

Dear authors,

Congratulations again on your accepted paper to ICCC 2020! As ICCC 2020 will be held online, regular and workshop papers accepted for ICCC 2020 will be presented online on August 9-11 along with keynotes, awards, etc. The schedule for tutorials, workshops, and the technical program are all posted online.

A separate page (<https://ieee-iccc.info/>) built with Duetone platform, which is continuously being updated, will be used to operate our virtual conference. Please find details below for your video submission.

Thank you and best regards,

General Co-Chairs of ICCC 2020

Nei Kato (Tohoku University, Japan)

Qianbin Chen (Chongqing University of Posts and Telecommunications, China)

Tony Quek (Singapore University of Technology and Design, Singapore)

Yanchuan Zhang (China Institute of Communications, China)

***** VIDEO RECORDING *****

Presentations will be pre-recorded and submitted as video files before August 3, 2020 to be played during the conference and available for on-demand viewing for some period of time post-conference.

Please observe the following guidelines when preparing video files of your talks:

- Duration of video files: 13-15 minutes.
- Q&A sessions: following each presentation, at least one of the authors needs to be online to address Q&A moderated by the Session Chair. Duration for Q&A is 2 – 5 minutes.
- Audio and Video Quality: Please double check your files before submitting to make sure the audio is clear and audible, and the slides in the video are readable!

***** VIDEO RECORDING TOOLS *****

There are several video conferencing tools available to easily record a presentation. In this method, you can show your face via webcam (if you'd like) and display your slides as you talk. You can use any meeting software as long as you get a good quality recording and your final file is in the MP4 format. Here are some links to

instructions on recording a meeting on common platforms:

- WebEx: Video Conferencing - Record a Cisco Webex Meeting
- Skype: Skype for Business: Recording a Meeting | Information Technology Services | Bemidji State University
- Google Meet: Record a video meeting - Meet Help
- Zoom: Local Recording – Zoom Help Center
- Gotomeeting: How to Record a GoToMeeting Session | Techwalla and How to Convert and Open the GoToMeeting Recordings
- Microsoft Teams: Record a meeting in Teams - Office Support

*** File Format ***

- All files must be in MP4 Format (normal H.264 video codec is recommended)
- The maximum video size that the hosting platform can accept is 500MB. Please compress if needed.
- Resolution = maximum 720p HD (1280 x 720 or other "720p" setting)
- Please use the following naming convention: SID.mp4, where SID is your session ID (e.g., T1-S1) which can be found at <https://ieee-iccc.info/> and <https://iccc2020.ieee-iccc.org/program/>.

*** Tips for Recording ***

- Use as quiet an area as possible
- Avoid areas (e.g., large rooms) that have echo
- Good microphone (or headset with microphone) close to mouth BUT away from direct line of mouth to reduce "pops". Avoid using default built-in microphone on computer.
- Do a test recording of a couple of minutes and review the sound and picture quality in MP4 format, and the file size before recording the entire presentation. Make adjustments if needed.

*** Other Guidelines ***

We will use Zoom Webinar connected to our virtual conference page to play pre-recorded videos in sessions.

For more information, please visit:

<https://www.comsoc.org/about/brand-experience/guidelines/comsoc-zoom-virtual-conference-guidelines>

(Note that these are general guidelines. Please prioritize our own guideline if there are conflicts.)

***** VIDEO UPLOAD FOR ICC 2020 PRESENTERS/AUTHORS *****

ComSoc is using the Duetone platform for storing all recorded presentations. Please follow the following steps to upload your talk video:

1. Visit <https://iee-iccc.info/>, click “Sign In”, and then click “Sign Up”.
2. Sign up with your name, affiliation, email address, and the registration ID (also called “confirmation number”) that you were provided when you registered.
3. In the activation email you receive, click the link to activate the account.
4. Sign in to your account.
5. Click your avatar on the top right corner, then select “Papers”. You will then see a list of papers you have authored. If you do not see your papers, please add them using your paper number. If you see papers that are not co-authored by you, click “Remove”.
6. Click the 'Upload Video' button (see an example of the UI below).
7. Click “Select your video as an MP4 file”, select your video file, and then click “Upload”. After the upload is completed successfully, you will receive a confirmation notice.
8. (Optional) You should now be able to download your video by clicking the “Video” Button and verify that the upload is indeed successful.