Virtual Presentation (Video Conferencing)
ATSIP'2022

Presenters of accepted papers are invited to record their presentations for a virtual conference library. Please prepare your presentation for **15 minutes**. You will have 5 minutes discussion time (each presentation has a 20 minutes time-slot). Please respect this when planning your presentation to help us keep the time schedule.

VIDEO FORMAT

- Video file: MP4
- Video duration: 15 minutes [max]
- Video file size: 200 MB [max]
- Video file name: The file name should start with ATSIP22_ followed by your paper's ID (e.g. authors of paper number 32 would upload ATSIP22_32.mp4)
- Video dimension: minimum height 480 pixels HD, aspect ratio 16:9. Zoom (see Video Preparation section below) will automatically apply these settings

All oral presentations must be submitted to ATSIP'22 no later than **<u>Monday, May 16, 2022</u>**. This is to ensure the ATSIP'22 team has enough time to check and approve all presentations. We thank you in advance for sticking to this deadline.

Upload to the ATSIP'22 Drive by **May 16, 2022** – Click **here** to upload

(https://drive.google.com/drive/folders/18iacThUDz_FZZD0ANWPNa1iR1vcQuKeO?usp=sharing)

Presentations submitted after this date will not be accepted and will be removed from the program.

Important Technical Requirements

In order to ensure your recording session runs without any technical issues, we ask that you carefully read the below instructions and follow our recommendations in regard to your technical equipment. Please do not hesitate to reach out if you have any questions.

1. **Zoom Desktop App** – We suggest you use Zoom to record your presentation – please download the desktop Zoom app (**https://zoom.us/download –** click **Download** under "**Zoom Client for Meetings**"). If you already have Zoom downloaded, please ensure that you have the most up to date version.
2. **Camera Setup** – Ensure your camera is centered and that you can see yourself from the chest up to a few inches over your head. Start a meeting with yourself by clicking on "**New Meeting**" in Zoom to optimize your camera setup.
3. **Headset** – We highly recommend the use of headphones with a boom microphone like the one pictured *(USB preferred over Bluetooth)*. If possible, please do **NOT** use earphones/earbuds/in-ear headphones or a headset without a microphone as these reduce your audio quality.
4. **Lighting** – Lighting should come from in front of you rather than behind you. Avoid backgrounds with harsh light such as windows. If you do sit in front of a window, please close the curtains/blinds.
5. **Presentation** – If you want to include videos in your presentation, we recommend that you embed them in your slides instead of including a link to an external application. Instructions on how to embed videos can be found here: **https://bit.ly/2WDJj1w**

Best Practices

Here are a few tips and best practices that you may find helpful if this is your first time doing a virtual presentation

- **Record in a quiet space:** Barking dogs and slamming doors are not just annoying in person, they are also annoying via Zoom! Find a quiet space to meet and shut the door. Place a "Do Not Disturb" sign on your door so people know not to bother you.
- **Look at the Camera** to mimic the in-person feeling of eye contact. Alternate between looking at the screen to gauge attendee's reactions and looking at the camera. If your webcam is built into your computer/laptop be sure to have your slides on the same screen as your webcam to avoid looking away from the camera.
- **Use Gestures** that you would typically use in person.
- **Tip:** record yourself and watch your own recording.

How to Record Using Zoom - Video

Please click **here** to see a step-by-step video on how to record using zoom.

How to Record Using PowerPoint

An alternative to recording your presentation on Zoom is to use PowerPoint. By using PowerPoint to record your presentation you will not be on camera, the presentation will include only your slides and audio. Please make sure to save your recording as an MP4 video and not as a presentation.

For more information on how to record using PowerPoint, please click **here**.