SPEAKER GUIDELINES
FOR INTERACTIVE SESSIONS

Interactive Session Description

▪ Interactive Sessions will present papers and the authors can exchange their latest research findings and results.

▪ Since the interactive sessions will be held in digital format, all the presentations will be delivered in the pre-recorded video format.

▪ During the forum, the presentation video will be released synchronously on-demand, and the presentation recording time limit is less than 15 minutes.

▪ The official language of the forum is English, and no translation services are available.

Biography

• The speaker's biography will be displayed together with the presentation video.

▪ If you would like the audience to contact you for further questions, you may put your email address in the biography.

▪ The biography should be within 200 words, and a personal image photo will be attached (pixel requirements: 750px*375px)

▪ The biography should be submitted to 457419733@qq.com by April 8, 2022.

▪ Please name the file in the form of "AP_2022_IS_Biography_Author's Name".

Presentation Preparation and Submission

▪ All presentations should be prepared and presented in PowerPoint.

▪ The Windows Operating System is supported.

▪ Animation should be in AVI, Media Player or QuickTime and embedded into your presentation.

▪ PowerPoint slides should be in 16:9 format.

▪ All the PowerPoint slides should be submitted to 457419733@qq.com by April 8, 2022.

▪ Please name the file in the form of "AP_2022_IS_PPT _Author's Name".

▪ It is highly recommended to use the presentation template of the 18th ITS AP Forum. You may also download the template through the link:

http://www.itsap2022.com/En/Menu/9804f571-318f-45f9-900e-c7da0db5f5ef

Pre-recorded Speech Video Preparation

▪ All Interactive Session presentations will be delivered in the pre-recorded video format.

▪ You can use ZOOM/Tencent conference to record video in advance, with the video duration less

than 15 minutes.

Requirements of Speech Video Shooting:

▪ Please shoot the videos in landscape (16:9)

▪ To ensure the clarity of videos, please try to shoot with 4K device

▪ The color of clothes should not be similar to the background color, and dark clothes can be considered

▪ Please do not wear clothes with stripes and wavy patterns

Environmental requirements of shooting site:

▪ For the shooting background, it is recommended to choose the scene related to the content tonality;

▪ For the background environment, it is recommended to choose non-interference area for shooting. Please wear headphones with good effect, and remember that the effect of headset microphones would be better than that of the microphones of computers.

▪ In the choice of background environment, we should avoid too bright background color and too messy scenes;

▪ Lens: pay attention to the position and height of the person being photographed in the picture, and ensure that the light of the face is sufficient; avoid backlighting or shooting with windows as background; head-up camera is required when shooting; the proportion of characters in the picture should not be too full. Try to leave some space in the head and left and right parts of the body, and ensure that the frame of the character is below the chest;

▪ Try not to shoot with a beauty camera or a beauty APP.

Speech video shooting method：

Recording in zoom:

▪ Log into Zoom, and start a meeting with your camera on；

▪ In the pop up window--select "advanced" from the top menu；

▪ Select the "PowerPoint as virtual background" option and press "share"；

▪ Locate your completed presentation file from your computer (ensuring you have removed the text box)；

▪ When your presentation loads, you will see yourself in the bottom right hand corner of the screen (as shown above)；
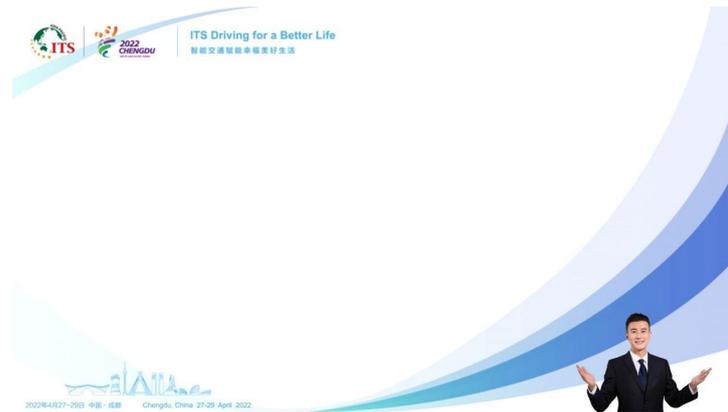
▪ When you are ready, click the record button at the bottom of the screen to start recording；

▪ Once your recording is complete ensure that you export/download the files to your computer (Not the cloud)。

Recording in Tencent meeting:

▪ Log into Tencent meeting, and start a meeting with your camera on；

▪ Click "Share", select the completed presentation, click "Confirm" for sharing, and you will see yourself in the bottom right hand corner of the screen (as shown below)
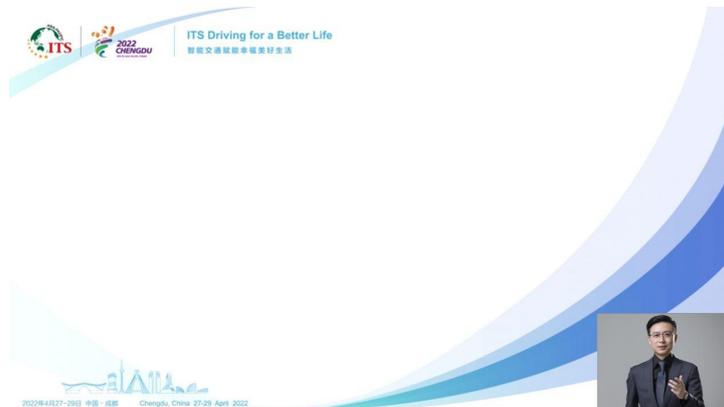
▪ After clicking the PPT presentation to the show state, click Tencent meeting, select "More → Recording → Local Recording" to start recording the presentation video (as shown below)

▪ After your presentation is complete, click "Stop Recording" at the top → After the meeting is over, click "Stop Sharing"-- "Stop Meeting", and you may click "Recording" in the settings to open the file save folder to view the recorded video (as shown below)
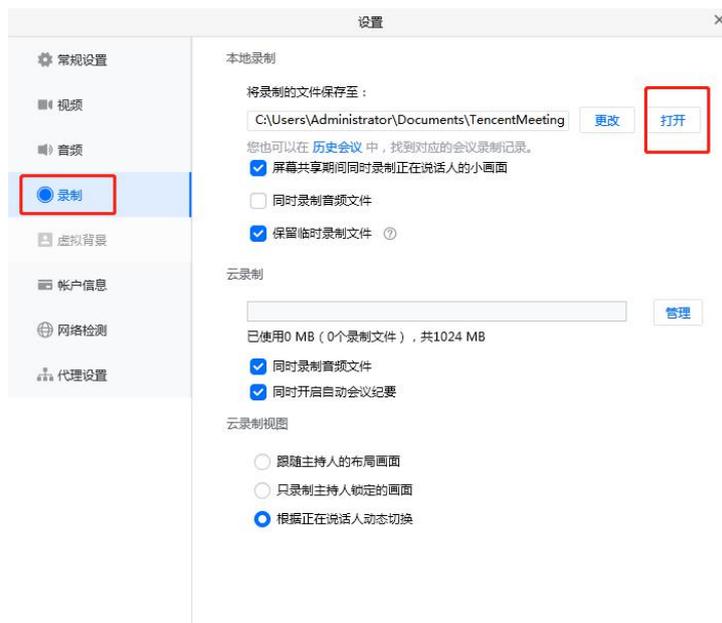
How to Submit a Pre-recorded Presentation Video and Deadline

▪ Since the video file might be very large, it is recommended to send the video by Wetransfer.

▪ Wetransfer can be easily accessed both in and outside China. You may access to Wetransfer through this link: https://wetransfer.com/

▪ The video should be sent to 457419733@qq.com before April 8, 2022 for the staff to check technically.

▪ Please name the file in the form of "AP_2022_IS_Video _Author's Name".

Forum Registration

▪ The forum registration link will be sent separately in the form of e-mail. Please check it.

▪ Please note that you need to complete the forum registration through the forum official website before April 8, 2022. In order for your speech to be included in the final conference agenda, you must complete the registration first to ensure that the paper will be included in the conference proceedings.

• A discounted rate will be provided for the student participants. Student ID card will be required for registration as a student.

• Steps for registration:

Step1: After clicking the registration link to enter the registration interface, you can log in through wechat authorization / mobile verification code / email verification / Google account;
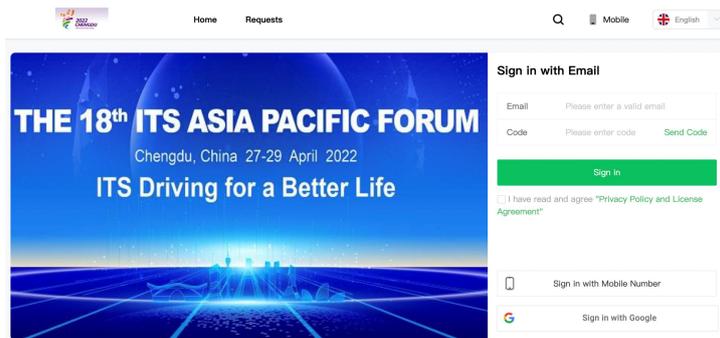
your WeChat profile photo, alias, region and gender information

留香
WeChat alias and profile photo ✓

Use other profile photo and alias

Decline   Allow

Step 2: Click "register now" to enter the registration channel, fill in the relevant information and then submit.

✕   Registration   ⋯

Personal Information

* Name   Please input name

* Email

* Position

                                        Edit
司
项目经理

Additional Information

* Nation

Please Select   ＞

* Gender

◯ Male
◯ Female

  If you are an interactive session's speaker, please note your paper ID

Please input

  If you are a speaker in other sessions (except interactive sessions) please note the SESSION NUMBR AND Speaker's name

Please input

Questions

If you have any questions about the presentation, please contact the Program Manager of 2022 ITS Asia-Pacific Forum

(e-mail: 457419733@qq.com；   Mobile phone No.: +86 15982165171).