**CIES 2024 Instructions for Book Launches**

For CIES 2024, book launches have been scheduled in the program for both onsite and virtual presentations. In addition, all book launch authors/organizers will be able to ALSO upload a video to the Hub for greater visibility for your book if you choose to.

If you would like to prepare a video to share on the Conference Hub for attendees of the conference to watch, please follow the instructions below. Remember – this is in ADDITION to your onsite or virtual realtime presentation as scheduled in the conference program.

To prepare and upload your book launch video, please follow the instructions below:

1. Prepare your Book Launch presentation with a program of your choice. (Ex: PowerPoint, Prezi, Captivate, etc.)
2. OPTIONAL (but strongly recommended): Record a video explaining your book, maximum length: 15 minutes. - To upload the video to YouTube.
	1. You will need a YouTube account – if you don’t already have one, please create one. Upload your video to your own YouTube account. (If you need help, please see https://support.google.com/youtube/answer/57407?hl=en)
	2. Please choose your video visibility to be ‘Public’ or ‘Unlisted’ based on your preference.
	3. Copy the link to your video to send to us. There should be no expiration date on the shared link.
3. Send your YouTube video link to conference@cies.us.
	1. Please add “Book Launch:” and the title of your book in the “Subject” line of the email.
	2. These can be sent anytime between now and February 14th, 2024.
	3. Please note the deadline of February 14th (but please don’t wait until the last minute!). We need time to upload them onto the conference hub to ensure submissions are available a few days prior to the start of the conference on March 6th, 2024