



50th International Congress and
Exposition on **Noise Control Engineering**
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Congress Theme: Next 50 Years of Noise Control.



Author Instructions for INTER-NOISE 2021

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Preliminary Program Booklet is posted on the internoise2021.org site.

Instructions for Technical Session Authors

Presentation Format:

Each paper in the Tech Sessions (except for special symposia/workshops and keynote lectures) is allocated a **total of 20 minutes** like past inter-noise congresses: 1 minute for the session chair to introduce you, no more than 15 minutes of your pre-recorded presentation, about 3 minutes of **live Q&A**, and then 1 minute of transition. As a reminder, you must be present at your designated session time(s) for the **live Q&A** part. (There are some exceptions to the above mentioned format for special symposia, workshops and featured sessions.)

Recording your Paper:

1. Ensure your presentation content is within the designated length. All presenters must keep their recordings to no more than 15 minutes. We recommend 14 minutes.
2. We highly recommend you use the [IN21 Speaker PowerPoint Template](#) for your presentation slides.
3. Please refer to our [IN21 Pre-Recording Remote Tips & Tricks PPT](#) for details on camera placement, light, background, etc. for pre-recording the most effective presentation.
4. You may record your presentation in only 2 ways as recommended below; detailed instructions are available [here](#).
 - a. Zoom
 - i. Must be an mp4 file and at maximum 2GB.
 - b. Microsoft PowerPoint
 - i. Must be an mp4 file and at maximum 2GB.

How to Record Your Video Using Zoom OR Microsoft PPT

Using Zoom

1. Download Zoom (free at www.zoom.us).
2. Complete your PowerPoint presentation slides and have it open on your desktop.
3. From the Home tab in Zoom, click **New Meeting** and then **Start** with video. A meeting window will open.
4. Click **Join Audio by Computer**.
5. When you are ready, hit **Share Screen** to show your Power Point presentation. You should still see yourself in a corner on your screen - we HIGHLY recommend that you continue to have your webcam open so that you are shown talking during your presentation. This will help the audience connect with you as the speaker.
6. When you are ready, click the **Record** button and begin to present. You can choose to **Record on this Computer** or **Record to Cloud**. You can advance your PPT using the arrows, mouse or space bar. To exit the full screen view, hit the Escape button.
7. Click **End Meeting** when finished.
8. If you selected **Record on this Computer**, a pop-up window will appear for instructions on how to save your video.
9. If you selected **Record to Cloud**, the video will automatically save once you end the meeting and you will receive an email telling you when your file has been downloaded. You will need to follow the directions in the email to access your saved file.
10. Once you have access to the recording, then you will need to login into the IN21 Education Harvester using your access link that was sent to you via email.
 - **Please note that this access link will not be sent to authors until around July 1st.**
11. Your Access info should already be filled in on the Login screen of the IN21 Education Harvester. If not, fill it in using the access info in the email then click the **Login** button.
12. From the Home screen, click on the task called **Upload Your Supplemental Video File**.
13. Click **Choose File** and then upload your video. Once completed click the **Submit File(s)** button.
 - Your video must be an MP4 file and **less than or equal** to 15 minutes long (for the technical session papers though there are exceptions for the symposium/workshop talks)

OR

Using Microsoft PowerPoint

1. Open Microsoft PowerPoint on your laptop or desktop.
2. Select **Slide Show** and then **Record Slide Show**.
3. Choose from two options:
 - Record from Current Slide - to record from a specific slide
 - Record from Beginning - to record from the beginning of a presentation
4. When you are ready, select **Record** and start speaking.
5. To record from a specific slide, go to it, and then select **Record**.
 - **Note: Narration will not record when slide transitions happen so let these play first before you start speaking.**
6. There are different ways to manage recordings in your presentation:
 - Pause - to pause a recording
 - Stop - to end a recording
 - Replay - to replay a recording

- Pen, Highlighter, or Eraser - use the pen, highlighter, or eraser tools to mark up your recording
7. How to remove narration or timings: If you're in record mode, select **Clear**.
 8. Choose from two options:
 - Clear Recording on Current Slide - to delete narration and timings on the current slide
 - Clear Recording on All Slides - to delete narration and timings from all slides at once
 9. When you are done recording, save and share your presentation as a PowerPoint file or video.
 10. Select **File**.
 11. Choose an option like **Save** or **Export**.
 12. Your recording will automatically play when someone opens the presentation.
 14. Once you have access to the recording, then you will need to login into the IN21 Education Harvester using your access link that was sent to you via email.
 - ***Please note that this access link will not be sent to authors until around July 1st.***
 15. Your Access info should already be filled in on the Login screen of the IN21 Education Harvester. If not, fill it in using the access info in the email then click the **Login** button.
 16. From the Home screen, click on the task called **Upload Your Supplemental Video File**.
 17. Click **Choose File** and then upload your video. Once completed click the **Submit File(s)** button.
 - Your video must be an MP4 file and **less than or equal** to 15 minutes long ((for the technical session papers though there are exceptions for the symposium/workshop talks)

Instructions for Poster Authors

Poster Presentation Requirements:

- For publishing purposes, the poster upload must be a PDF file at highest resolution possible.
- The aspect ratio (ratio of width to height) should ideally be set to '16:9'.
- The complete poster is limited to one slide only. That means one single page for your PDF file.
- Fonts should be sans-serif (e.g., Arial, Calibri, etc.).
- Minimum font size should not be smaller than 6pt.

Recording Audio for your Poster:

You have the opportunity to add audio to your poster. Attendees will hear the audio when they view the poster, and it creates a more personal and engaging experience.

1. Log into the IN21 Poster Harvester using your access link that was sent to you via email.
 - a. **Please note that the access link will not be sent to authors until July 1st.**
2. Your Access info should already be filled in on the Login screen of the IN21 Poster Harvester. If not, fill it in using the access info in the email then click the **Login** button.
3. From the Home screen, click on the task called **Poster Audio Recording**.
 - a. Please note that the Poster Audio Recording task can **only** be completed once you have uploaded your poster to the IN21 Poster Harvester. Once the poster is uploaded, it will be shown on the Poster Audio Recording page at the bottom.
4. Click the blue **Start Recording** button to record audio from your device's microphone. You may see a popup message when you click the button asking you if you would like to allow access to your microphone. Once you allow it you can start recording your audio.
5. When you speak into your microphone, the grey 'volume' bar will light up green if audio is being detected. The louder you speak, the more green you will see. If the bar does not turn green, then your microphone is not picking up any sound.
6. Once you have made your recording, click the green **Save Recording** button to publish the audio so that attendees can hear it.
7. If you make a mistake, use the red **Delete** button to remove your audio and re-record it.
8. Once you have recorded audio on the poster, hit the **Complete Task** button on the top right of the screen.