Guidance for Recording

To minimize the risk of technology-oriented delays and failure, all authors are encouraged to prerecord and submit their videos to using the following FTP instructions and notify our proceedings chair Runhua Xu (runhua.xu@pitt.edu) by December 11, 2021. All videos should be named using the following convention

<Conference><Session#><Presenter-LastName>
 -- example - TPS-Research1-Jones

USE MP4 FORMAT

Videos for Vision papers should be presented live. It is recommended (although optional) to submit a pre-recorded video in the event a presenter is faced with any technical difficulty. Videos for Regular/Application/Government Track papers should be no longer than 20 minutes in duration.

Authors may record the videos using Zoom using their personal rooms and record themselves doing the presentation with the screen share option. Authors will be required to attend their assigned sessions for presentation.

Author may choose to present their presentations live or play the pre-recorded video. If pre-recorded videos are used, it will be played by the session chair. At the end of each pre-recorded video presentation, authors should stand by for subsequent question and answers as moderated by the session chair. The recorded video will become the IP of IEEE as outlined in the consent and release process when the papers were submitted in the E-Copyright system. Should anyone object to these terms, please contact our CPS editor Cristina Cabellos (anoraklabllc@gmail.com) to opt out of this clause.

The conference program will be updated accordingly with the Zoom meeting links throughout the course of the conference, including one for general networking and socialization. There will also be dedicated Slack channels that will be used for communication throughout the duration of the conference. Should any author or attendee experience any difficulty joining a Zoom meeting there will be a slack channel available for each conference/workshop, one for socialization and another technical support. We will solicit your slack accounts in short order to establish these channels, a day or 2 before the conference.

Video FTP Login / Access Instructions

- These instructions use the FileZilla FTP client, but any FTP client will work.

- FTP client settings:

    o **Protocol**:

        ▪ **FTP**

- o **Host**:
    - ▪ **video-ftp.computer.org**
- o **Encryption**:
    - ▪ **Plain FTP**
- o **File Transfer Type**:
    - ▪ **Binary**
    - ▪ See "**File Transfer Type**" below.
    - ▪ *This will prevent possible file corruption upon transfer.*
- o **User**:
    - ▪ **video-ftp.computer.org|cic-cogmi-tps**
- o **Please note that there are *three* parts to the User:**
    1. video-ftp.computer.org
    2. | (called the "pipe" symbol, which can be found by SHIFT + \ )
    3. cic-cogmi-tps
- o **You will need combine those three into one user value, with no spaces in between:**
    - ▪ video-ftp.computer.org|cic-cogmi-tps
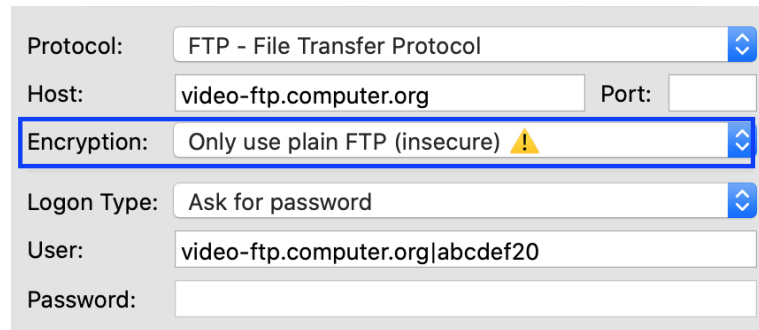- Those settings might look like this in the FTP client:

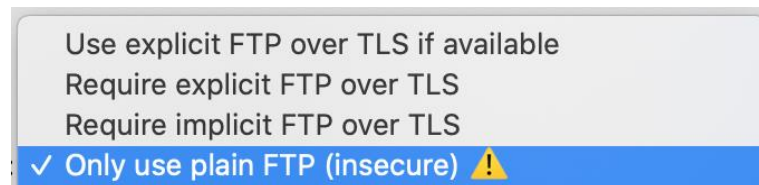| Protocol:	FTP - File Transfer Protocol	
Host:	video-ftp.computer.org	Port:
Encryption:	Only use plain FTP (insecure) ⚠	
Logon Type:	Ask for password	
User:	video-ftp.computer.org|abcdef20	
Password:		

- The password for your account will be "IeeeCS!!"
- A successful login will then take the FTP client to the video upload directory.

Encryption: Plain FTP

To set the Encryption type to "Plain FTP", you will see an "Encryption" option in the "Site Manager" settings:

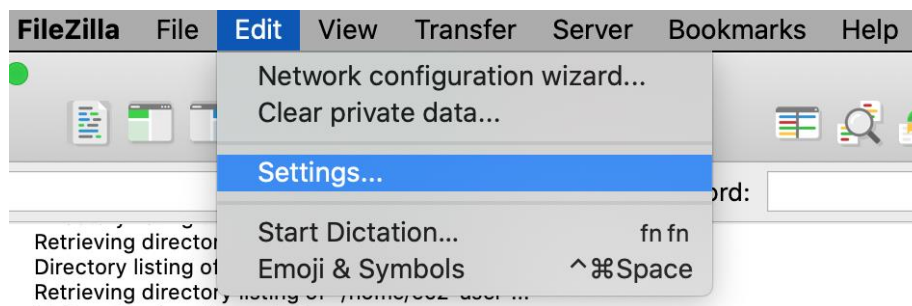Clicking on that dropdown will give you the option to select "Only use plain FTP":

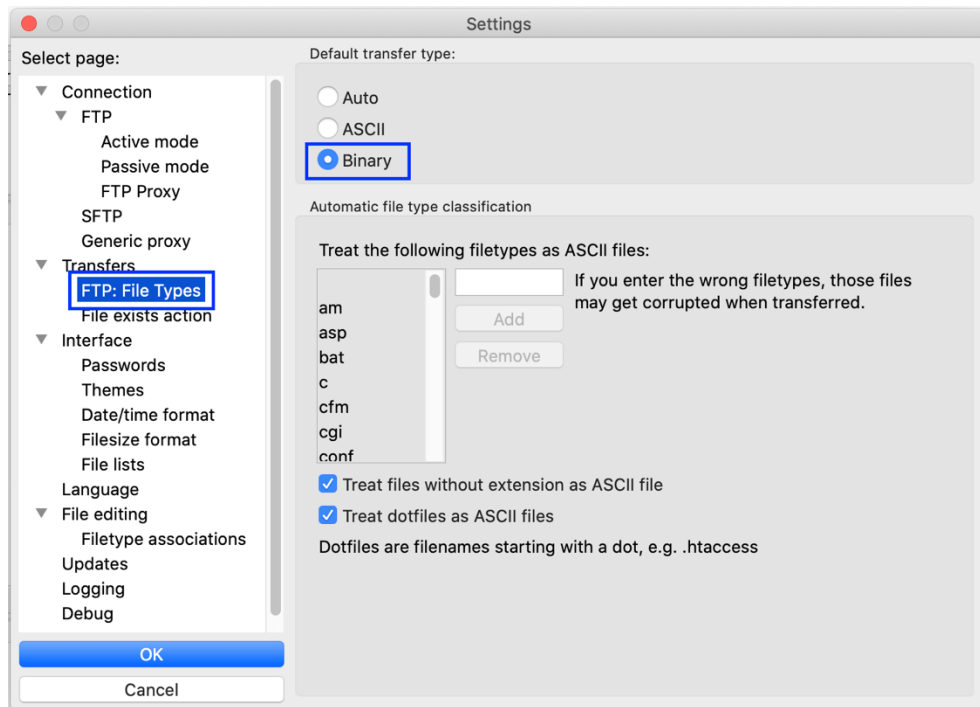Note: This will be the case for all FileZilla OS versions, (Mac, Linux, and Windows).

File Transfer Type

To prevent possible corruption of the file(s) during transfer to the server, please set the FTP client's *File Type* to "Binary".
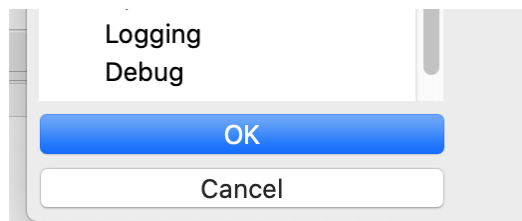
Step 1: Go into the **Edit >> Settings** menu.

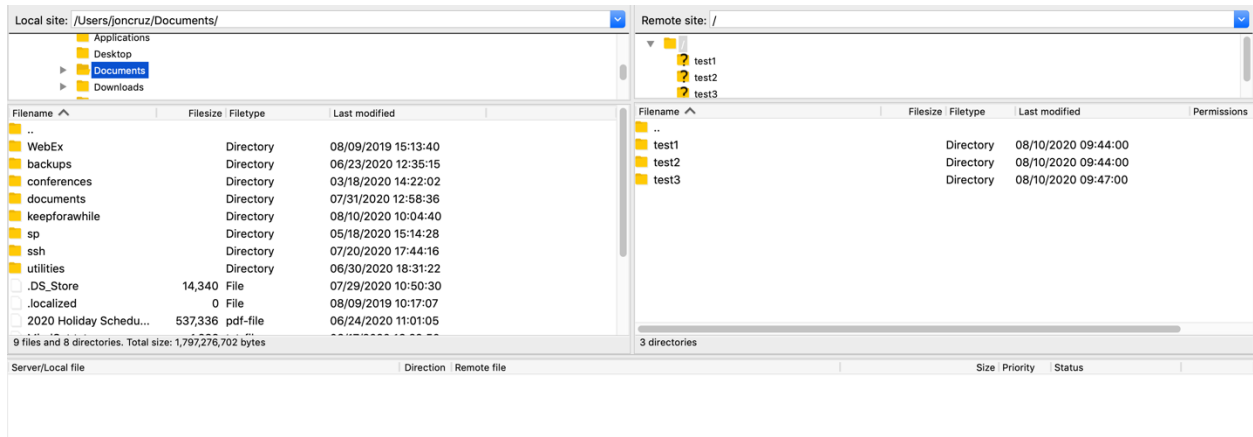Step 2: Select the **Transfers >> FTP: File Types** menu, and select "**Binary**".

: Save this setting by pressing the "OK" button.

File Upload/Download

Once you have access to your account, you can upload and/or download files to/from the server.

Again, assuming FileZilla is being used, (although most other FTP clients will follow the same structure), the left-hand column is for files on your *local* machine. The right-hand column is the target folder on the FTP server.
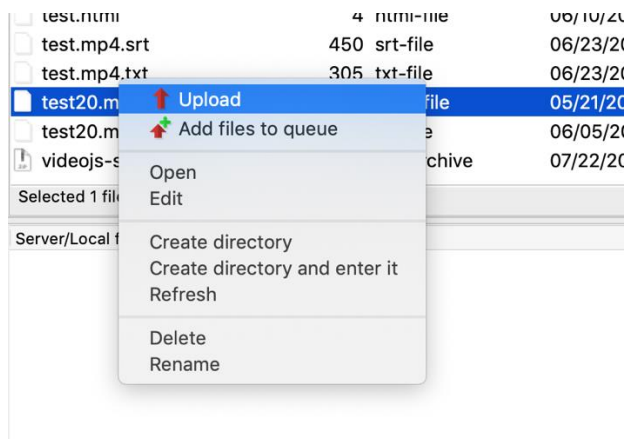
In order to transfer files from your local machine to the FTP server:

- You can drag-and-drop the files from the left column to the right column

Or

- You can make sure the right-column is showing the correct destination folder for your file.
- You can then select the file you'd like to transfer in the left column and then **right-click** on that file.
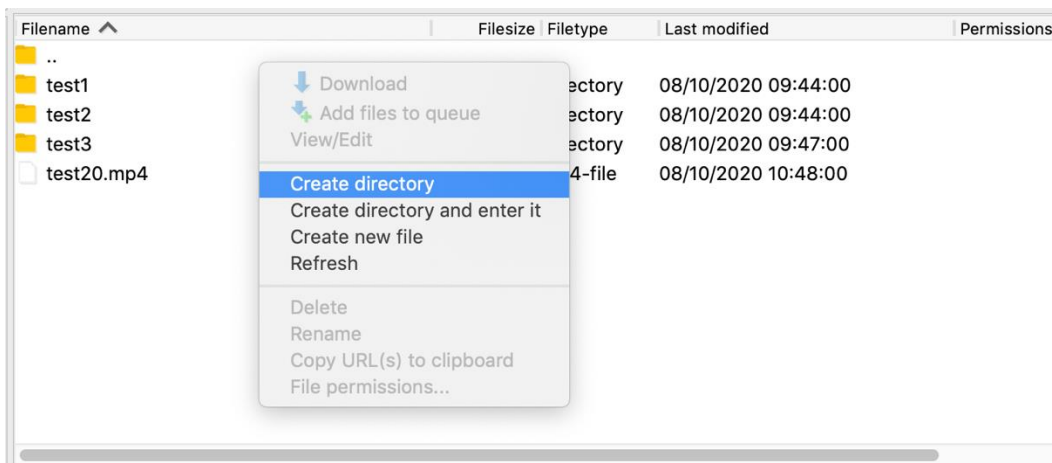- You'll see something like the following:

- Choose the "Upload" option and your file will be automatically transferred to the server.
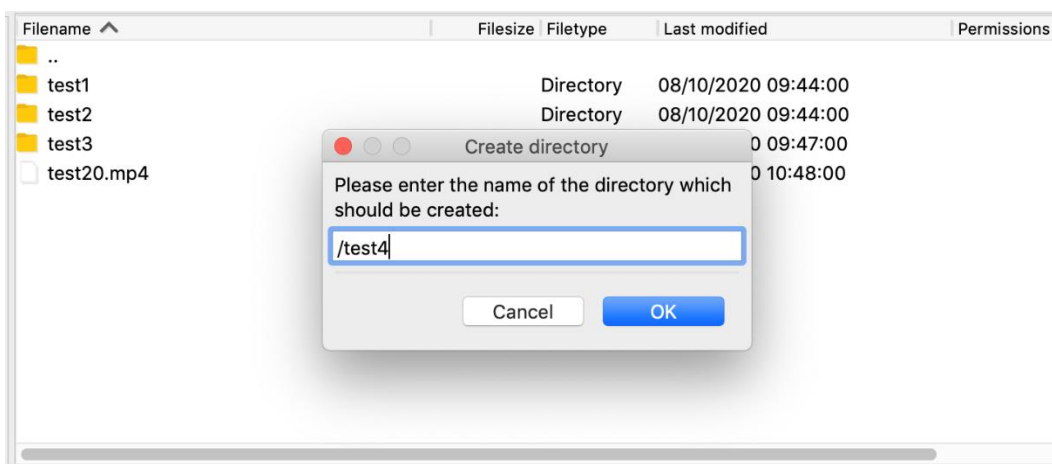
Filename ⌃	Filesize	Filetype	Last modified
📁 ..			
📁 test1		Directory	08/10/2020 09:44:00
📁 test2		Directory	08/10/2020 09:44:00
📁 test3		Directory	08/10/2020 09:47:00
📄 test20.mp4	1,274,276	mp4-file	08/10/2020 10:48:00

Folder Creation on the FTP server

If a new folder is needed on your account, you can right-click on the right-hand column:

Then select "Create Directory". A new popup window will show allowing you to enter the new folder name:

Clicking on the "OK" button will then create that new folder:

Filename ^	Filesize	Filetype	Last modified	Permissions
📁 ..				
📁 test1		Directory	08/10/2020 09:44:00	
📁 test2		Directory	08/10/2020 09:44:00	
📁 test3		Directory	08/10/2020 09:47:00	
📁 test4		Directory		
🗋 test20.mp4	1,274,276	mp4-file	08/10/2020 10:48:00	

1 file and 4 directories. Total size: 1,274,276 bytes