



INSTRUCTIONS FOR AUTHORS OF ORAL PRESENTATIONS

DEADLINE for submission of materials: 30 September 2022

For the technical reporting sessions, all oral presenters in the 2022 Dragon 5 Mid-term Results Symposium are requested to:

1. Provide a pre-recorded video presentation in MP4 format
2. Provide the presentation as pdf
3. Deliver pre-recorded video and presentation as pdf

1. PREPARATION OF A PRE-RECORDED VIDEO PRESENTATION

All oral presenters are requested to provide a pre-recorded video presentation to ensure that there are no interruptions or loss of connections during live broadcasts. Your video presentation will be run by a member of our technical team during the on-line sessions. The presentations **shall be in English**.

Please prepare your video presentation based on the guidelines below and submit it by the deadline:

- **Talk duration**

Scientific sessions presentations are scheduled for 30 minutes each (which includes a minimum of 5 minutes for Q&A).

**** Pre-recorded videos shall not exceed 25 minutes. ****

- **Requirements and tips for the preparation of pre-recorded videos**

1. Please download [HERE](#) the customised **ppt template** for your use and convenience
2. Slides will need to have **audio narration embedded**. E.g.: Please follow the step-by-step instruction on “[recording your audio in PowerPoint](#)” or use an alternative recording system
3. Export the presentation as an MPEG-4 (.mp4) file. E.g.: You can follow this step-by-step instruction on “[exporting a PowerPoint file to .mp4](#)”
4. The MPEG-4 file size must be **less than 400 Mb** and should be saved as medium resolution
5. Please use the filename convention:
Oral-<abstract number>-<author surname>-<author given name>.mp4
E.g. Oral-123-Smith-John.mp4

NOTE 1: Only MPEG-4 (.mp4) video format can be accepted

NOTE 2: The slides should be compiled in clear and concise way, and should be designed in a size sufficient to be read on-screen.

2. PRESENTATION AS PDF

All oral presenters are also required to provide their presentation in pdf format.

Please use the filename convention:

Oral-<abstract number>-<author surname>-<author given name>.pdf

E.g. Oral-123-Smith-John.pdf



3. DELIVERY OF PRE-RECORDED VIDEO AND PRESENTATION AS PDF

Please ensure that you have prepared the following 2 files and then compress them into 1 zip file:

Item	File type
Presentation	PDF
Video	MP4

Please submit your zip file using [WeTransfer](https://wettransfer.com) (<https://wettransfer.com>) to dragon-videos@designdata.de **no later than 30 September 2022.**

Please contact Dragon office in Beijing (dragon@ifrit.ac.cn) for transfer issues from China

Please contact Dragon office in ESA (dragon@esa.int) for transfer issues from Europe

4. DURING THE SYMPOSIUM ON-LINE SESSION

Your pre-recorded presentation will be launched by our technical team and will be stopped after the foreseen presentation time has expired (please ensure that the video respects the maximum time limit of 25 minutes, according to the session programme scheduling).

Following the end of the pre-recorded presentation, presenters should be available to answer a few questions from the audience that will be collected from a session moderator and addressed by the session Chairs.

Presenters of pre-recorded talks are therefore still required to attend the on-line session.

The session Chairs will have the full control of the session flow; they will introduce the speakers, collect questions from the participants and address them to the speakers during the 5 min Q&A slot following each presentation.

The presenters of each pre-recorded video, as well as the Chairs and Moderators are requested to join the WebEx session **30 minutes before the starting time** in order to solve any possible technical issue. Please check the programme for your session day and time, **noting the time difference between Europe and China.**

Detailed WebEx instructions including the date for the rehearsal will be sent to you in due time.