

**MMM2020**  
Virtual Conference



**underline**

**REMOTE RECORDING GUIDELINES  
FOR YOUR VIDEO PRESENTATION**

# GENERAL INFORMATION

- Underline is virtual event platform that will host this year's Conference.
- As an author of **contributed oral presentation** you are required to prerecord a 10-minute video presentation of your paper.
- The deadline to submit your video is **October 7th 2020**.
- 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 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

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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.

**Support is always available:** if you are stuck or have questions, please email [mmm2020@underline.io](mailto:mmm2020@underline.io) and we'll set up a webcon or call to work through any issues we do not solve over email.

# Environment

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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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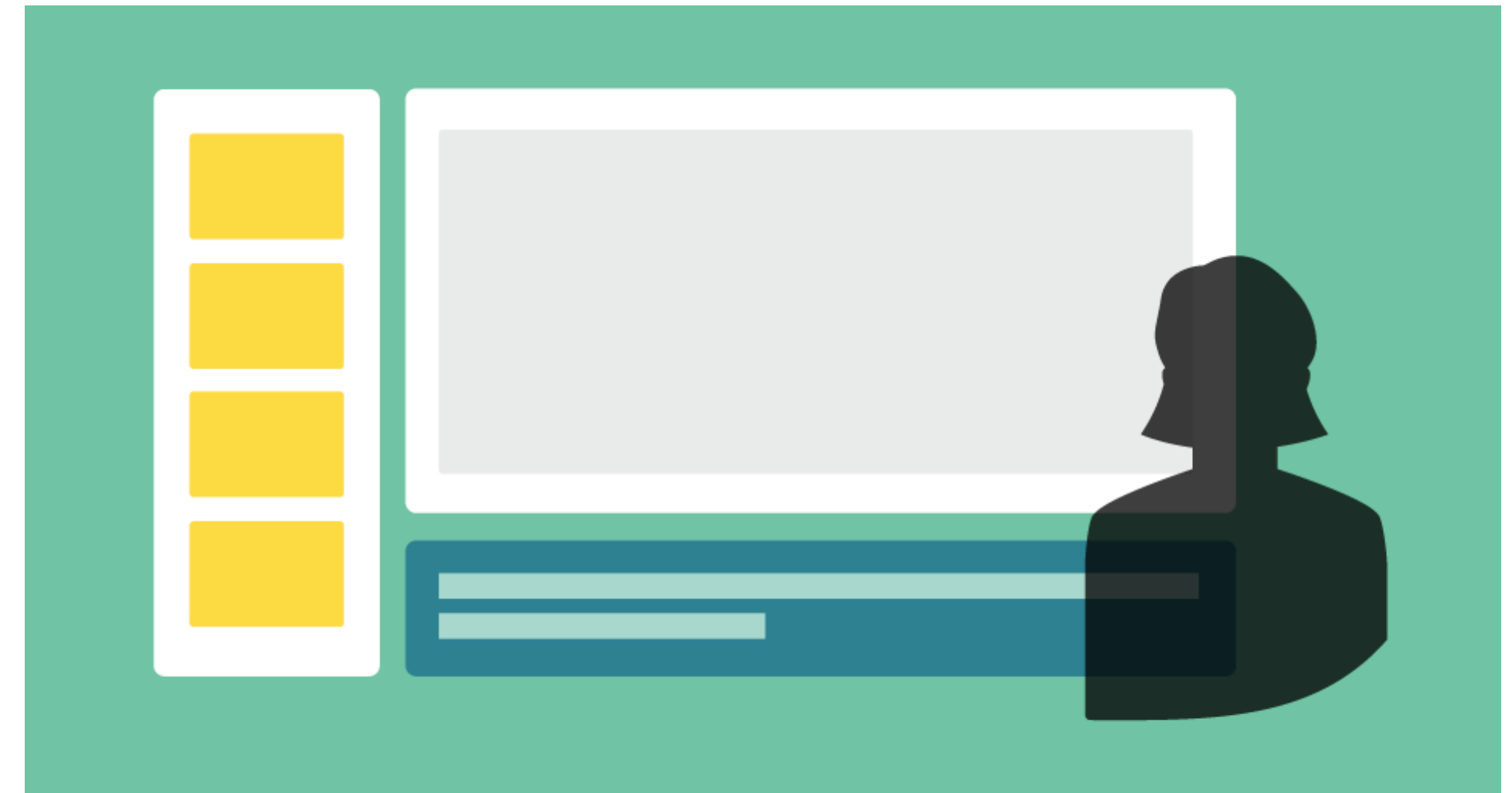


Try to create a professional atmosphere.

The easiest way is to have an all white background which usually means you need to find a spot with a 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.



# Lighting

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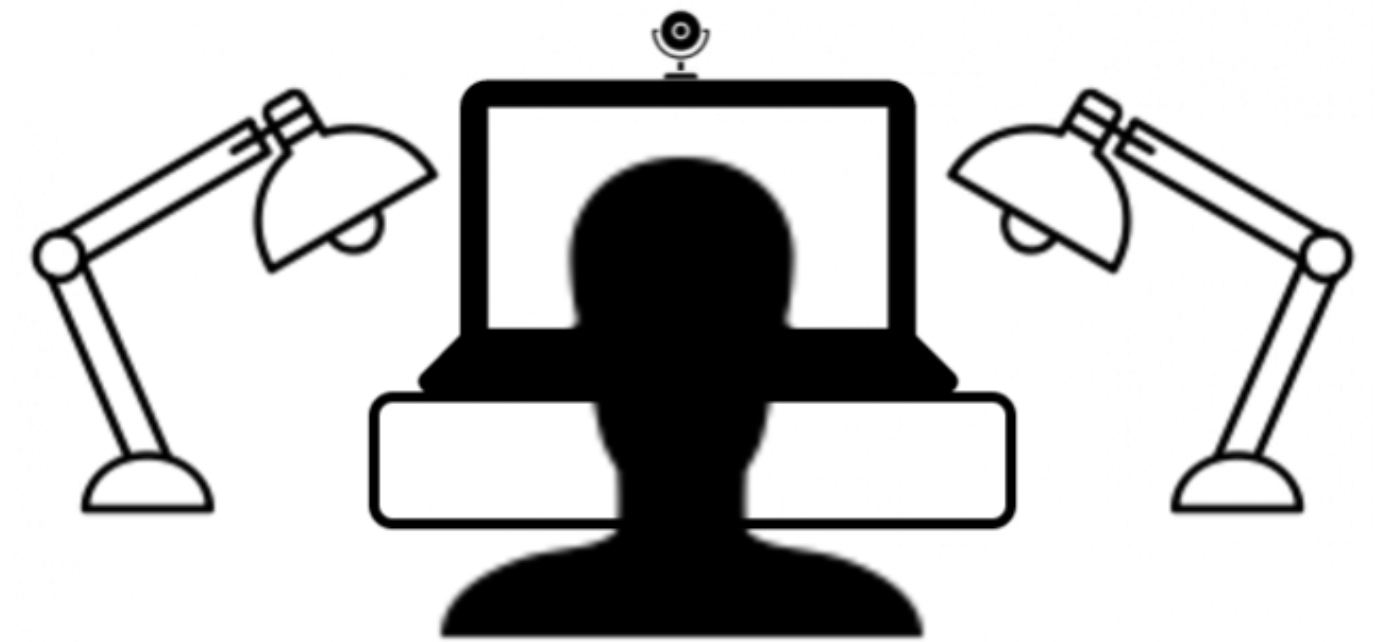
When you record, your light source should be in front of you.

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

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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 for under \$10 -

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



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## 2. Download the Software & Record



Watch the YouTube video about the Screencast-O-Matic app instructions first: <https://youtu.be/z9O8Mibwqgc>

After you view the video, access the Screencast-o-Matic recording app on this link:

<https://screencast-o-matic.com/register?ph=cYewir6zd>

**Important:** Please use the above link to 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 Screencast-O-Matic. At the top, the logo 'SCREENCAST O MATIC' is displayed. Below it, the text reads 'Join millions of users in creating and sharing videos!'. There are two main options for registration: 'Signup with Google' and 'Email'. The 'Email' option is selected, with the email address 'ai2020@underline.io' entered in the input field. Below the email field, there is a checkbox for 'Get updates, tips, & exclusive savings.' which is currently unchecked. A large blue button labeled 'Create Account' is positioned below the form. At the bottom, there is a link to 'Terms of Service' and a 'Sign In' button for existing users.



# 3. Complete Speaker Information and Release Form



Please fill out the speaker information and release form at: <https://mmm2020contributed.paperform.co/>

If you did not use the Screen-O-Matic software to record your video but instead used your own preferred platform, you will also need to upload your recording file on this form



MMM 2020 Speaker Form

FINAL ID \*

Your email address\*

Speaker first name\*

Speaker last name\*

Upload profile photo\*  
Please upload your profile photo. Photo should be portrait oriented and at least 500pix in height

## TIPS AND EXTRA INFORMATION

- It is not necessary to have your camera switched on for your recording, but it is highly recommended.
- 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.
- 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.

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**QUESTIONS?**

**PLEASE CONTACT [mmm2020@underline.io](mailto:mmm2020@underline.io)**

**AND WE WILL HELP YOU OUT!**