

Dear Authors,

**Re: Presentation Video Uploading Instruction**

In view of the COVID-19 related travel restrictions, the organizing committee of %CONF\_NAME%, to be held in Shenzhen of China, December 13 -15, 2020 has decided to move ICARCV 2020 to a fully virtual conference. The conference will be held online during Dec. 13-15. All the sessions will be held according to the schedule in the program and at the planned times (to be announced in PaperCept and ICARCV Website when ready). Authors are expected to attend and be available to answer questions.

We are providing for a video upload for each contributed paper presentation. This is particularly important since online presentations can be subject to internet-related disruption. In case of connectivity issues, your uploaded videos can be shown during the sessions, followed by Q and A. If you prefer to make a live presentation using your slides during the sessions, you can consider the uploaded video as a backup in case there are technical difficulties.

We have opted for a format where each contributed paper presentation will take the form of a pre-recorded video, which we will make available to conference attendees.

**PLEASE NOTE THAT YOU WILL RECEIVE TWO SEPARATE REQUESTS, ONE FOR THE VIDEO PRESENTATION AND ANOTHER FOR A RELEASE FORM. THE DESIGNATED CORRESPONDING AUTHOR WILL NEED TO UPLOAD BOTH OF THESE ATTACHMENTS BY THE DEADLINE BELOW.**

Through this email, we request you to prepare and upload

(1) A video of your presentation. Please note that the file must be a video file in the following format: mp4 (more details below). Please do not try to upload powerpoint or PDF files.

(2) A release form which grants us the permission to host the presentation video online to be accessed by virtual conference attendees, together with other requirements from the IEEE as stipulated in the release form. If the release form is not uploaded together with the presentation video, the presentation will not be hosted in the online proceedings. The form can be downloaded from

<https://controls.papercept.net/images/icarcv/PRF.doc>

While we are unable to provide individualized technical support to help you create your video, below are two possible methods.

1) Record a slide show using Microsoft PowerPoint, and then convert the PowerPoint slides into a video in mp4 format.

2) record a compatible video from content displayed on your computer screen and voice recorded via the computer microphone using Zoom.

You may also explore other tools to record your video. Accordingly, we ask that you please upload your video as well as the release form by: \*\*\* November 25, 2020 \*\*\* .

Please use the following guidelines for preparing your video. Video length for all contributed and invited papers:

18 minutes

File size limit for video: 50MB file

File format: mp4

Minimum height: 480 pixels

Aspect ratio: 16:9

If your video exceeds the file size limit, you may use the free online compression tool at the following URL: <https://www.freeconvert.com/video-compressor>

Please note the above specifications will be checked at the time of submission and files not meeting them will be prevented from being uploaded. Presentations can be shorter than the indicated time, which is the maximum length allowed, and this will provide more time for questions and discussion. Except for the above duration and digital constraints, the form of the presentation is left free (though please be sure the video includes the title of the paper, the authors, and a mention to ICARCV 2020. Follow the instructions below to upload the file. The quick-link will take you directly to the submission page where you can upload the video. Alternatively, as the corresponding author, you can login to your workspace and follow the link to upload (or re-upload) your video presentation file until the deadline.

Please start early: given that the resulting video files will be very large, they might need a long time to transfer, and you might not be able to upload them in time if you start late.

We hope to make ICARCV 2020 a success despite the difficult situation. We thank you for your cooperation in this endeavor.

Sincerely,

Rong Su and Lei Xie  
Conference Technical Program Chairs