

# Video Recording Guidance for ITCS 2021

## Video Talks

The Simons Institute youtube channel will host video recordings of conference talks. We ask paper authors to prepare recordings of their long-form talks and to upload their talks by 28-December if you want the opportunity to review and/or resubmit your video, or by 2-January otherwise. Note that a Box.com link was provided to all authors. The talks should ideally be 20-30 minutes long, but this is not a hard limit. Should you have any questions, please contact [jrl@cs.washington.edu](mailto:jrl@cs.washington.edu).

## Instructions for Talk Authors

1. Please record your talk using Zoom, PowerPoint Narration Tool, OBS Studio, or any other program. The recording should be in a video format compatible with YouTube. We explain below how to make a recording using Zoom.
2. Please name the video file as “stoc2020-video-paperid” + an appropriate extension (e.g. mp4 or mpg). The correct filename (including paperid), as well as a Box.com submission link were sent to all authors.
3. Upload the file to Dropbox by **December 28th, 2020** if you want a chance to review the youtube video, or by **January 2nd, 2020** otherwise.
4. Please feel free to prepare an *even longer* version of your talk in addition to the 20-30 minute version and then post a link to this recording in the comments section of your video on the YouTube channel.

## Recording a Presentation Using Zoom

Zoom can be used to record a talk by starting a meeting (with the presenter as the only participant), sharing the screen to show slides, and using the record feature. The recorded files can be saved locally on the computer in MP4 format. Please see the detailed instructions below if needed.

### Recommended setup

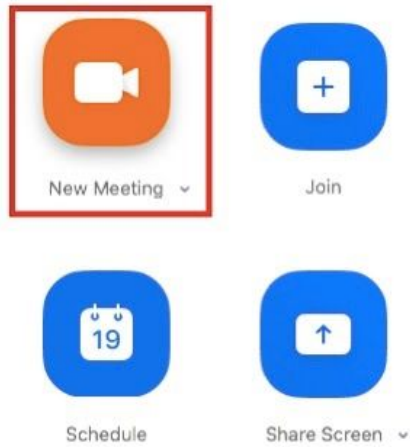
- Use a good headset or dedicated microphone. Please make sure that there is no feedback from the speakers that interferes with your talk (you may need to turn the sound off). You also need a webcam (a built-in cam is good enough).
- Use the Zoom client. The web client does not appear to support recording.

### Recording the talk

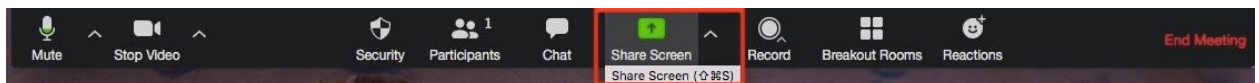
- We recommend that you record a short sample of your talk before recording the entire

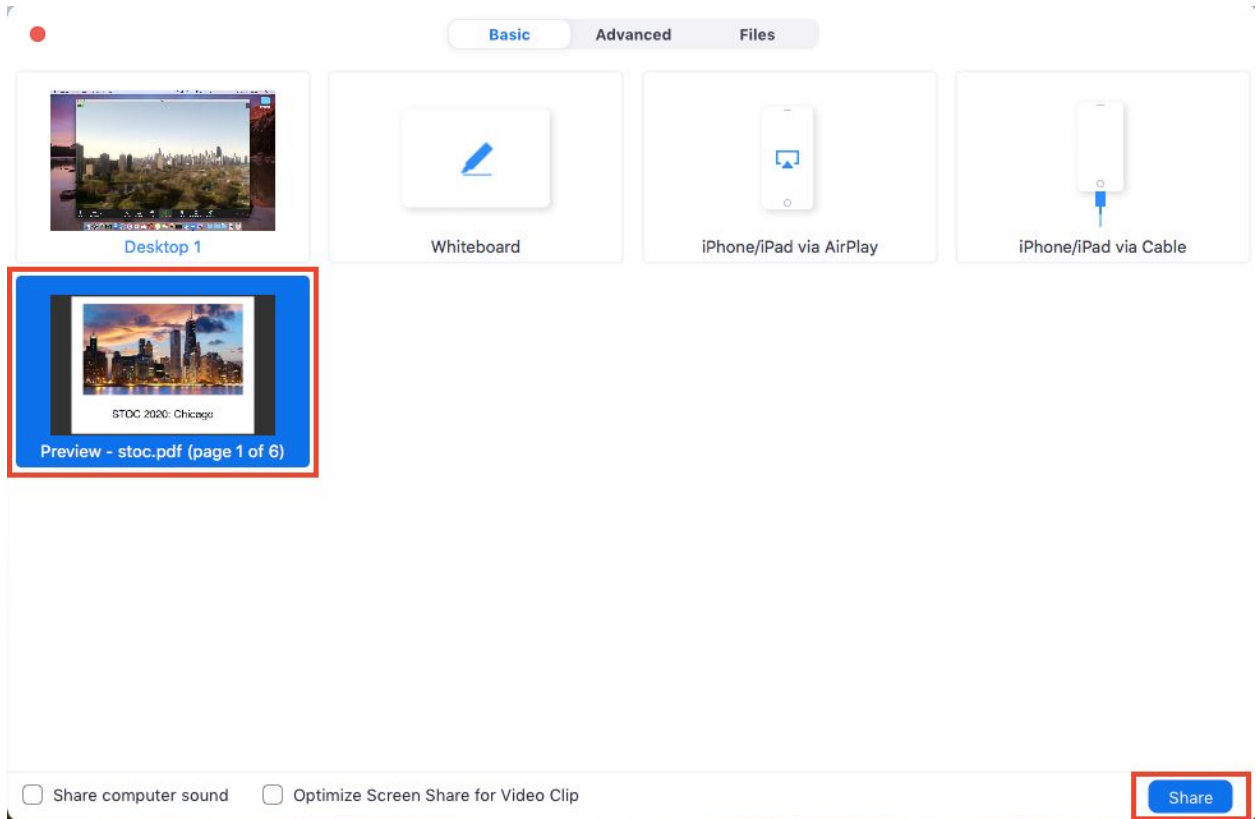
talk to make sure that all the equipment is set up properly.

- Before starting to record, please have your slides open in your preferred application.
- Launch the Zoom client and start a new meeting.

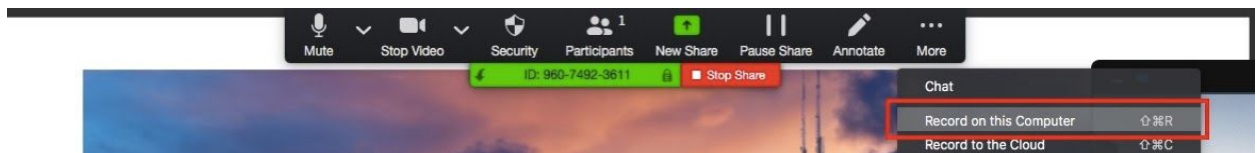


- Select “Share screen” and choose the application you want to use for presenting slides.

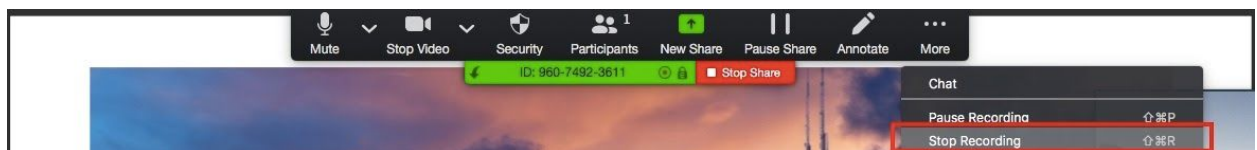




- Select the “More” option on top and start recording the talk. You can select the option to record locally if you want to save the file on your computer.

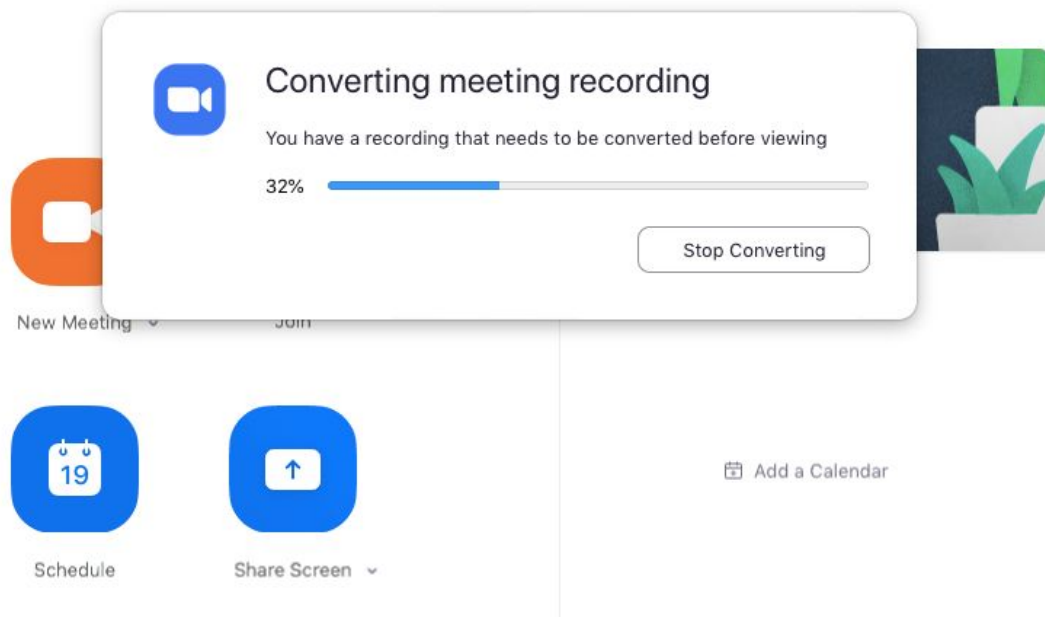


- When finished, select “More” and stop recording the talk.



- Once you end the meeting, Zoom will convert the file to MP4 format.





A video demonstrating how to record is available [here](#). Additional support from Zoom can also be found [here](#).