



Author Presentation & Recording Guidelines

- Please ensure you provide by sending an email to itctestweekindia@gmail.com
 - Subject – ITCIndia2021_<SubmissionID>_<Track>
 - A recent photograph of the authors and Presenter
 - A brief bio with your affiliation
- Please use the template provided in the Author's Toolkit for creating the slide deck
- Ensure spellcheck is run before you submit the slide deck
- For video, capture a single screen with your presentation/slides in full screen. Advance the slides as if presenting normally. Video feed of the presenter (such as via webcam) is not required.
- For audio, we recommend using an external microphone whenever possible. Using the microphone built into your webcam and/or laptop is also acceptable, but please ensure that you minimize ambient noise.
- Use any screen capture tool, Eg.: ShareX (download at <https://getsharex.com/>) or similar.
- If using other recording software, please make sure to record the video in 720p resolution (or better screen resolution) and at 30 frames per second in the MP4 video format.
- Once you have begun recording but before you begin your presentation, please stay on your first slide for 10 seconds without talking. After the initial 10 seconds of silence have elapsed, you may proceed with your presentation normally. This 10 second gap will make it easier for our editors to put the presentations together cleanly.
- Similarly, after you have concluded your presentation, please remain on the final slide for 10 seconds in silence.
- Before submitting your presentation to us, please send it to your friends or colleagues for review and ask them to confirm that the slides are legible and that the audio is clear.
- Duration
 - **Regular Papers/TRC User Stories/ART Papers:** Your presentation should be **at least 15 minutes in length but should not exceed 20 minutes**. It must be voiced in clear and understandable English. The filename must be the title of your paper (First 50 characters of title if title is very long).
 - **ONLY TRC Data Blitz Track** – Your presentation should be **at least 10 minutes in length but should not exceed 15 minutes**.
 - **ONLY for TRC and ART Poster presentations** – Your presentation should be **at least 8 minutes in length but should not exceed 10 minutes**.
- Please upload the [video recording using this form](#)
- All final manuscripts must be generated using the PDF Xpress tool. Submit your final, ready-for-publication paper [HERE](#) Or [HERE](#).
- Renaming your PDF File for Submission in the previous step: Assuming your paper ID is 62, rename your paper as paper62.pdf f in the easy chair
- **Last date for submission of all the collaterals – July 10th 2021**

For any further questions please [Contact us here](#).