# INTERSPEECH 2022
## Presentation Guidelines

August 10, 2022

1. **General Guideline**

2. **How to Prepare the Presentation Materials**

   A. Oral Presenters

   B. Poster Presenters & Show & Tell Presenters

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## HIGHLIGHTS

- Presentation type will be (1) On-Site Oral Presentation; (2) On-site Poster Presentation; or (3) Virtual Poster Presentation. Show and Tell Presentation will follow Poster Presentation format.
- All presenters must upload a pre-recorded presentation video and/or a poster on the assigned link (TBD).
- Oral presenters and On-site Poster presenters *must* be present in-person.

# 1. General Guideline

This is the general guideline for all presenters to prepare for their presentation at INTERSPEECH 2022. As INTERSPEECH 2022 will be a hybrid conference, there will be three types of presentations, and all the presentation materials will be uploaded on the virtual platform regardless of one's participation or presentation type, for our virtual attendees.

This is the guideline for preparing the presentation materials that should be submitted **before** INTERSPEECH 2022 to be uploaded on the virtual platform.

The three presentation types and materials to prepare accordingly are as follows:
(1) On-site Oral Presentation: Presentation Slides and Pre-Recorded Video;
(2) On-site Poster Presentation: Pre-Recorded Video and Poster; and
(3) Virtual Poster Presentation: Pre-Recorded Video and Poster.

*If the presenter registered as a virtual attendee at the time of registration, his/her presentation will automatically be assigned to the Virtual Poster Session as all oral presenters must be present on-site.*

<Session Format Summary>

| Presentation Type | Materials to Prepare | | |
|---|---|---|---|
| | Presentation Slides | Pre-Recorded Video (For Virtual Platform) | Poster in PDF (For Virtual Platform) |
| On-site Oral | O | O | X |
| On-site Poster | X | O | O |
| Virtual Poster | X | O | O |

*For Show & Tell, the final version of submitted video and poster will be posted on the Virtual Platform*

| Presentation Type | Q&A Methods | | |
|---|---|---|---|
| | On-site Q&A | Chat Box (Virtual Platform) | Live Q&A (Virtual Platform) |
| On-Site Oral | O | O | X |
| On-site Poster | O | O | X |
| Virtual Poster Virtual Show & Tell | X | O | O |

1) <u>On-Site Oral Session</u>

● All Oral presenters must be on-site as there will be no live-streaming or recording of the session.
● Instead, all presenters must prepare a pre-recorded presentation (video), and this will be uploaded on the Virtual Platform for our virtual attendees.
● Oral presenters will speak in standard oral sessions, having 20 minutes each (15-minute presentation, 5-minute discussion).
● On the Virtual Platform, the presenters will have an opportunity to interact (answer questions) with the virtual attendees via chat box.
● In short, all on-site oral presenters will give two separate presentations – a pre-recorded video presentation on the virtual platform and a live on-site presentation at the conference center.

2)  On-Site Poster Session

- All On-site Poster presenters must be on-site as there will be no live-streaming or recording of the session.
- Instead, all presenters must prepare a pre-recorded presentation (video) and a poster (PDF), and these will be uploaded on the Virtual Platform for our virtual attendees.
- On the Virtual Platform, the presenters will have an opportunity to interact (answer questions) with the virtual attendees via chat box.
- In short, all on-site poster presenters will give two separate presentations – a pre-recorded video presentation on the virtual platform and a live on-site presentation at the conference center.

3)  Virtual Poster Session

- All Virtual Poster session presenters must prepare a pre-recorded presentation (video) and a poster (PDF), and these will be uploaded on the Virtual platform for our virtual attendees.
- On the Virtual Platform, the presenters will have an opportunity to interact (answer questions) with the virtual attendees via chat box.
- Virtual Poster presenters will have a 'Live Q&A' session with the virtual attendees in the assigned time slot between 21:00-23:00 KST (14:00-16:00 CET, 08:00-10:00 EDT) during the conference. The additional live Q&A session was prepared to ensure virtual presenters' opportunity to interact and answer questions real-time.

# How to Prepare the Presentation Materials

## A. Oral Presenters

All oral presenters must upload a <u>pre-recorded presentation video</u> on the assigned link (to be provided on a later date) before the conference by **August 30, 2022**.

\*Please keep in mind that even if you upload a pre-recorded video, you will be presenting *live* at the conference center. The pre-recorded video will be uploaded on the virtual platform for our virtual attendees and it will not be played on-site to replace your on-site presentation.

### 1) TECHNICAL PREREQUISITES
Kindly follow the minimum system requirements to avoid any compatibility issues with the INTERSPEECH 2022 virtual platform:
- Microsoft Windows or Mac OS based device.
- Latest Chrome or Microsoft Edge internet browsers (other browsers are not fully supported).
- Noise cancelling headphones with a microphone to reduce background noise are recommended.

### 2) PRESENTATION REQUIREMENTS
- Presentation slides may be prepared either in the standard MS PowerPoint (.pptx) or PDF format; however, PPTX format is highly recommended. You may use Keynote (Mac) for the video recording, but you should convert it into a PDF for the use on-site.
- Recommended aspect ratio for your presentation video and slides is 16:9 landscape.
- The deadline to submit this video to the INTERSPEECH 2022 is **August 30, 2022** (AoE).

### 3) VIDEO GUIDELINES

- Duration: 15 minutes
- File Size: 150MB max
- Video file format: mp4
- Dimensions: Minimum 720 pixels in height (landscape)
- Aspect Ratio: 16:9

### 4) TIPS FOR RECORDING VIDEOS

- Although it is not required, we recommend you to show your face during the video.
- We recommend you use Zoom or any similar virtual meeting platforms to record your presentation, using Screen Share for your presentation slides.
- Use an area as quiet as possible
- Avoid areas that have echo. Rooms should be fairly small. Sound damping with carpeting, curtains, furniture helps
- Use a good headset with its microphone close to the mouth, BUT away from the direct airstream of the mouth to reduce "pops". Avoid using the default built-in microphones of the computer
- Do 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. Adjust if needed
- When entering Power Point's presentation mode, we recommend using the laser pointer (in full screen mode: right mouse click --> pointer options --> laser pointer)
- Prefer white walls in the surroundings, light your face and do not position your camera against windows.
- Do not read the title of the paper, authors, or affiliations in the video, this information will be

available on the conference platform.
- Clearly present the main idea, the results, and the conclusions. The public is mainly interested in why you did this work and what you learned.

## 5) HOW TO NAME THE PRESENTATION FILE
- Please use intuitive file name including the code of your presentation and your name, for example *Mon_O_OS_1_1_Lee.mp4*
- Session number will be allocated once the session making is over in early August. We will notify your presentation type and the session number as it becomes available.

\<File name code Table\>

| Mon-O-OS-1-1 | Tue | O/P/SS/ST | OS/VR | # | # |
|---|---|---|---|---|---|
| | day | Oral/Poster/Special Session/Show&Tell | On-site/ Virtual | session # | session sub # |

## 6) WHERE TO SUBMIT THE PRESENTATION MATERIAL

- Once the session making is over and your presentation is assigned to a specific session, you will receive a web drive link (URL) where you can upload the materials.

# B. Poster Presenters

All poster presenters must upload a <u>pre-recorded presentation video and a poster</u> on the assigned link (to be provided on a later date) before the conference by **August 30, 2022**.

(For on-site poster presenters) You must also prepare a physical poster to be displayed on the poster board on-site. In addition, please keep in mind that even if you upload a pre-recorded video, you will be presenting *live* at the conference center. The pre-recorded video will be uploaded on the virtual platform for our virtual attendees and it will not be played on-site to replace your on-site presentation.

## 1) TECHNICAL PREREQUISITES

Kindly follow the minimum system requirements to avoid any compatibility issues with the INTERSPEECH 2022 virtual platform:
- Microsoft Windows or Mac OS based device.
- Latest Chrome or Microsoft Edge internet browsers (other browsers are not fully supported).
- Noise cancelling headphones with a microphone to reduce background noise are recommended.

## 2) POSTER REQUIREMENTS
**Virtual Poster**
- Poster for the virtual platform must be prepared in PDF format.
- Make sure the poster file consists of one single page as it will be converted into an image file when uploaded on the virtual platform. If your file includes more than one page, only the first page may be uploaded on the virtual platform.
- The deadline to submit this poster to the INTERSPEECH 2022 is **August 30, 2022 (AoE).**

**Physical Poster**
- Poster presenters are responsible for bringing their own poster to be displayed on-site.
- The poster board is 120cm wide and 850cm long to accommodate a standard A0 sized poster (A0: 1,189mm x 841mm).
- You do not have to submit the physical in advance to the conference date. You should bring your poster to the poster booth at your assigned session.

## 3) VIDEO GUIDELINES

- Duration: 15 minutes
- File Size: 150MB max
- Video file format: mp4
- Dimensions: Minimum 720 pixels in height (landscape)
- Aspect Ratio: 16:9

*\*For Show & Tell Session, the final version of submitted video will be uploaded as long as it meets the minimum requirements for file size, video format, dimensions, and aspect ratio.*

## 4) TIPS FOR RECORDING VIDEOS

- Although it is not required, we recommend you to show your face during the video.
- We recommend you use Zoom or any similar virtual meeting platforms to record your presentation, using Screen Share for your presentation slides, if needed.
- Use an area as quiet as possible
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## 6) WHERE TO SUBMIT THE PRESENTATION MATERIAL

Once the session making is over and your presentation is assigned to a specific session, you will receive a web drive link (URL) where you can upload the materials.

## 2. What to Expect Next

Once the session making is completed and you have been assigned with a session and presentation type, we will distribute an updated guidelines on what to prepare for your physical in-person presentation in Incheon, and how to prepare for a virtual interaction on the virtual platform. We expect the timetable for the session will be completed by early August.