



Remote Recording Instructions For Video Presentations

underline

General Information

- Underline is the virtual event platform that will host this year's conference.
- The Speaker Submission Form detailed on slide 3 must be completed **by all speakers**
 - All **forms** must be uploaded to Underline by **June 24th, 2023**
- All **remote presenters** with papers in the proceedings **must upload** a pre-recorded video of their presentation. For **onsite presenters**, pre-recorded video upload is **optional**.
 - All **pre-recorded presentations** must be uploaded to Underline by **June 24th, 2023**

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.

If you need help or have questions please email us at support@underline.io

2. Submit Presentation Information

Please follow the link below to complete the speaker information, release form and upload your video pre-recording by **June 24th, 2023**.

<https://ieeeservices2023presentation.paperform.co/>

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

- Lecture Title
- Author(s) Information
- Paper Designator
- Abstract
- PDF of Presentation/Poster
- Pre-recording



Submission Form

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 support@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.



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.



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.

Minimize shadows. If you can, you also want to have "bounce" lighting from below. You can get this by putting a white tablecloth (or sheet) on the desk in front of you.

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.



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.

Put the camera a little bit above eye level. You don't want to record from a laptop on a desk: good for working, but not for creating a video. A laptop on a big pile of books is good, though.

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



Recording your presentation



For recording we recommend two tools that are explained in detail on the following pages.

- **Powerpoint** recorder will be the easiest tool to use if you don't require editing or advanced features like adding overlays, cutting, speeding up or slowing down the video.
- Please use **ScreenPal** if you require advanced editing features. Paid licence of ScreenPal that you will receive if you click on the link in the instructions includes a simple to use yet powerful video editor that will let you do editing tasks.

* There are many other tools for recording your presentation. You are more than welcome to use your preferred tool if you have one as long as you adhere to presentation format and guidelines.

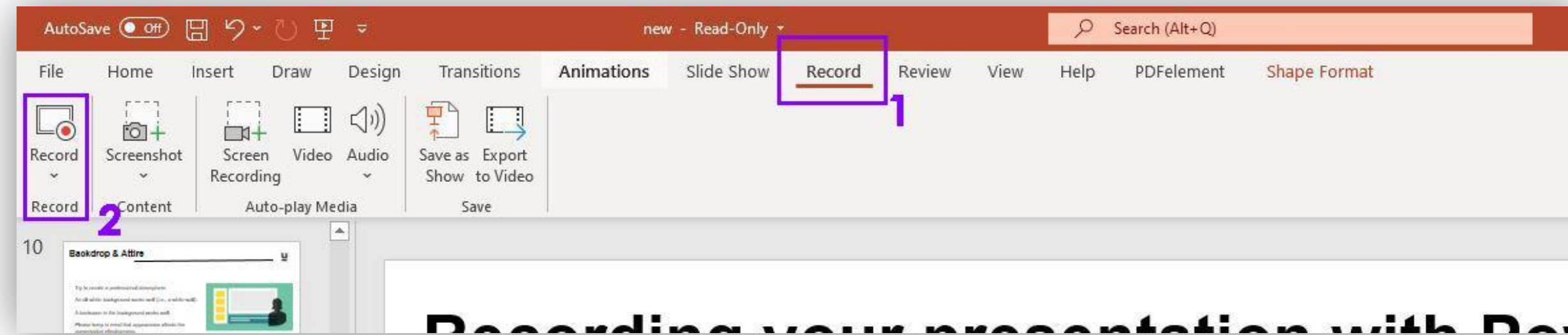
Recommended:

Please use the virtual laser pointer (mouse) when presenting to highlight important information!

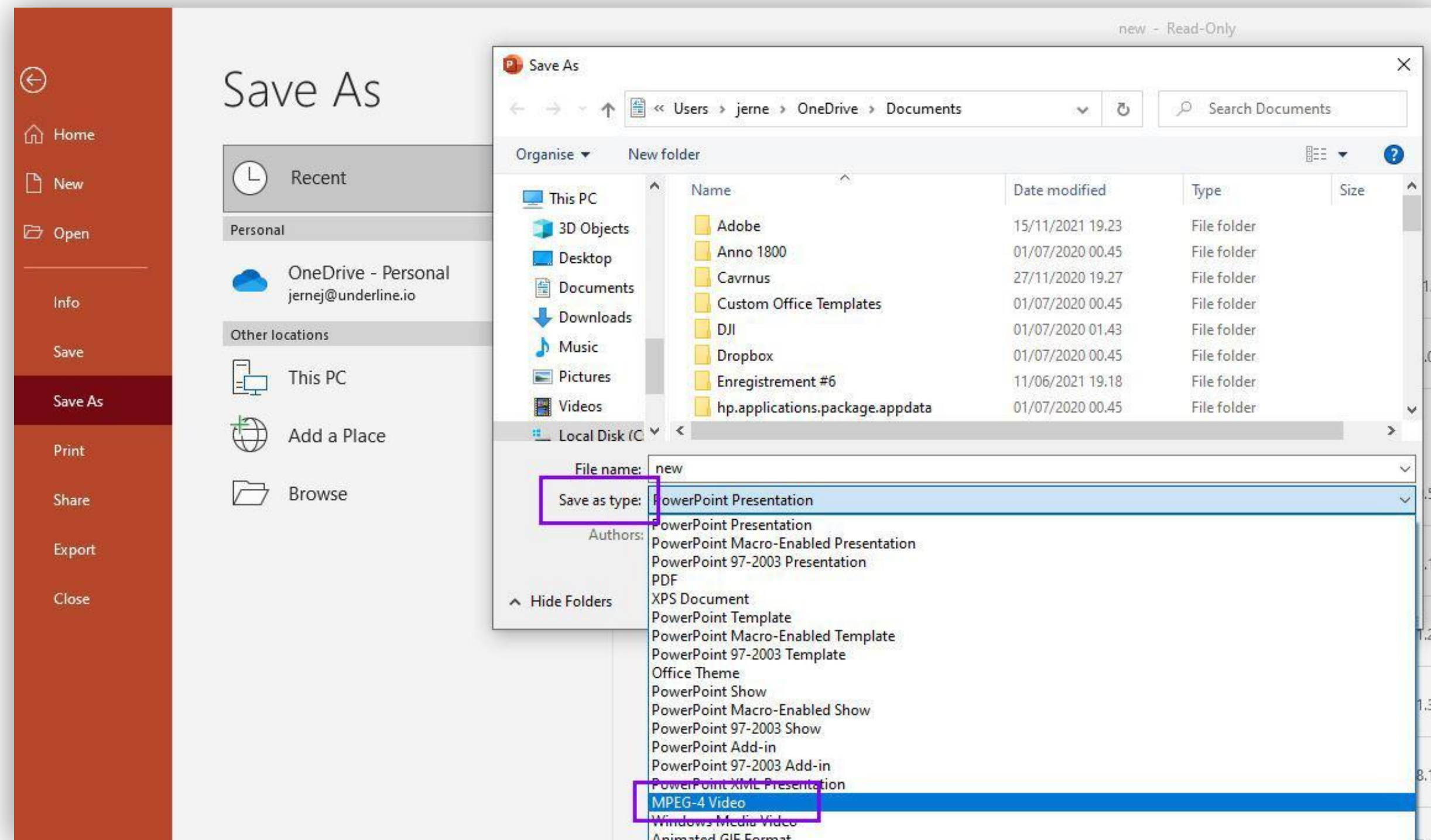
Recording your presentation with Powerpoint



To start the recording process click on the RECORD tab and then the record button:



After you are done with the recording please save it in the mp4 format:



Recommended:
Watch the “How to record with
Powerpoint” video first:

<https://youtu.be/w4VXfBSLAYY>

Recording your presentation with ScreenPal



Watch the “how to” video first:
https://youtu.be/32SnaC_J7hl

After you view the video, access the ScreenPal recording app on this link:
<https://screenpal.com/register?ph=cYewir6zd>

Important: Please use the above link to install ScreenPal. 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.

A screenshot of the ScreenPal registration page. The page has a dark blue background. At the top, the ScreenPal logo is displayed. Below the logo, the text reads "New around here?" and "Join millions of users creating and sharing videos!". There is an input field for "Email". Below the email field, there is a checkbox with the text "Treat your inbox to the latest product news, video creation tips, and savings." Below the checkbox is a large, rounded "Continue" button. Underneath the button, it says "By continuing, I agree to the Terms & Privacy Policy." Below this, there is a horizontal line with "OR" in the center. At the bottom, it says "Already have an account? Sign in". In the bottom right corner, there is a small icon for "Privacy - Terms".

SCREENPAL FAQ

Q: Do I have to use ScreenPal?

A: It is not necessary to record with our recommended software (ScreenPal). 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, it can be moved. It is 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.

ScreenPal works with Windows and MAC but 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.

TIPS AND EXTRA INFORMATION

- It is not necessary to record with our recommended software (ScreenPal). 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.
- ScreenPal 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.
- If you wish to record your presentation on Zoom, please feel free to do so.

underline

If you have any questions, please email us at

support@underline.io

We are happy to help!