Instructions on Proceedings, Presentations, and Pre-recorded Videos

1. Inclusion of Papers in Proceedings of COBEE2022

COBEE2022-accepted papers can be published in *Springer Nature* (EI and Scopus indexed) as Proceedings of COBEE2022. If you wish to publish your paper (3-page extended abstracts or 8- page full papers) in *Springer Nature*, please:

1) Sign Licence to Publish Proceedings Papers (download from **here** under `PROCEEDINGS – LICENCE OF PUBLICATION`) by the corresponding author and submit it through the **conftool** (Your submissions/Final Upload) before **July 11, 2022**.
2) Please note that To be published in the proceeding, at least one of the authors needs to register for the conference.
3) In License to Publish Proceedings Papers, the title of the paper, full name(s) of authors, and the name of the corresponding author should be filled on the first page,
4) The corresponding author needs to provide the personal information and sign on the last page on behalf of all other authors (page 5).

Please refer to the **Questions and Answers** (under `PROCEEDINGS – LICENCE OF PUBLICATION`) regarding the licence, and do not hesitate to let us know if you have any questions.

2. Presentations

1) Presentation template: you can download the presentation template from **here** (under `TEMPLATES`)

2) Once your presentation is complete, please upload it **here**. This step **must be completed one week before the conference begins** to make sure your presentation slides are available during your session

3. Pre-recorded Presentations

Pre-recorded presentations are required for all virtual presentations. Your presentation recording should be a screen recording of your PPT slides with you presenting as a voice-over. All recordings should be submitted on **conftool** (Your submissions/Final Upload) in MP4 file format **before July 11th 2022**

IMPORTANT: Do not record your screen with a higher resolution than 1920×1080. If your computer's resolution is higher than that, please change this to a maximum of 1920×1080.

To record your presentation, please use one of the recommended recording software:

1) For Windows or Mac -- Zoom Meeting Application (**https://zoom.us/download**, free account), and submit the recording on conftool as a **MP4 recording (no other video format will be accepted)**

2) For Windows or Mac -- TechSmith Snagit (**https://www.techsmith.com/screen-capture.html**, free 15-day trial), and submit the recording on **conftool as a MP4 recording**.