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Remote Recording Instructions For Video Presentations

General Information

- Underline is the virtual event platform that will host this year's conference.
- If you are an author of a technical presentation (i.e. accepted REG, SHT, and WIP papers) **pre-recorded video presentation** is required.
- All **Pre-recorded presentations** must be uploaded to Underline by **August 16, 2021**.
- All **Speaker presentation recordings** should be a maximum of **20 minutes, 15 minutes and 10 minutes for REG, SHT, and WIP papers, respectively**. with the exception of keynote recordings the presentation length which will be provided by the session chair.
- The Speaker Submission Form detailed on page 9 must be completed by **August 16, 2021**.
- On the following pages you can find a simple set of guidelines as well as a link to a third party software that you are welcome to use to record your presentation. We chose it because it is easy to use, and it has some powerful features that you are welcome to explore.
- We are here to support you – if you need help or have questions please email us at SERVICES2021@underline.io !

Overview



Below you will find instructions on how to create 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.

Support is always available: if you are stuck or have questions, please email SERVICES2021@underline.io and we'll set up a webcon or call to work through any issues we do not solve over email.

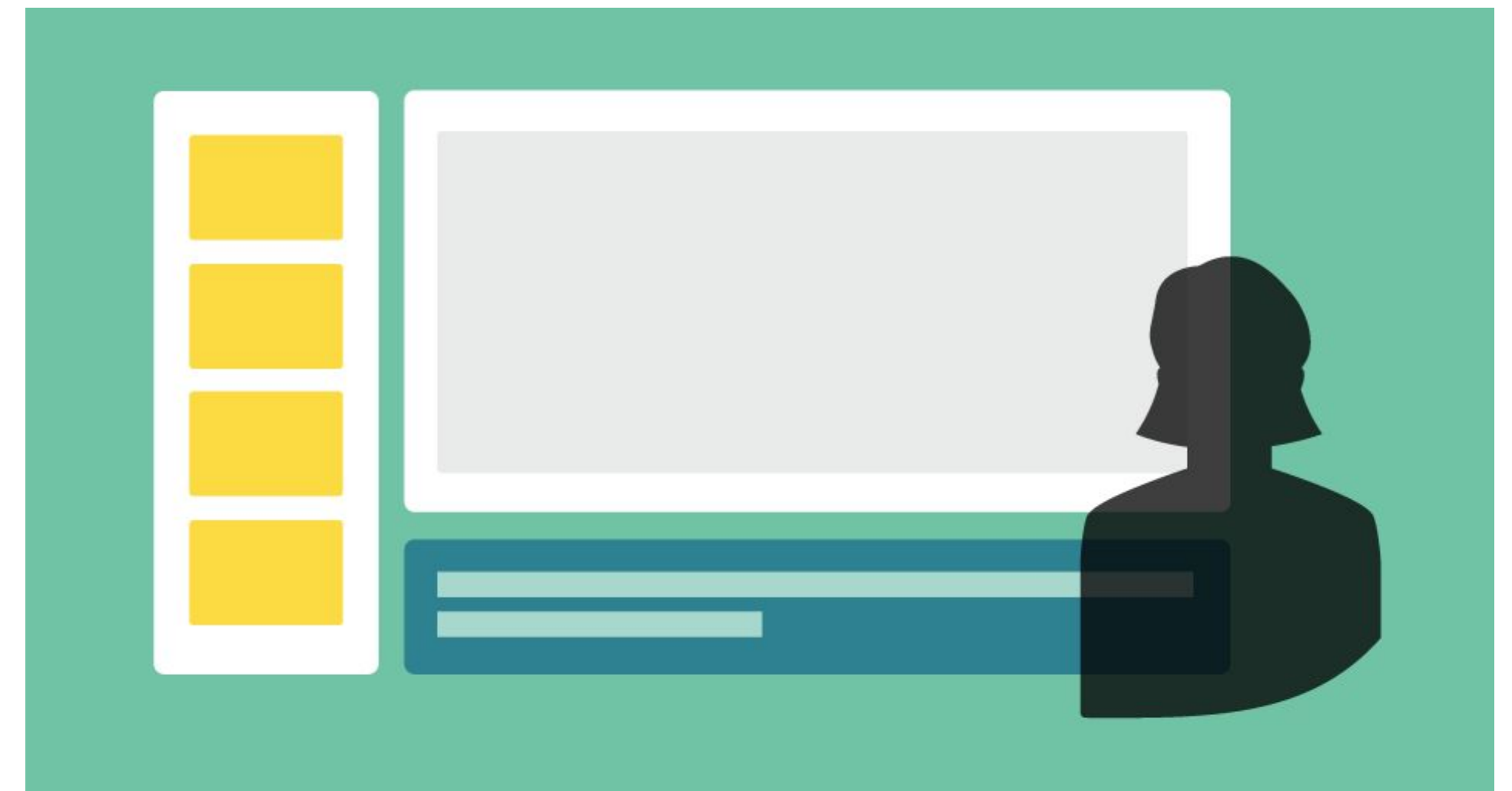
Environment

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

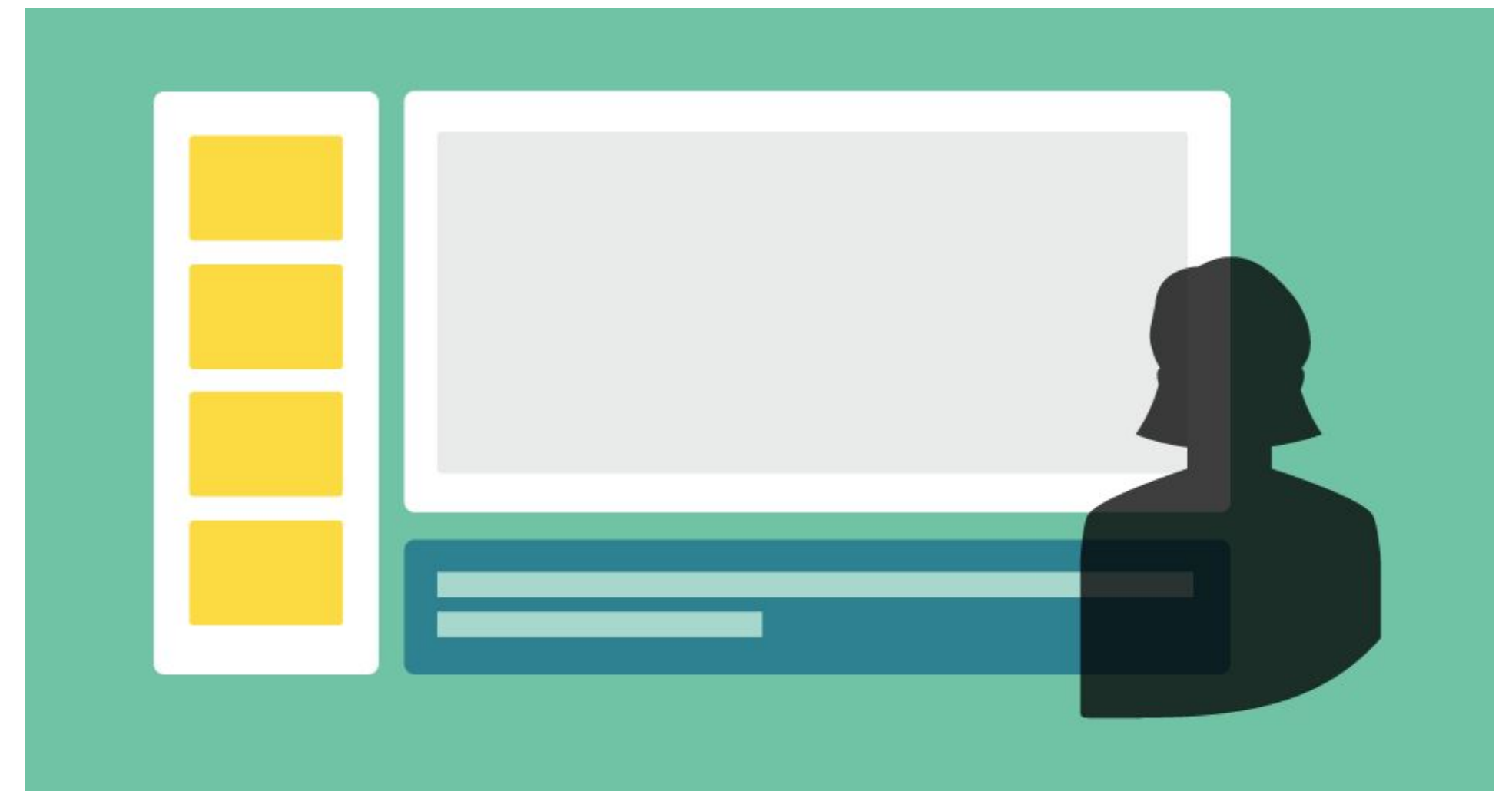
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Try to create a professional atmosphere.

An all white background works well (i.e., a white wall)

A 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.



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Lighting

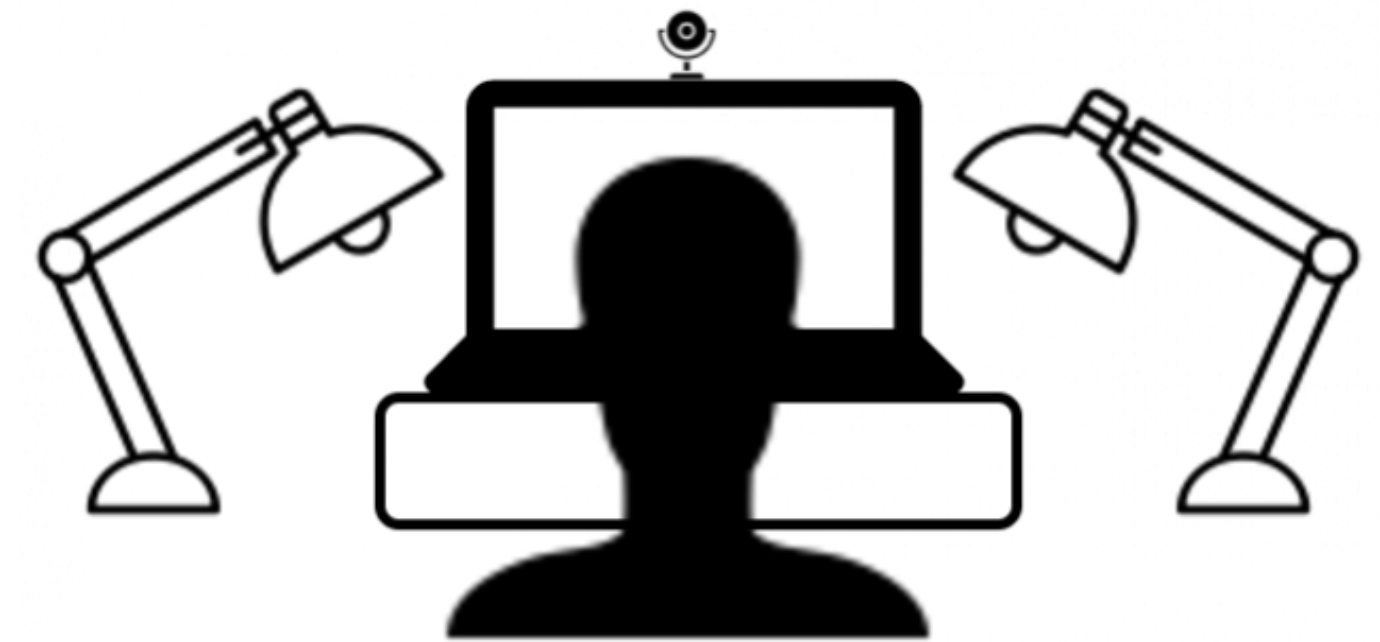
When you record, your light source should be in front of you.

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 options) available on Amazon inexpensively
<https://www.amazon.com/dp/B07Z1G6K8G>



1. Download the Software & Record



Watch the “how to” video first:

<https://www.youtube.com/watch?v=SJEcbkDfq-Y>

Alternative “how to” video for those who can not access Youtube:

<https://underline.vids.io/videos/ac9cd7bc1c1ee5c625/remote-recording-instructions-june-2020-mp4>

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 editing features and will 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.

The screenshot shows the registration page for Screencastomatic. At the top, the logo 'SCREENCAS^T MATIC' is displayed. Below the logo, the text reads 'Join millions of users in creating and sharing videos!'. There are two main options for registration: 'Signup with Google' (indicated by a Google 'G' icon) and a text input field for 'Email'. The email field contains the address 'alal2020@underline.io'. Below the email field, there is a checkbox labeled 'Get updates, tips, & exclusive savings.' which is currently unchecked. A large blue button labeled 'Create Account' is positioned below the checkbox. At the bottom of the form, there is a line of text: 'By clicking this button, you agree to our [Terms of Service](#)'. Below this, there is a link 'Already have an account?' followed by a 'Sign In' button.

2. Submit Presentation Information

Please complete the speaker information, release form and upload your video pre-recording by **August 16, 2021** [here](#).

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

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

- i. Lecture Title
- ii. Bio
- iii. Paper Designator
- iv. Abstract
- v. PDF of Presentation/Poster
- vi. Profile Photo



IEEE SERVICES 2021 Video Submission Form

Your email address*	
First name*	Last name*

FAQ Information



Q: Do I have to use Screencast-o-matic?

A: It is not necessary to record with our recommended software (Screencast-o-matic). If you are already used to a preferred recording software you are welcome to use it. 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.

Q: When I click on the "Launch Recorder" a download was initiated. It wasn't a web recorder.

A: Yes, small recorder file needs to be downloaded. It's 300kb file. It actually records on your local machine for the quality reasons / so we're not dependent on someone's internet connection

Q: Is there a limitation is screen size. For example, my screen is 1440p. Does that matter? Is it ok to record in 4k?

A: No limitations for recording. It can be recorded in 4k. However broadcast quality on Underline is max full HD / 1920p

Q: Is there a preference for where the webcam is during the presentation? bottom right? Top right?

A: No preference, can be moved, it's in bottom right by default so that's what's usually used

Q: Is it ok for the authors to use the drawing tools? Does that normally work well?

A: Yes, if they want to. They can easily add this also after the recording (editor is included)

Q: Is there a way to adjust the webcam size. I can only seem to get full screen.

A: You can adjust the size and position after you recorded, in the editor.

**** 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 you are recording on Linux.**

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**QUESTIONS?
PLEASE CONTACT**

SERVICES2021@underline.io

AND WE WILL BE HAPPY TO HELP!