

REMOTE RECORDING GUIDELINES FOR YOUR VIDEO PRESENTATION



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GENERAL INFORMATION

- Underline is 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.
- Your paper has been accepted as a **paper presentation** then you should record a video.
- All **paper presentations** must be recorded and uploaded to Underline by **December 6, 2020**.
- Do not forget to **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 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!

Overview



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 form via the paper form link.

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

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

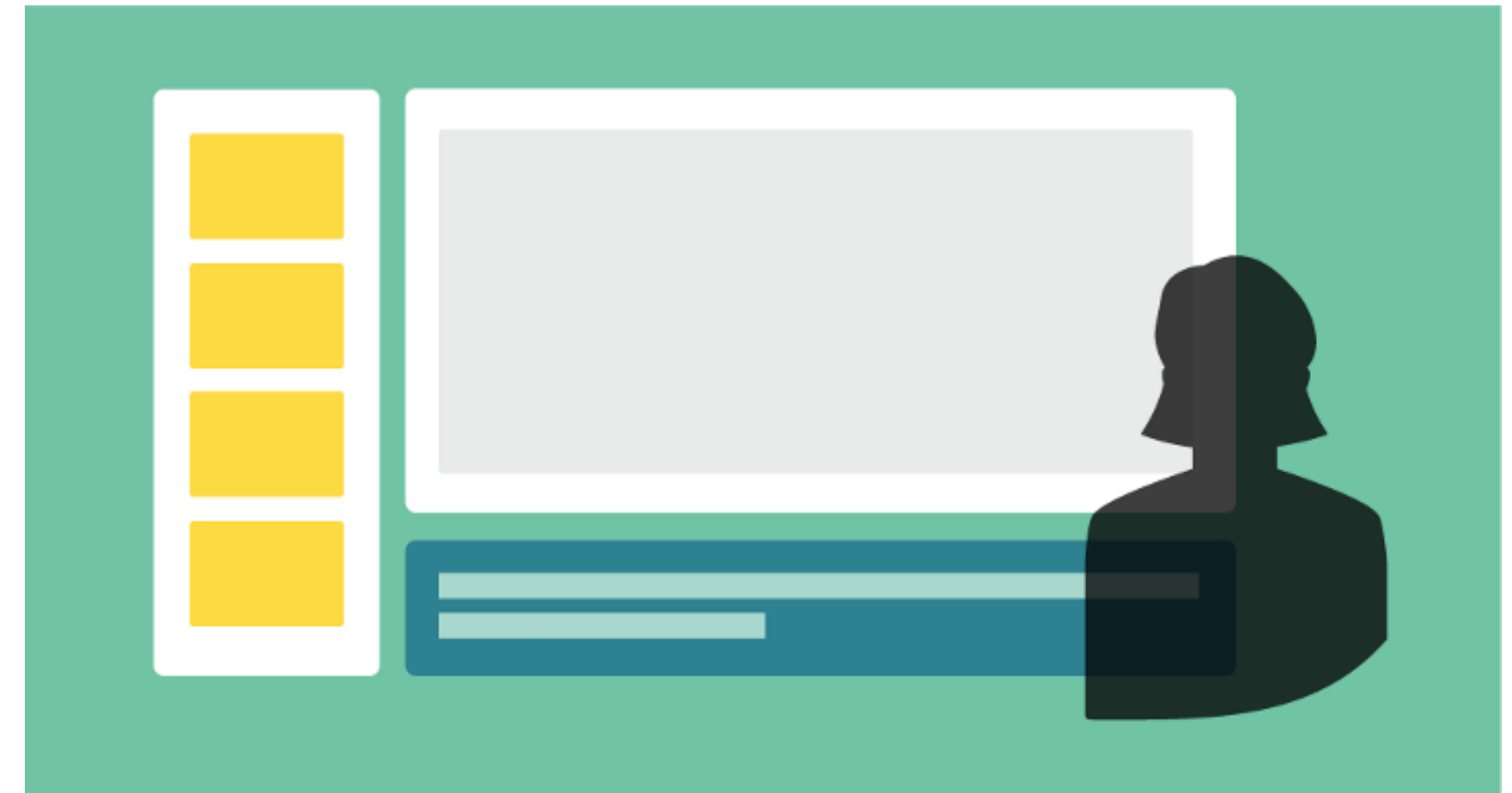
Environment

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.

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

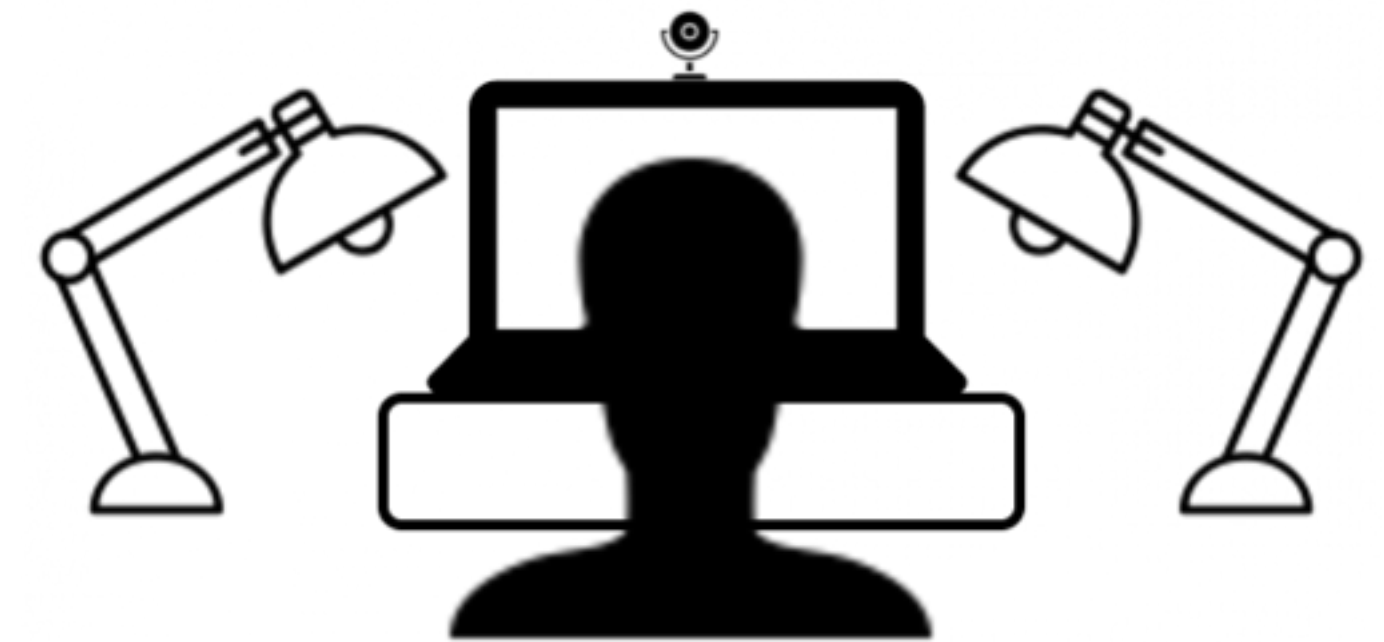
When you record, your light source should be in front of you.

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 inexpensive options) available on Amazon -

<https://www.amazon.com/dp/B07Z1G6K8G>



2. Download the Software & Record



Watch the screencast first:

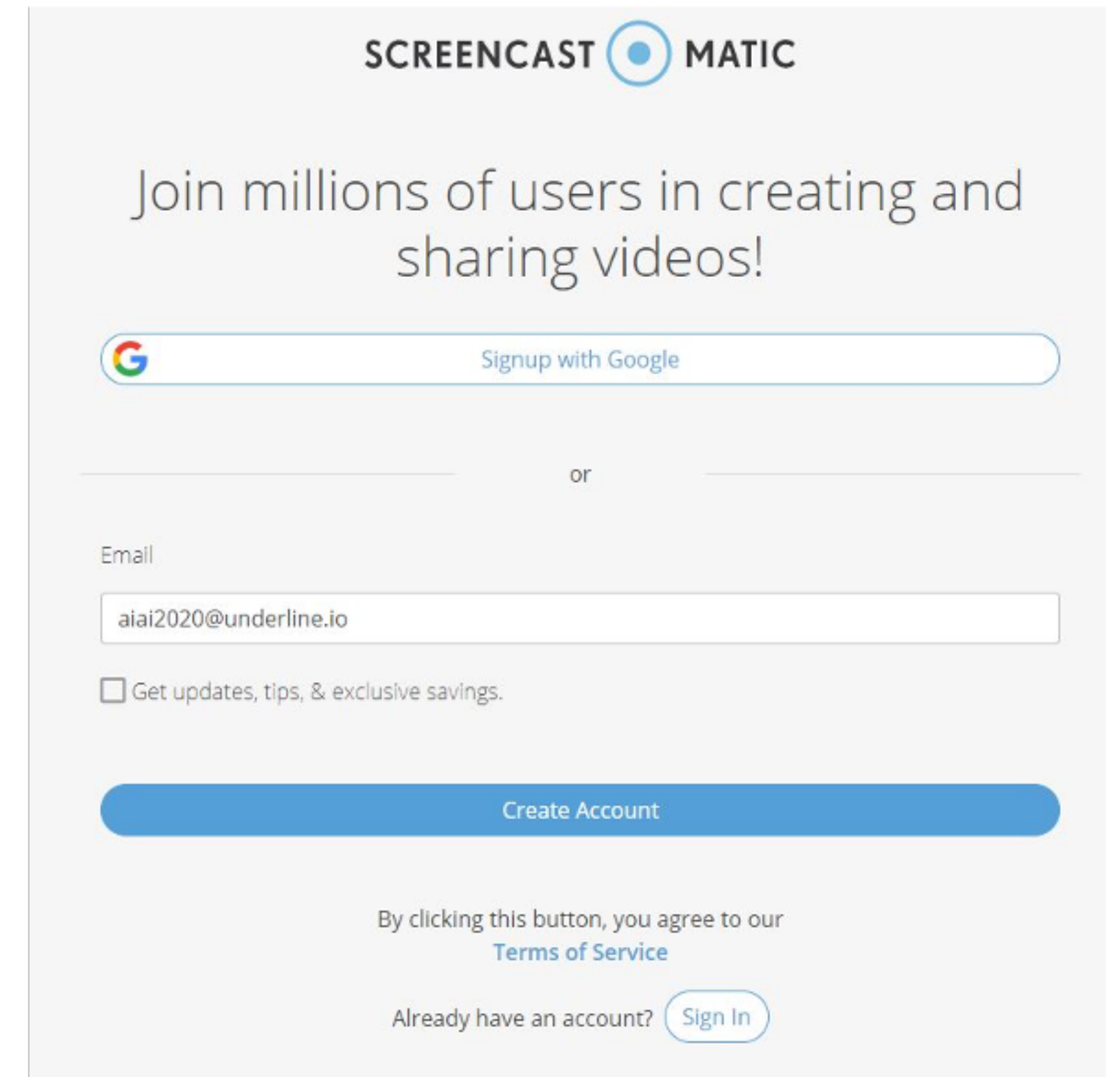
<https://www.youtube.com/watch?v=SJEcbkDfq-Y>

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 features and will also 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 Screencastomatic registration page. At the top, the logo 'SCREENCAST MATIC' is displayed with a blue circular icon. Below the logo, the text 'Join millions of users in creating and sharing videos!' is centered. A 'Signup with Google' button with the Google logo is shown. Below this, the word 'or' is centered. An 'Email' input field contains the text 'aiai2020@underline.io'. Below the email field is a checkbox labeled 'Get updates, tips, & exclusive savings.' A large blue 'Create Account' button is positioned below the checkbox. At the bottom, there is a line of text: 'By clicking this button, you agree to our Terms of Service', where 'Terms of Service' is a blue link. Below this is the text 'Already have an account?' followed by a 'Sign In' button.

3. Enter Bio & Presentation Info

Please fill out the speaker information and release form.

Each ICPR2020 reference author will be sent an email containing your access to the ICPR 2020 Speaker Form

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

Important: Please use the above link install Screencast-o-matic. This will give you access to pro features and will also store your video on our server.

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ICPR 2020
25th INTERNATIONAL CONFERENCE
ON PATTERN RECOGNITION
Milan, Italy 10 | 15 January 2021

ICPR 2021 Speaker Form

Your email address*

First name*

Last name*

University, Corporate / Institutional
Affiliation(s)*

TIPS AND EXTRA INFORMATION

- It is not necessary to have your camera switched on for your recording. This is only our recommendation.
- It is not necessary to record with our recommended software (Screencast-o-matic). You can use any video recording software you choose. 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.



QUESTIONS?
PLEASE CONTACT naisha@underline.io
AND WE WILL HELP YOU OUT!

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