

Instructions for Preparing and Uploading Your Presentation Documents for Mechatronics & AISM2023

Mechatronics & AISM2023 requires you to prepare and upload a video of your presentation by no later than August 31, 2023 for all types of presentations. All authors must prepare the presentation video. The videos that are not received by the deadline, will be considered as “no-shows” in accordance with the IEEE non-presented paper policy. In addition, all presenters must attend the conference on-site or online (Zoom remote Session). Please refer to the following instructions below on how to upload your video file.

1. Preparing your presentation slides

- * You will have 20 minutes overall for your presentation. The first 12-15 minutes will be for your on-line/on-site presentation, and there will also be 5 minutes for questions and discussions on-line/on-site. Please prepare your slides accordingly.
- * We would like to encourage you to add the speaker's photo in your presentation slides.
- * In order to give attendees a quick idea about your work at a glance, we also ask you to prepare a “Graphical Abstract” as a representative image of your paper, separately from the above-mentioned presentation slides. This image will be posted on the online conference platform “InfoVaya” with the title, author names, and affiliations. Therefore, it is not required to include the title and author information in this image. This can be one of the main Figures in your paper or a purpose-made image. The file type of this image should be JPG or PNG. The file minimum image size 400×400 pixels, and the maximum file size is 10 MB.

2. Recording your presentation video

- * To record your video, we recommend using Zoom. This will allow you to easily record a compatible, high-quality video from content displayed on your computer screen and voice recorded via the computer microphone.
- * The recording procedure using Zoom: 1) Simply create a Zoom meeting where you are the only participant. 2) Share your screen (or your presentation slides) and turn on your camera so that your face is visible. 3) Click on "Record" and start recording your video. Showing the speaker's face is recommended but not compulsory. If you choose to do so, please make sure that the speaker window is on the top right corner of the screen and not covering the slides.
- * Your recorded video must not exceed the file size set by the conference organizers. Fortunately, you can easily downsize your video file using some free online tool, such as Handbrake.
- * The video should have minimum height 720 pixels (HD), and aspect ratio of 16:9. The maximum file size is 100 MB. The video file format should be MP4.

3. Uploading your presentation videos and files

- * File uploads to the conference platform “InfoVaya” will be available from around August 1, 2023.
- * The “contact person” of your paper is invited to get access to the online conference platform, and download the

conference proceedings. Please note that Slides, Videos, and Posters cannot be downloaded.

* MECATRONICS&AIMS2023 will utilize “InfoVaya” as its online platform of the conference. Therefore, the author is asked to upload video files etc. on InfoVaya.

* Please go to the following URL and log in to access “InfoVaya”.

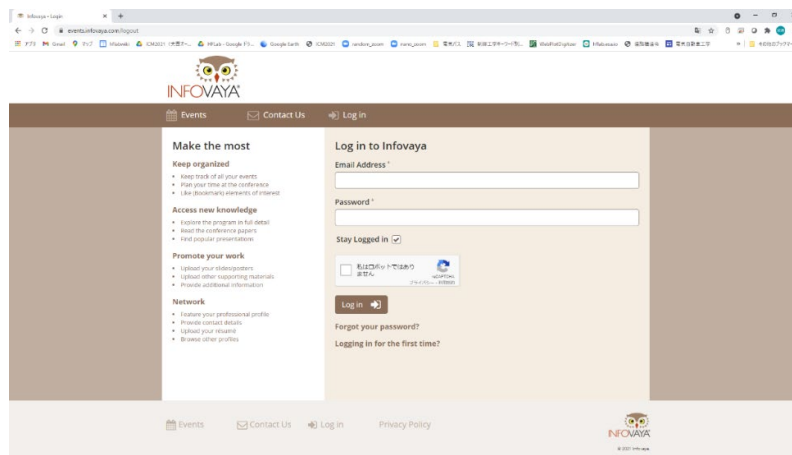
<https://events.infovaya.com/>

If you have already had an InfoVaya account, you can log in to the system using the same email address as you used in the registration.

* If you are a new user, please click “Set a new password” and enter your email address used in the registration. This way, you can create your own password and log in.

* Once logged in, you will see an “Actions Required” section with links to your presentations’ Edit pages.

* By clicking upon those links, you can easily upload your presentation materials (Video, Graphical Abstract, and Slides).



[List of files for upload]

InfoVaya

<Mandatory>

- Presentation video (file format: mp4, minimum height: 720 pixels HD, aspect ratio: 16:9, maximum file size: 100 MB.)
- Graphical Abstract (file format: JPG or PNG, minimum image size: 400×400 pixels, maximum file size: 10 MB.)

<Optional>

- Presentation slides (file format: pdf, maximum file size: 10 MB)
- Speaker’s photo (file format: JPG or PNG, maximum file size: 10 MB.)