REMOTE RECORDING GUIDELINES FOR YOUR VIDEO PRESENTATION

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Overview

Here are instructions to make your video presentation stand out in 3 easy steps:

Step 1: Prepare the presentation and environment

Step 2: Download Software & Record your lecture

Step 3: Complete the speaker information and release form.

See the Screencast: https://www.youtube.com/watch?v=SJEcbkDfq-Y

Support is always available: if you are stuck or have questions, please email BRACIS2020@underline.io and we'll set up a webcon or call to work through any issues we do not solve over email.

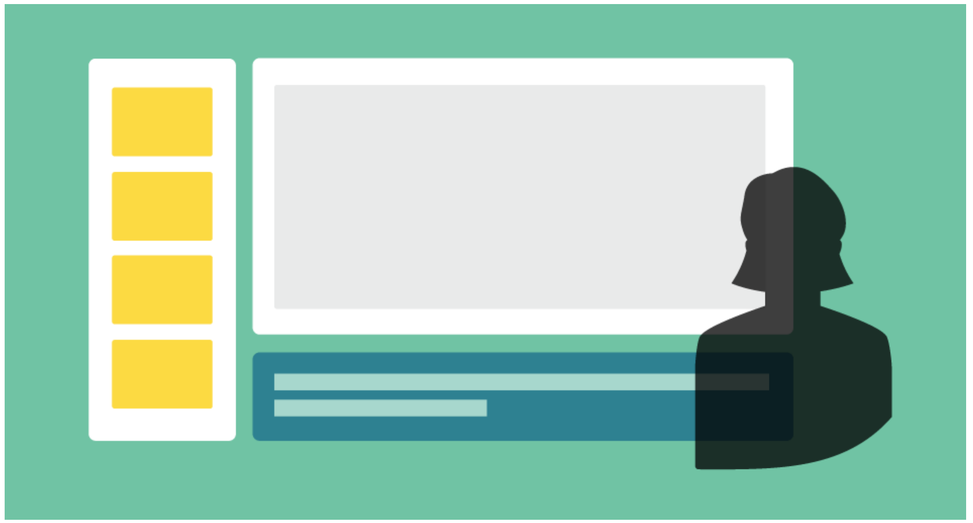
Environment

Select a room or place where you will NOT be distracted while you record.

Try to avoid any sound distractions in the room where you record; avoid background music, sounds from roads, sounds from other rooms.

Also turn off the sound and notifications on your phone and computer.

On Windows 10 go to ‘Focus Assist’ and turn it to ‘alarms only’ for the recording.



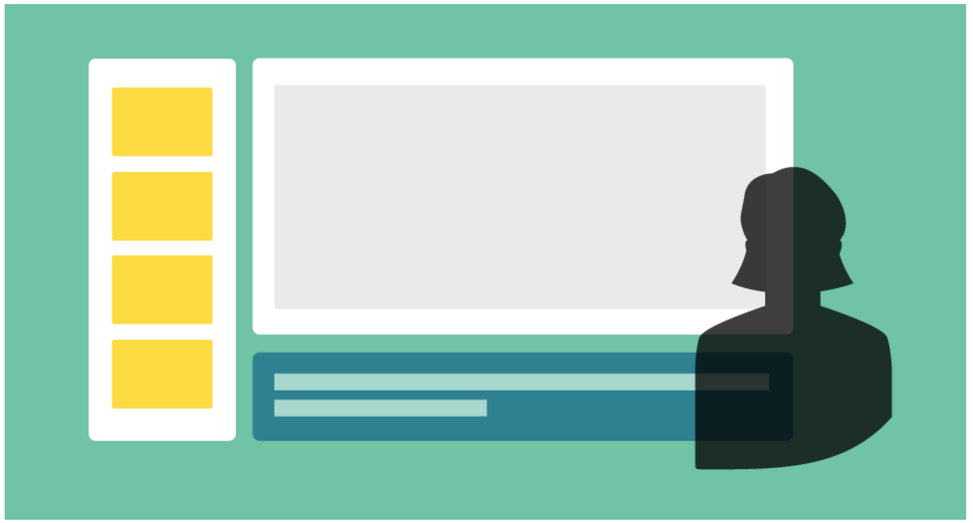
Backdrop & Attire

Try to create a professional atmosphere.

The easiest way is to have all white background which usually means you need to find a spot with white wall and record there.

A nice bookcase in the background
can also work well.

Although casual dress code is standard in the conference community, please keep in mind that appearance affects the presentation effectiveness.

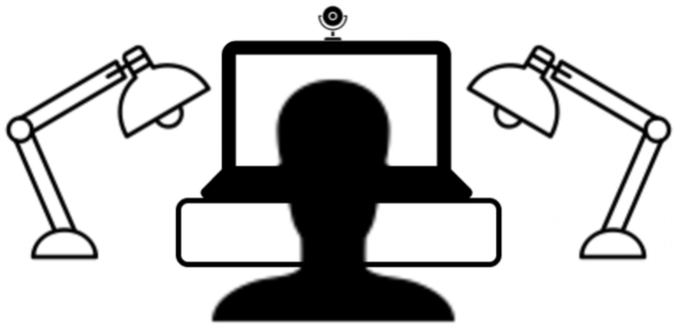


Lighting

When you record, your light source should be in front of you.

Watch out for a daylight window streaming in light, or an overhead fixture that may be behind you.

The best light source for recording is indirect natural light so if it is possible, record facing a window.



General rules for artificial light sources:

- You do not want the light in the camera frame.
- The light should not be too close to your face.

Audio

Having a dedicated microphone will make you sound a thousand times better.

That’s why every presenter on TV uses a microphone of some kind.

If possible, please do NOT use the built-in Laptop Microphone!

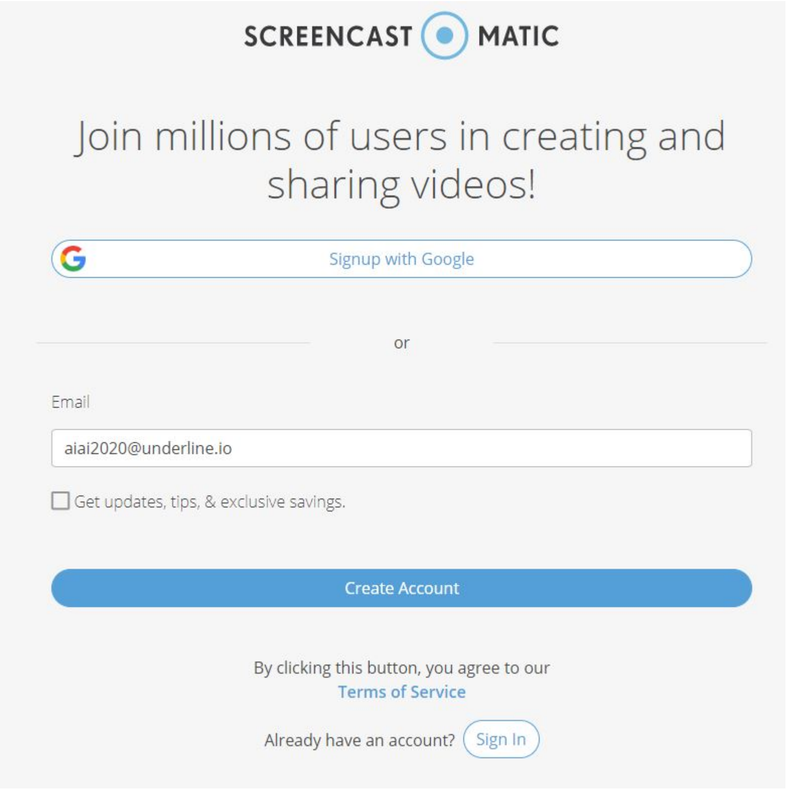
You do NOT need to buy an expensive microphone. Any headset microphone, USB microphone or Lavalier mic will work.

Here’s an example of one (of many inexpensive options) available on Amazon - https://www.amazon.com/dp/B07Z1G6K8G

2. Download the Software & Record

Watch the screencast first:
https://www.youtube.com/watch?v=SJEcbkDfq-Y

After you view the video, access the Screencastomatic recording app on this link:
https://screencast-o-matic.com/register?ph=cYewir6zd



Important: Please use the above link install Screencast-o-matic. This will give you access to pro features and will also store your video on our server.

We realize the fact that someone else from your team might do the recording. Please share the above link with them.

3. Enter Bio & Presentation Info

Please fill out the speaker information and release form at: https://bracis2020.paperform.co/

You will enter your lecture information, bio, talk abstract and speaker release consent form.

Here are four things you should prepare before you upload your information:

i. Speaker Profile Photo: Like your LinkedIn or other professional profile photo
ii. Your presentation slides (saved as a PDF)
iii. Abstract: a short description of the presentation

ICCC-20 SPEAKER FORM

Your email address*

First name*

Last name*

University, Corporate / Institutional Affiliation(s)*

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TIPS AND EXTRA INFORMATION

- It is not necessary to have your camera switched on for your recording.
  This is only our recommendation.
- It is not necessary to record with our recommended software (Screencast-o-matic).
  You can use any video recording software you choose. In this case please attach your recording to the form provided in the instructions. Files of up to 1GB can be attached to the form. Please export the video to any of the major formats like mp4, avi, mov or m4v.
- Screencast-o-matic does not work on Linux systems. In case that you are using Linux we recommend recording with OBS (https://obsproject.com/).
  Contact us for help if recording on Linux.

QUESTIONS?
PLEASE CONTACT BRACIS2020 @underline.io
AND WE WILL HELP YOU OUT!