

CSBio2021

CSBio 2021 Presentation Guidelines

The CSBio 2021 will use **MS Team** web conferencing platform for virtual presentation. Links to rooms in MS Team will be announced and sent to all attendees and presenters after the registration deadline passes. You should prepare and install [MS Team](#) beforehand. If you do not have a MS Team account, we suggest you create a MS Team account using the email you also use for the CSBio 2021 conference registration. Otherwise, you can use one you already have. We will ask you to provide us with the email used for MS Team meeting when filling in the form for video presentation.

All accepted papers at CSBio 2021 will be presented via **video presentation**. The presenters must prepare a recorded video of your presentation in advance and upload their video to YouTube platform by **12 October 2021** (FIRM deadline) and change the privacy settings of that video to **Unlisted**. Each paper will be given 25 minutes (20 minutes for live presentation or recorded video + 5 minutes for Q&A). The CSBio 2021 staff in each session will play the video presentation on behalf of the authors according to each allocated time slot. The presenter or at least one author must join MS Team Meeting accordingly **5 minutes before** their time slot for the live virtual session to answer questions.

GUIDELINES FOR PREPARING YOUR VIDEO:

Paper presentations: **Duration 15-20 minutes (min-max)**. Video presentation should last at least 15 minutes but not more than 20 minutes.

Video file format: mp4

Dimensions: Minimum height 720 pixels, **aspect ratio: 16:9**

Deadline for video: **12 October 2021**

The following video editing tools may also be useful to polish your video:

OBS Studio: <https://obsproject.com/>

FFMPEG: <https://ffmpeg.org/>

Avidemux: <http://avidemux.sourceforge.net/>

Your first slide should be an introduction slide that has your paper title, the presenter's name, the authors' names and affiliations and session title. Showing a speaker view is recommended but not compulsory. If you choose to do so, please make sure the speaker window is in **the bottom right corner** of the screen and not covering slides.

CSBio 2021 also provides you with **an official conference backdrop** to be used as a background in a speaker view. You can download **the official conference backdrop from the following link.**

https://csbio2021.it.kmitl.ac.th/backdrop/csbio2021_author_bd.jpeg

As a kindly reminder, we ask you that you please finalize and upload your video to YouTube by **12 October 2021**. Videos that are **“not” received by the deadline will be considered no-shows**. We thank you for your cooperation in this endeavor.

TIPS FOR RECORDING:

1. Use as quiet an area as possible
2. Avoid areas that have echo
3. Rooms should be fairly small
4. Sound dampening with carpeting, curtains, furniture
5. Hardline internet connection recommended, but if unavailable, a strong Wi-Fi connection
6. Good headset with microphone close to mouth, but away from direct line of mouth to reduce “pops”. Avoid using default built-in microphone on computer.
7. Perform a test recording of a couple of minutes and review the sound and picture quality, MP4 format, and bit rate before recording the entire presentation. Make adjustments if needed.
8. Review and check your video to improve its quality (e.g. removing awkward silences and start/stop bits). You can use the video recording and editing tools.

COMPLETE GOOGLE FORM TO PROVIDE YOUTUBE LINK TO YOUR VIDEO FOR THE VIRTUAL CONFERENCE:

1. Visit the Google form system at the following URL:
<https://forms.gle/seiZRccf5Do7Ukj4A>
2. Select the Paper ID and Title, of which you will upload the video presentation.
3. Fill in the full name of the presenting author and the YouTube link to your video presentation.
4. Optionally
 - i. Upload PDF of your presentation slides (max of 100MB is allowed)
5. Fill in your MS Team account. The CSBio 2021 staff will send you an invitation by email to schedule your presentation time.
6. Click on the “Submit” button at the bottom of the screen.
7. A confirmation email will be emailed to you. Be sure to retain this information in case you need to make future updates to your submission.