

MBSE 2020 - speaker instructions

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- The MBSE 2020 workshop will be held on-line as a virtual conference
- All registered participants will receive event login details in due course
- **In this presentation we will high-light the preparations required by the presenting authors of accepted papers**
- All accepted papers shall be presented via a **pre-recorded talk**
- This pre-recorded talk will be replayed at the allocated slot in the program
- Each talk is immediately followed by a live Q&A session with the author
- Your (pdf) slides, pre-recorded talks and (recorded) Q&A sessions will be published on-line after the event



MBSE 2020 – prepare your pre-recorded talk



- Videos should contain a prominent view of the slides along with audio
- Optionally, to increase engagement, the videos could contain a thumbnail size window that shows the speaker while presenting
- Video file format: MPEG-4 (.mp4) file (using standard H.264 settings)
- Video size: HD (1280 x 720 - **no more than 720p** setting)
- Audio Quality: please make sure the audio is clear and audible (!)
- For a multi-presenter talk: please prepare a *single* collated mp4 file

- Generating such a video is supported directly from Powerpoint
- Tip: before you record your presentation, give it a short trial run first and check the video and sound quality of your recording set-up

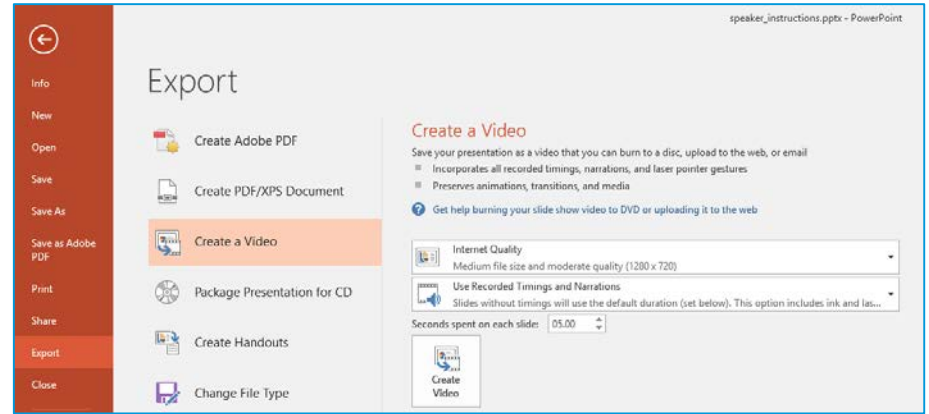
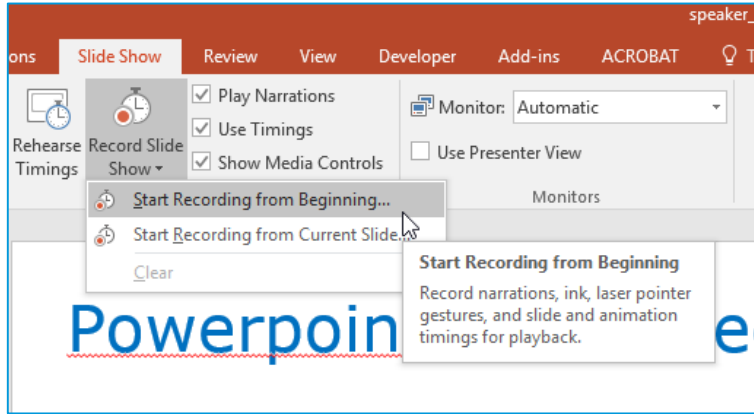


- How to add audio (and video) to your powerpoint files
<https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>
- How to generate an MPEG-4 (.mp4) file from your slides and audio/video
<https://support.office.com/en-us/article/turn-your-presentation-into-a-video-c140551f-cb37-4818-b5d4-3e30815c3e83>
- YouTube tutorial showcasing all steps in detail
<https://www.youtube.com/watch?v=D8JV3w4TOVw>

Powerpoint – narrating and video generation

(1) record / narrate your slides

(2) generate the video



Go to

- Slideshow
- Record Slide Show
- Start Recording from beginning

Go to

- File
- Export
- Create A Video
- Select Internet Quality (1280 x 720)
- Create Video

MBSE 2020 – (maximum) talk duration



- Key-note (slot size is 45 min)
30 minutes pre-recorded presentation (Q&A session is 15 min)
- Short and back-up papers (slot size is 20 min)
12 minutes pre-recorded presentation (Q&A session is 8 min)
- Long papers (slot size is 30 min)
20 minutes pre-recorded presentation (Q&A session is 10 min)
- Tool presentations (slot size is 15 min – in parallel track)
15 minutes pre-recorded presentation
- You can find the size of your allocated slot at <http://mbse2020.esa.int>



Delivery process and dead-line



- Please deliver your slides (pdf) **and** your pre-recorded presentation (.mp4)
 - at the latest by **Friday 18 September – NOON CEST (no exceptions)**
 - send it via <https://wetransfer.com> addressed to mbse2020@esa.int
 - do NOT send it directly via e-mail (file sizes will be too big)
 - we will confirm the good reception as soon as possible
- **Checklist**
 - ensure that your presentation and pre-recorded talk does not contain confidential information and has been cleared for publication
 - do not exceed the maximum time allowed for your pre-recorded talk
 - check the video and audio quality (i.e. playback using VLC media player)



We strongly encourage you to start as early as possible to prepare your pre-recorded talk!

Contact us in case of questions: mbse2020@esa.int

GOOD LUCK – WE LOOK FORWARD TO YOUR TALK

