - approx. 7 minutes for presentation, and approx. 3 minutes for Q&A and change over.

Separate instructions regarding video recording and presentation of **REGULAR** papers are available on the CIBCB 2021 website.

### Video Talks (Short Papers)

We ask paper authors to prepare video recordings of their talks and to upload their talks by **22 September, 2021**. The talks should be **at most 7 minutes long**. Should you have questions, please contact us at [CIBCB2021@federation.edu.au](mailto:CIBCB2021@federation.edu.au).

### Instructions for Talk Authors

1. Please record your talk using Zoom, PowerPoint Narration Tool, OBS Studio, or any other program. The recording should be in the video format mp4. We explain below how to make a recording using Zoom.
2. Please name the video file as "cibcb2021-video-paperXXXX" + an appropriate extension (e.g. mp4 or mpg), where XXXX is the submission number for your paper. The file size should be at maximum 1GB.
3. Upload the file by **22 September, 2021**. We will email the link for uploading videos soon.

### Recording a Presentation Using Zoom

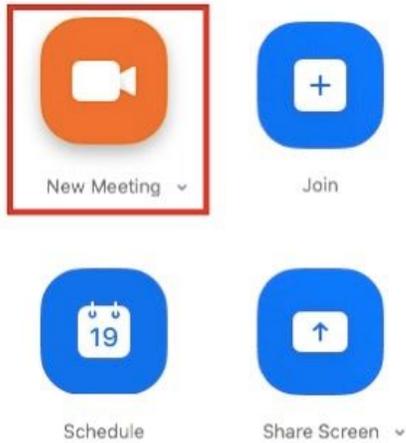
Zoom can be used to record a talk by starting a meeting (with the presenter as the only participant), sharing the screen to show slides, and using the record feature. The recorded files can be saved locally on the computer in MP4 format. Please see the detailed instructions below if needed (based on the instructions generated by CIBCB 2020).

#### Recommended setup

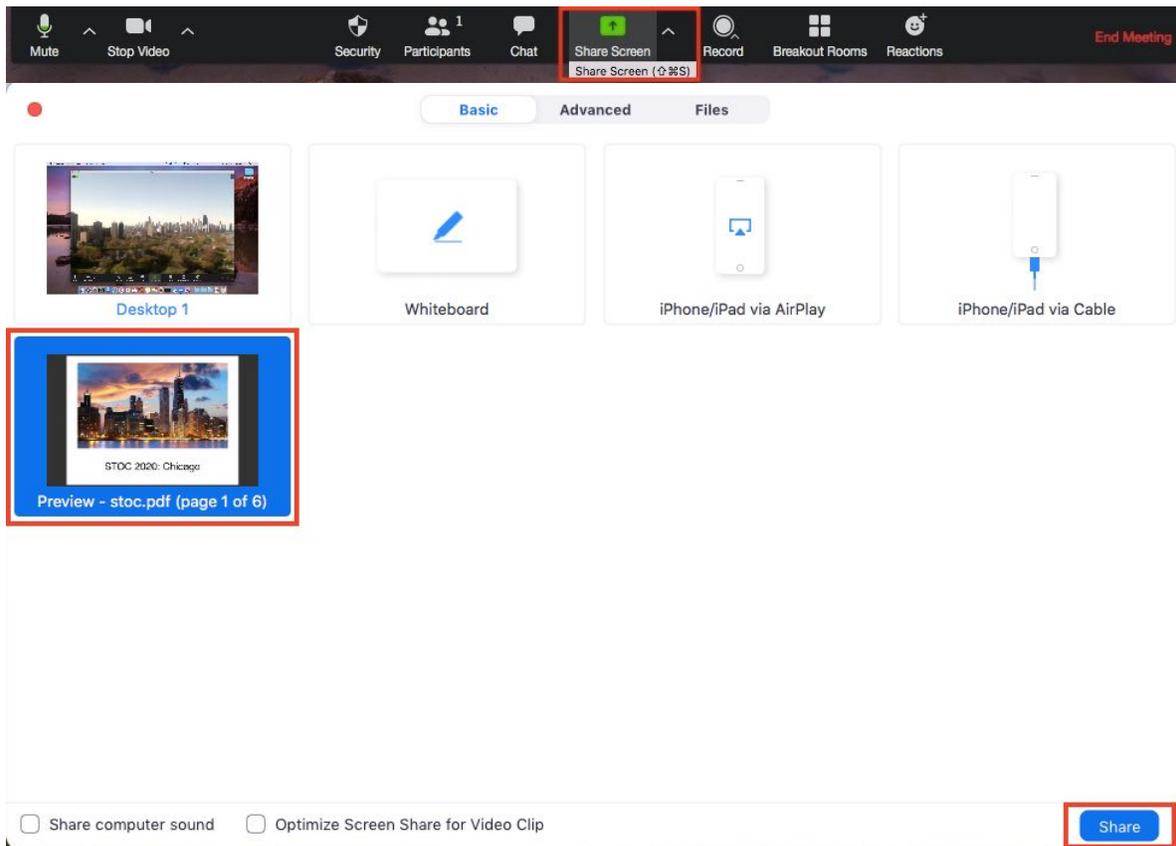
- Use a good headset or dedicated microphone. Please make sure that there is no feedback from the speakers that interferes with your talk (you may need to turn the sound off). You also need a webcam (a built-in cam is good enough).
- Use the Zoom client. The web client does not appear to support recording.

#### Recording the talk

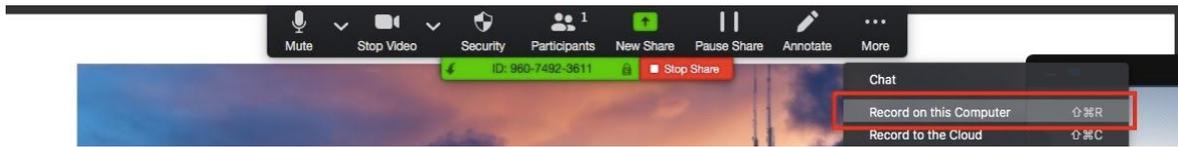
- We recommend that you record a short sample of your talk before recording the entire talk to make sure that all the equipment is set up properly.
- Before starting to record, please have your slides open in your preferred application.
- Launch the Zoom client and start a new meeting.



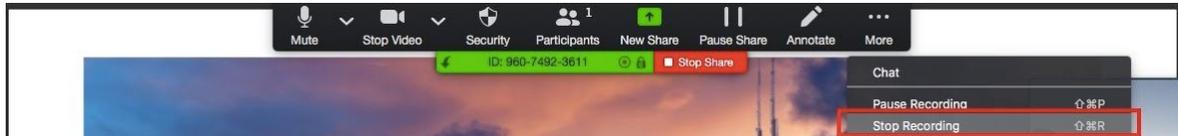
- Select “Share screen” and choose the application you want to use for presenting slides.



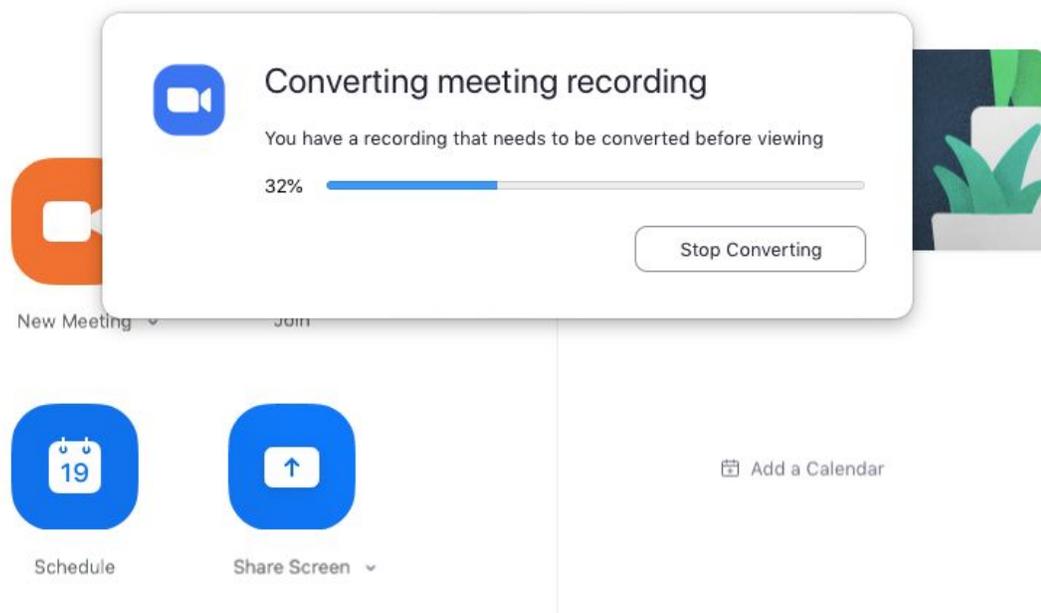
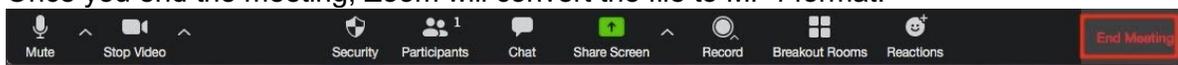
- Select the “More” option on top and start recording the talk. You can select the option to record locally if you want to save the file on your computer.



- When finished, select “More” and stop recording the talk.



- Once you end the meeting, Zoom will convert the file to MP4 format.



## Uploading the File

Please name the file using the format: "cibcb2021-video-paperXXXX.mp4" where XXXX is to be replaced by the submission number for your paper.

We will email a submission link for uploading videos soon via Google Forms/Google Drive. You will require a free Google account to upload your file.

If you do not have an existing Google account, follow the instructions here to set one up: <https://support.google.com/accounts/answer/27441?hl=en>