Recipes for making and uploading a video for your INFOCOM talk

by the INFOCOM 2023 Organizing Committee

A Step-by-Step Tutorial

Your INFOCOM talk in a recorded video

Congratulations again on your accepted paper to INFOCOM 2023! As INFOCOM 2023 will be held as an hybrid conference, in case you plan to present your paper virtually, you are required to record and submit the slides and video of your talk by **April 10, 2023** for the main conference and **April 20, 2023** for the workshops. Your recorded talk should be no longer than **18 minutes**.

In this step-by-step tutorial, we will show you how to record a professional video for your talk, easily and comfortably with your computer. It is recommended* that you follow our tutorial, as we aim to deliver a consistent online experience to our conference attendees.

* That said, you are welcome to use other professional screen recording software (e.g., OBS Studio) if you so prefer. **Please make sure you include a picture-in-picture window so that the presenter is always visible in the video. Videos without a picture-in-picture window will not be accepted.**

Getting Prepared

Creating your Zoom account

You are encouraged to use Zoom to record a professional-looking video for your INFOCOM talk. If you don't have a Zoom account yet, the first step is to sign up for one. All you need to do is to visit https://zoom.us, click the **SIGN UP, IT's FREE** button to get started. Use your work email address to sign up for an account. If you already have a Zoom account, just sign in with the one you have.

zoom   SOLUTIONS ▾   PLANS & PRICING   CONTACT SALES   JOIN A MEETING   HOST A MEETING ▾   SIGN IN   SIGN UP, IT'S FREE

For verification, please confirm your date of birth.

| Month ▾ | Day ▾ | Year ▾ | Continue |

This data will not be stored

Downloading Zoom

You will need to download the Zoom client for your operating system before using it for recording your talk. Go to https://zoom.us/download to download and install the **Zoom Client for Meetings**.

Turning on Automatic Recording

After you sign in to your Zoom account, click **Account Settings** in the **ADMIN** section on the left, then click the **Recording** tab at the top, and look for **Automatic Recording**. Turn it on.

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

› User Management

› Room Management

˅ Account Management

Account Profile

Account Settings

Meeting   **Recording**   Telephone

2 ↗

Groups and members will use the following settings by default. If you don't want the settings below to be changed, you can lock the settings here. Learn More

Local recording

Allow hosts and participants to record the meeting to a local file

☑ Hosts can give participants the permission to record locally

Cloud recording

Allow hosts to record and save the meeting / webinar in the cloud

Automatic recording ← 3

Record meetings automatically as they start

◉ Record on the local computer

1
↓

Recording Your Talk

Starting your presentation

To get ready to record your video, make sure that you are using a computer with a **front-facing camera** and a **built-in microphone**. Most laptop computers should be fine.

Now, prepare and start the application you will be using for presenting slides in your talk, such as **PowerPoint** or **Keynote**.

Then open the Zoom client and sign in to your account. Click **New Meeting.** Local recording should start automatically.

Make sure you start your video in Zoom, and introduce yourself first. For example, you can say something like: **My name is John Smith, I am a PhD candidate at the University of Cambridge, UK. The paper I will be presenting today is titled "Recording Videos for Online Conferences."**

The video you are recording will always include a small picture-in-picture window with you inside, which makes it look professional.

Sharing your screen
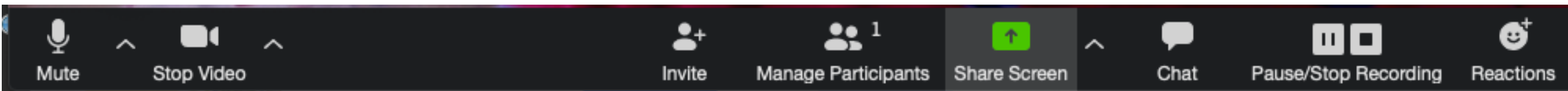
As you introduce yourself briefly in Zoom, make sure that your microphone is not muted and your video is started. You should see **Mute** and **Stop Video** indicated at the bottom left of your Zoom window.

After your brief opening introduction, click **Share Screen** to start to share **the window** with your presentation application, such as PowerPoint or Keynote. Do not share the entire desktop; just share the window with PowerPoint or Keynote.

Do not select **Share computer sound** or **Optimize Screen Share for Video Clip** at the bottom.
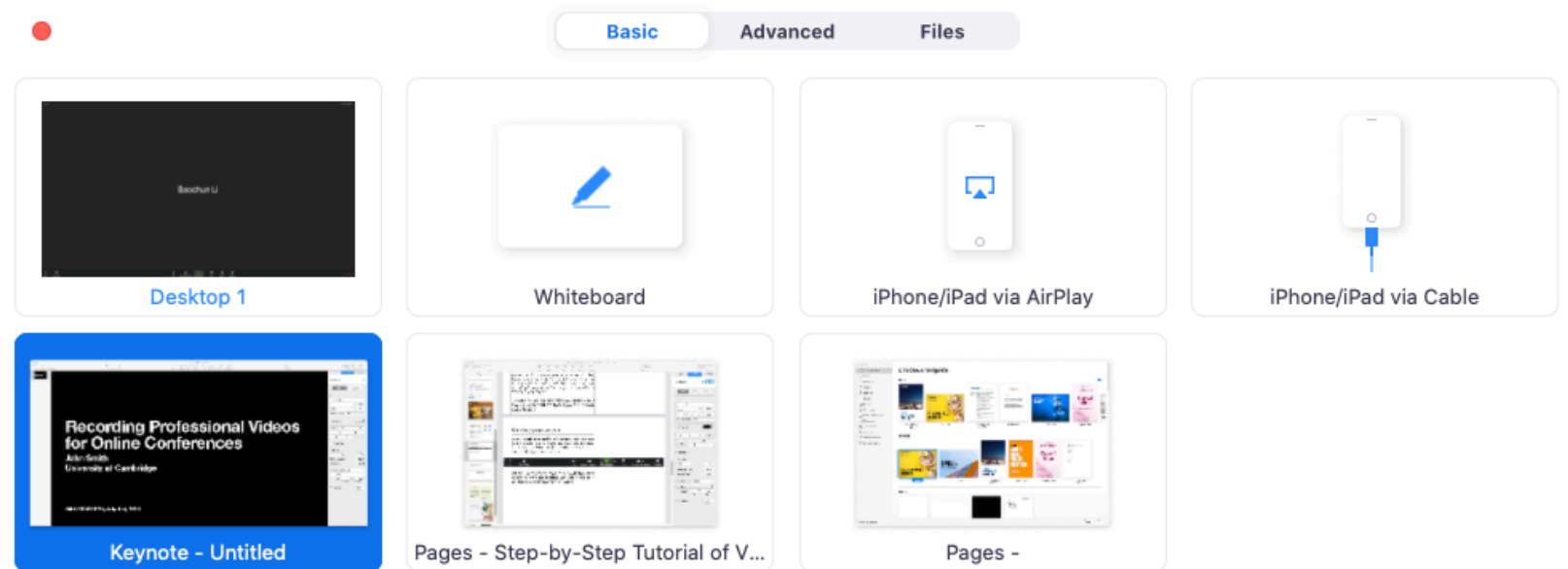
Tips for high-quality talks

Now you can present your paper just as you would in a typical international conference. It may feel strange talking to yourself, but rest assured, your presentation will have a live audience during the online conference.

Here are some tips for giving a high-quality talk.

Keep it simple. Do not try to squeeze a lot of material into each presentation slide. You have a time limit of 18 minutes, but you do not have limits on the total number of slides you have. Keep each slide as simple as possible, and explain one idea at a time. Use large font sizes. If you feel that you must cover a lot of material in the same slide, use **builds** to show your material a step at a time.

Avoid having too much technical detail. Your talk should be designed to get the audience interested in your paper, rather than replacing the paper. Do not try to present all the technical detail you have in your paper; instead, try to present only a few highlights of your original contributions in your paper, and emphasize high-level ideas on why your contributions are original in the context of related work.

Start strongly. The beginning of your talk is the most important as you need to grab the attention from your audience. Start from a compelling introduction of the background of your work, and motivate your ideas with convincing arguments.

Use examples. Your talk will be more understandable if you use a few simple examples, and work through your algorithm or theoretical proof in the context of your examples. Examples are your best friend in a high-quality talk.

Keep a calm pace. Do not rush through your presentation slides with a breakneck pace. Deliver your talk at a leisurely pace.

Use a timer. When you are presenting your slides, it is easy to lose track of time. Use a timer on your side, and be keenly aware of the amount of time left.

Testing and Uploading Your Video

Testing and uploading your slides and video

When you are done with your presentation, end the meeting and your video recording will be processed by Zoom and stored in a local folder (typically Documents/Zoom) as an **.mp4** file. Play your video several times to make sure that it is below 18 minutes, and that both audio and video play out correctly.

To upload your slides and video, visit the IEEE INFOCOM online conference website: **https://infocom.info**. Sign up for a user account, activate the account by clicking the link in the initial email you receive, and then go to **https://infocom.info/papers**. If you have an account from INFOCOM 2020, 2021 or 2022, you may continue to use your existing account.

You should first update the speaker information, including the name, affiliation, and biography using the **Update Speaker button.** After you updated the speaker information, you should be able to find two more buttons on this page: **Upload Slides** and **Upload Video, if you present virtually.** Use both buttons to upload the slides you've used and the video you've made for your talk. If you present in-person, you should find only one button that you use for uploading your slides.

If you do not see these buttons at all, you will need to enter your **confirmation number** as your registration ID into your profile (**https://infocom.info/profile**), which you received when you register for the conference.

That's it! Your speaker information will be updated instantaneously, but your slides and video will need to be approved by the conference organizers first, and you will receive an email when your uploaded material has been approved. If your slides or videos are rejected, you will receive an email with more specifics. You can download them or upload a new version again at any time (but new versions will need to be approved again).

What may go wrong

Though the list of authored papers will be automatically generated for you when you sign up for a new account, they are based on name matching and may not be accurate.

If you don't see a paper that you have authored, click the button **Add all your papers and talks to this list**. You can also enter your paper number from EDAS and add it to your list.

If you see someone else's papers in your list, you may remove them by clicking the **Not your paper** button.

Asynchronous Federated Unlearning

Ningxin Su and Baochun Li (University of Toronto, Canada)

Abstract | Speaker | Virtual | Paper | Slides | Video

Not your paper | Update Speaker | Upload Slides | Upload Video

As a registered author of the conference, you should update your speaker information (including name and biography) first, and then upload the presentation slides and videos for your talks. You may find it helpful to read the INFOCOM step-by-step tutorial for making and uploading talk videos.

⚠ Warning   Please use **Google Chrome**, **Firefox**, **Microsoft Edge**, **Brave** or **Safari** on macOS to upload files. You may not be able to upload your files successfully if you use any other web browser.

Add all your authored papers and talks to this list

Paper number

Enter your paper number

Add this paper to your list

Checklist

That's it! Use the checklist below to make sure all requirements are met.

Requirements	Done?
The video is no longer than **18 min** for main conference and workshop papers	
The resolution of the video is at least 720p	
The format of the video is .mp4, and the video is encoded using the H.264 codec	
Audio and video tracks are in sync at all times	
Included a picture-in-picture video window so that the presenter is always visible throughout the video	
For both virtual and in-person talks, update the name and biography of the speaker at https://infocom.info/papers	
If you present virtually, uploaded **both** your slides and your video files to https://infocom.info/papers	
If you present in-person, uploaded your slides to https://infocom.info/papers	