

IPW 2020

International Probabilistic
Workshop 2020

Guidelines for presenting authors

All presenting authors should prepare and send a pre-recorded video of their oral presentation **until April 30**. This is a prerequisite for the communication to be included in the final programme of IPW2020. The pre-recorded videos will become available to the participants during the workshop after their presentation and will be accessible for a subsequent period of 30 days.

Please note that the video file of the presentation must be in MP4 format, with a duration ranging between **10 and 12 minutes**.

There are several applications available to easily record presentations ([PowerPoint](#), [Loom](#), [Bluejeans](#), etc.), though we recommend using Zoom (see instructions below). The pre-recorded presentation should include a window box with the speaker via webcam, instead of a voice-over presentation only. A PowerPoint template ([click here](#)) and a webcam background image ([click here](#)) of IPW2020 are available. Their use is recommended.

Guidelines for presenting authors

To assure a good quality of the sound and image of the pre-recorded presentation, please consider the following recommendations:

- Use a place for recording as quiet as possible;
- Avoid areas that have echo or bad acoustics;
- If possible, use a good microphone close to the mouth;
- Speak slowly and enunciate clearly, without pausing;
- Make sure you have adequate front light, which should shine brightly on your face. If your back is to a window, close the shades;
- Put the camera at eye level;
- Do a test recording of a couple of minutes and review the sound and picture quality before recording the entire presentation. Make adjustments if needed;
- Record the video with HD resolution (720p) or higher.

After recording, rename the MP4 file with your paper ID (e.g. Paper08.mp4) and upload it online using a cloud storage service (e.g. Wetransfer, Dropbox, Onedrive, Mega, etc.). Then, send the download link to the IPW2020 secretariat by email [secretariat@ipw2020.com], providing the paper ID in subject.

Guidelines for presenting authors

Instructions for recording with Zoom:

1. Install Zoom and create an account (if you did not do it yet);
2. Define the provided IPW2020 background image ([click here](#)) as the virtual background of Zoom (this step is optional). Go to settings > Background & Filters and press the + button to add the image
3. Schedule a meeting to start immediately;
4. Join the meeting;
5. Make sure your camera and microphone are on;
6. Press “share Screen” and select screen;
7. Open your presentation and start the slideshow;

Guidelines for presenting authors

- 8.** Adjust the webcam window to an adequate position and size;
- 9.** Move the cursor up to display Zoom options, select more and then record. In alternative press ALT+R;
- 10.** Start your presentation and press stop recording when you finish. In alternative press ALT+R;
- 11.** End the meeting and Zoom will start converting your video file;
- 12.** After conversion, a window of the folder containing the file is open. By default, the videos are stored at Zoom folder in Documents.

For further information please [click here](#)