

ORGANIZED & HOSTED BY:



IAC 2020 CyberSpace Edition



Virtual Technical Presentations

SUPPORTED BY:



IAF Connecting @ll Space People





INFORMATION FOR AUTHORS

Authors who confirmed their participation and presentation at the virtual Technical Programme in October did so on the understanding **that they commit to submit a video lecture and a full paper.**

The video lectures will be accessible to the congress participants through the Technical Presentations' Virtual Gallery during the entire duration of the IAC from 12 to 14 October.

You can find below the instructions on how to prepare your video lecture and your manuscript.

1. Recording Your Video Lecture

To record your presentation, you need a laptop with a webcam and built-in microphone.

If you are using a desktop computer or older computer, please make sure, that you are using headphones which have their own microphone. Please do not use the in-built microphone of your computer as this will not produce adequate audio quality. To ensure adequate audio quality please also follow these instructions:

1. Connect the headphones with the 3.5 mm audio plug of your computer.
2. Make sure that the microphone sits in place (ideally 3-5 cm in front of your mouth)
3. Start a test recording - if the sound is not good, open the audio settings and correct the input volume and level - many computers offer the option of a pre-set option to reduce the ambient noise. If this is available, make sure this option is on.

The video lecture should last for a total of **10 minutes maximum**. Please note that recordings exceeding the respective time frame will be cut off.

The size of one video lecture presentation should **not exceed 500 MB**.

There is no defined number of slides. Please keep in mind that there is limited time to present the content (10 minutes) and adapt the number of slides accordingly.

Aspect ratio of your presentation should be **16:9 landscape** (mandatory).

There are no slide templates available. However, you can find on the IAF webpage some graphic materials that can be used in your presentation (incl. IAC 2020 logo and banner).

Please note that presentations attached to emails cannot be processed.

Be sure to include your social media links on your final slide (Twitter, LinkedIn...) to make it as easy for participants to follow you if they liked your presentation. You might also include your email address and phone number if you would like for participants to reach you by those means.

IMPORTANT: A presentation with videos embedded into a slide does not make it a video lecture and will not be included the Virtual Technical Programme.

As for the face-to-face IAC the dress code is business casual. Please wear the same clothes for your presentation recording.



OPTION #1 (RECOMMENDED)

Microsoft-PowerPoint (*.ppt or *.pptx) presentations with video formats are strongly recommended. You can easily record your PowerPoint presentation, capture narrations, slide timings, and ink gestures. Before you record the complete presentation, it is recommended to record only a small part of it first, and check if volume and image quality are sufficient. After you have made the recording, you can save the presentation as a video file.

For recording your presentation with a webcam and narration, please follow the technical instructions [HERE](#)

OPTION #2

You need to download, install, and set up a screen recorder software such as:

Open Broadcaster Software: <https://obsproject.com>

This software is free, has no ads, and allows you to record your desktop and a webcam simultaneously. You will need to make your PPT slides separately, before launching your PPT to the software. The tool will then record the presentation with you as the narrator. It allows adding your live video from a web camera to PowerPoint presentation converted into a video file (such as .wvm, mp4, avi, mpeg). **Archive (ZIP) file type cannot be accepted.**

Please consult the tutorial on how to film your lecture with OBS on YouTube [HERE](#)

Or follow the instructions [How to film your lectures using OBS Studio](#).

OPTION #3

You can use any software of your choice in order to record your video lecture as long as it complies with the requirements described here above.



2. Uploading Your Presentation

- The video lecture file needs to be uploaded via the **IAF Restricted Area** at <https://iafastro.directory/iac/account/login/> by **25 September 2020**, 23:59 CET (at the latest).
- The technical details will be communicated in due course.
- If desired, you can also upload a portrait picture of yourself and a short bio.
- The presentations will be available during the entire duration of the Congress from 12 to 14 October through the **Technical Presentations' Virtual Gallery**.

3. Record Agreement

Before uploading your presentation, you will be asked whether you allow the IAF to post and archive your video lecture in the final version of the IAC 2020 Congress Proceedings which will be made available to all the participants after the Congress. If you want it to be included in the final Congress Proceedings, please authorize the IAF by clicking on the “Agree” option before uploading your presentation. If not, you should then click on “Disagree”.

4. Preparing Your Paper

You will need to format your paper ready for submission. To make this easier, a Word template is available here, ready for you to download and apply to your document. Full instructions including information on copyright statements can be found [HERE](#).

5. Uploading Your Paper

- The manuscript needs to be uploaded via the **IAF Restricted Area** at <https://iafastro.directory/iac/account/login/> by **2 October 2020**, 23:59 CET (at the latest).
- Full papers will be published in the first version of the IAC 2020 Proceedings which will be distributed to the Congress participants who will gain online access with a username and password which will be communicated by email on the first day of the Congress.

IMPORTANT: *The International Programme Committee (IPC) balances the interests of a high quality congress with fairness towards the authors and congress participants. Therefore, the IPC applies this policy, and reserves the right to preclude authors who do not publish their paper within the deadline from having their papers published in the IAC 2020 Proceedings.*