NCA 2020
live on underline
24-27 November 2020

REMOTE RECORDING GUIDELINES
FOR VIDEO PRESENTATION

GENERAL INFORMATION

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- Underline is the virtual event platform that will host this year's conference.

- If you are an author of an oral presentation you are required to **pre-record a video presentation** of your paper.

- Please note the **maximum length** of your video, as it depends on the *type* of presentation:

- If your accepted paper is a **regular paper** then you should record a video up to **20** minutes long.

- If your accepted paper is a **short/work-in-progress paper** then you should record a video up to **12** minutes long.

- All **oral presentations** must be recorded and uploaded to Underline by **November 12th**.

- Do not forget to please **complete the release form** to complete the upload process.

- On the following pages you can find a simple set of guidelines as well as a link to the 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.

Overview _____ u

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.

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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.
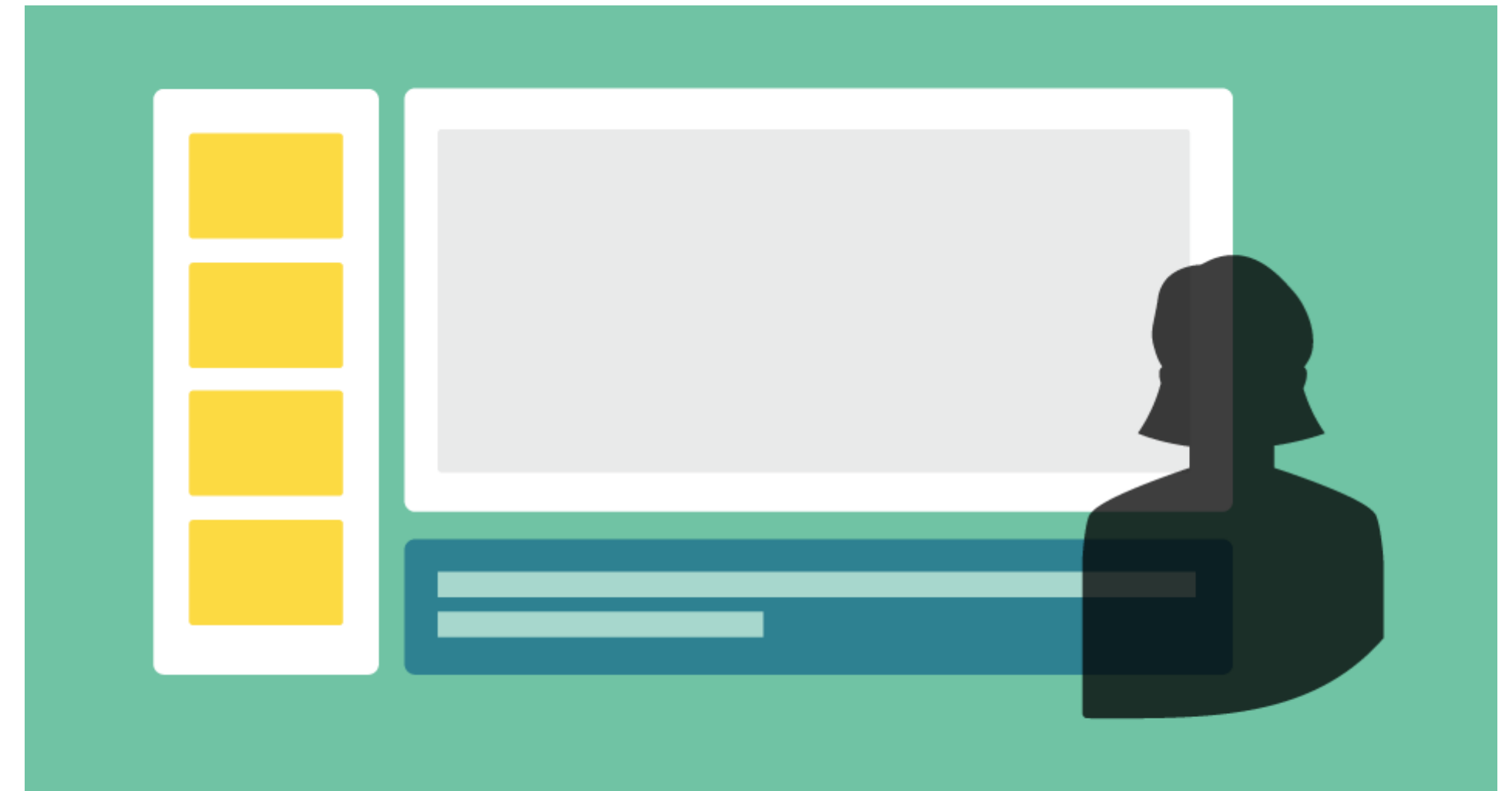
Backdrop & Attire

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.

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Lighting

When you record, your light source should be in <u>front</u> 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 <u>facing</u> 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.

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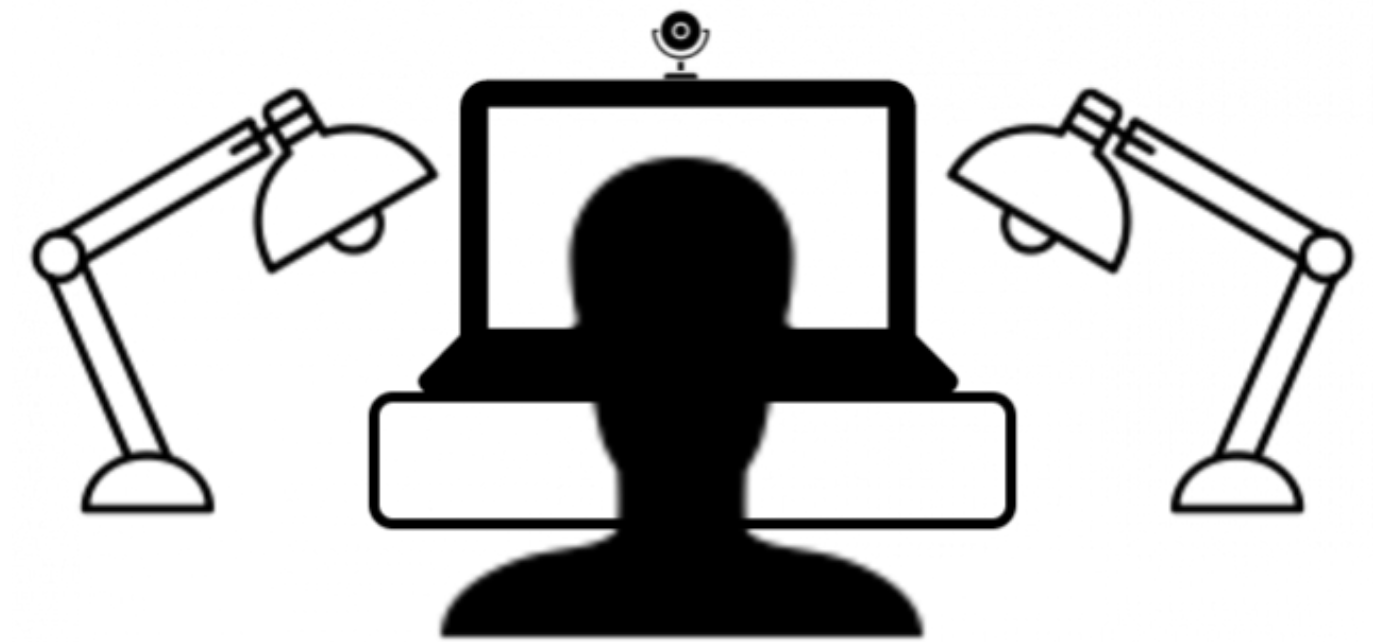
Audio

Having a dedicated microphone will make you sound <u>a thousand times better</u>.

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 for under $10 - https://www.amazon.com/dp/B07Z1G6K8G

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2. Download the Software & Record

Watch the „how to" video first:
https://www.youtube.com/watch?v=SJEcbkDfq-Y

Alternative „how to" video location 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.

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3. Enter Bio & Presentation Info

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Please fill out the speaker information and release form at: https://nca2020speaker.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 information
ii. Lecture information

NCA 2020 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 record with our recommended software (Screencast-o-matic). If you prefer to use different video recording software that is fine.

  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.