A STEP-BY-STEP TUTORIAL ON MAKING AND UPLOADING A VIDEO ABOUT YOUR CONF-SPML PRESENTATION



BY THE CONF-SPML ORGANIZING COMMITTEE

VIDEO PRESENTATION AT CONF-SPML

Congratulations on your excellent work contributed to CONF-SPML!

As you are invited to give a presentation on the online conference – CONF-SPML, you are required to submit a previously recorded **VIDEO OF YOUR PRESENTATION** by **NOVEMBER 1**. The length of your video should be between **10 AND 15 MINUTES**.

In this step-by-step tutorial, you will be instructed to make a professional video presentation, easily and comfortably with your computer.

It is recommended* that you follow our tutorial, as we aim to deliver a consistent online experience to our conference attendees.

*That said, you are welcome to use other professional screen recording software (e.g. Camtasia, VidGrid) if you have access. Please make sure you include a picture-in-picture window so that the presenter is always visible in the video.

STEP 1

GETTING PREPARED



PREPARING SOFTWARE – ZOOM

We recommend using **ZOOM** to record a professional–looking video about your presentation at CONF–SPML.

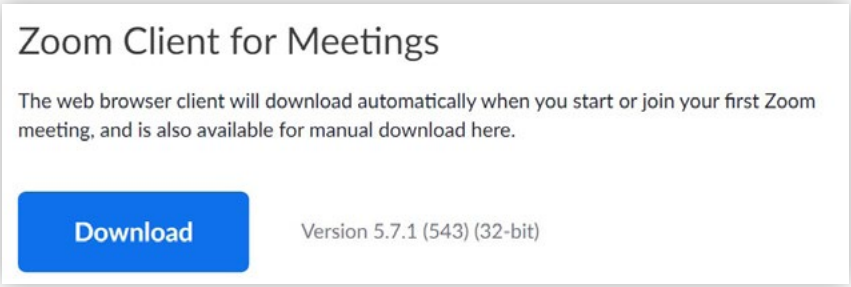
Creat your Zoom account

- Start by going to https://zoom.us
- Click the **SIGN UP, IT'S FREE** button on the top right corner
- Enter your work email address and click **SIGN UP**
- Go to your email and activate your account
- Enter your first name, last name, and password



Download Zoom to your device

- Go to https://zoom.us/download
- Click the blue **DOWNLOAD** button
- Install Zoom client



CREATING YOUR SLIDES

To maintain the consistency of conference, every speaker is encouraged to use the cover slide dedicated to CONF-SPML in their presentation. You can access the cover slide template on the official website of CONF-SPML or click here to download it.

Taking account of optimal readability of your presentation video, when you are creating your slides, do not place the main content in the top right corner of the slides where a picture-in-picture window will be.





STEP 2

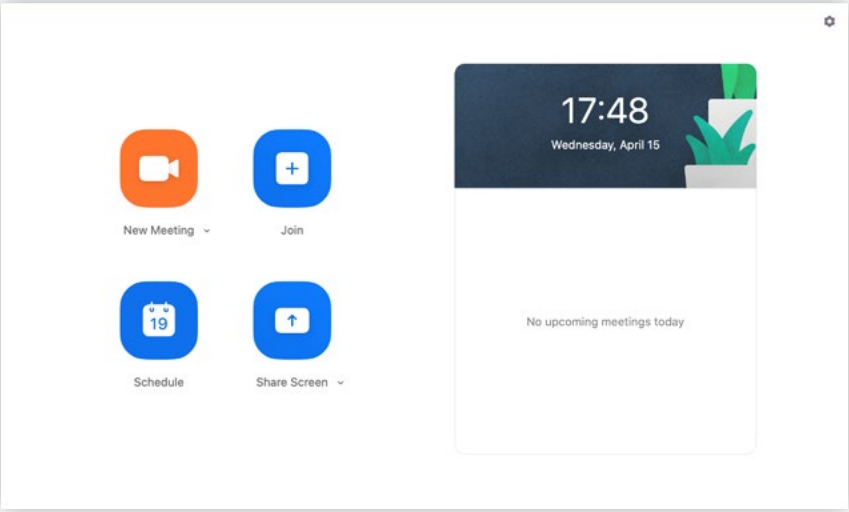
RECORDING YOUR PRESENTATION

STARTING YOUR PRESENTATION

To get ready to record your presentation, make sure that you are using a computer with a **FRONT-FACING CAMERA** and a **BUILT-IN MICROPHONE**. Most laptop computers should be fine.

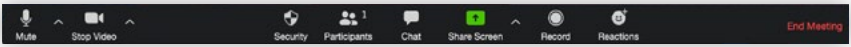
Now, prepare and start the application you will be using for presenting your slides, such as **POWERPOINT** and **KEYNOTE**.

Then open the Zoom client and sign in using your account. Click **NEW MEETING** button to start a new meeting.



STARTING YOUR PRESENTATION

Turn on your video and unmute yourself so that you can be seen in the top right corner of the screen. You should see **MUTE** and **STOP VIDEO** at the bottom left of your Zoom window.



Make sure the Picture-in-Picture window in the top right corner of the screen does not cover any content.

When you are ready to start recording, click **RECORD** button at the bottom of the window. In the beginning of your presentation, it is a good way to start by introducing yourself and your topic. For example, you can say something like: *Hello, my name is John Smith. I am a PhD candidate at the University of Cambridge in the United Kingdom. The paper I will be presenting today is titled "Recording Professional Videos for Online Conferences."*

After your brief opening introduction, click **SHARE SCREEN** at the bottom bar, select your slide show window and click **SHARE**.

Do not select **SHARE COMPUTER SOUND** or **OPTIMIZE SCREEN SHARE FOR VIDEO CLIP** at the bottom.

TIPS FOR GIVING A PRESENTATION

Presentation is not a one–way communication but a two–way conversation with your audience. Although the way speakers interact with their audience may change at online conferences, giving a video presentation is exactly the same as giving a presentation physically.

Here are some tips on giving a high–quality presentation.

KEEP IT SIMPLE. Do not try to squeeze a lot of materials into each slide. Keep each slide simple and precise, and present your slides under the 15–minute limit. Use large font sizes so that your audience can see clearly. Add visuals to make your slides more readable and beautiful.

AVOID HAVING TOO MUCH TECHNICAL DETAILS. Your presentation should be delivered in a way your audience shows interested. Give a presentation is not like giving a speech which is merely reading your paper to your audience. Do not try to present all the technical details; instead, try to present only a few highlights of your original contributions in your paper, and emphasize high–level ideas on why your contributions are original in the context of related work.

TIPS FOR GIVING A PRESENTATION

START STRONGLY. The beginning of your presentation is the most important part as you need to grab the attention from your audience. Start from a compelling introduction of the background of your work, and motivate your ideas with convincing arguments.

USE EXAMPLES. Your presentation will be more understandable if you use a few compelling examples.

KEEP A CALM PACE. Do not rush through your presentation slides with a breakneck pace. Deliver your talk at a leisurely pace.

USE A TIMER. When you are presenting, it is easy to lose track of time. Use a timer on your side, and be keenly aware of the amount of time left.



STEP 3

TESTING YOUR VIDEO AND EXPORTING YOUR SLIDES

TESTING YOUR VIDEO

When you finish your presentation, click "**END MEETING**" and your video recording will be processed by Zoom and stored in a local folder (typically Documents/Zoom) as a **.MP4** file.

Play your video several times to make sure that the length is between 10 and 15 minutes, as well as both audio and video play out correctly.

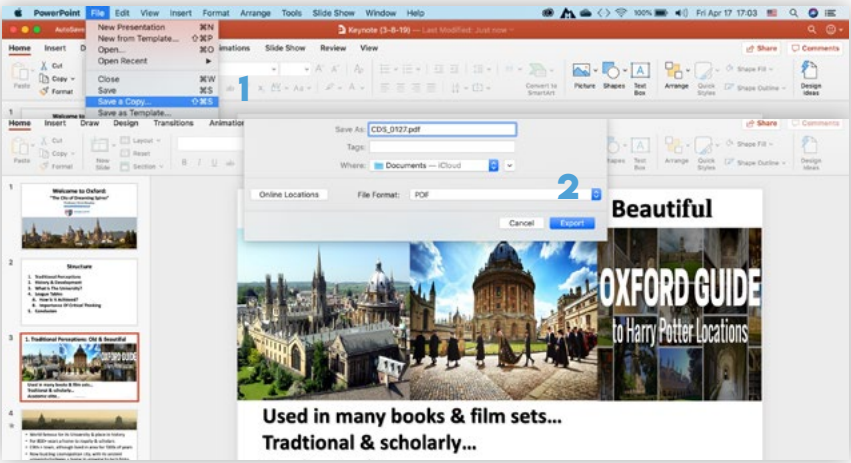
Rename the video file to your paper number (**CONFSPML_472.MP4**, for example).



EXPORTING YOUR SLIDES

Besides video file, you need also to submit your slides in a **PDF** file format. Software options are various, and you can choose your preferred one to operate your slides. Here we are using Microsoft PowerPoint on MacOS as an example. Please check your slides carefully to make sure there is no error.

To export your final slide, open your slides file by Microsoft PowerPoint, point to **FILE** at the top left, then click **SAVE A COPY**. In the pop–up window, select PDF in the File Format section, then click the **EXPORT** button. Rename the slide file to your paper number (**CONFSPML_472.PDF**, for example).



STEP 4

UPLOADING YOUR VIDEO AND SLIDES



CREATING A COMPRESSED FOLDER

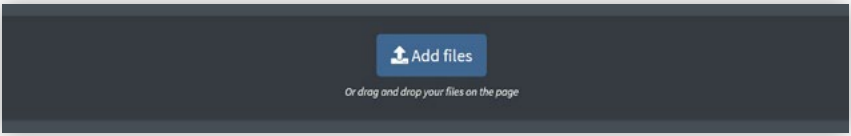
You need to upload two files – your video and slides – to the website **GO FILE**, and inform us by email after you have uploaded them sucessfully.

It is highly recommoned that you compress the two files into a single **.ZIP** file. To achieve this, you can creat a new folder on your Desktop and add both your video file and slide file into it. Choose the folder and right–click it, select **SEND TO** and then select **COMPRESSED (ZIPPED) FOLDER**. Rename the new zipped folder to your paper number (**CONFSPML_472.ZIP**, for example).

Before uploading your files, make sure that the files have been renamed correctly. For example, the zipped folder should contain:

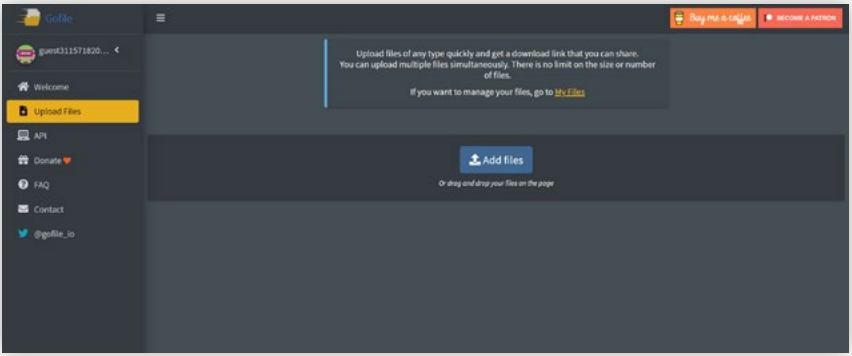
1. **CONFSPML_472.MP4**
2. **CONFSPML_472.PDF**

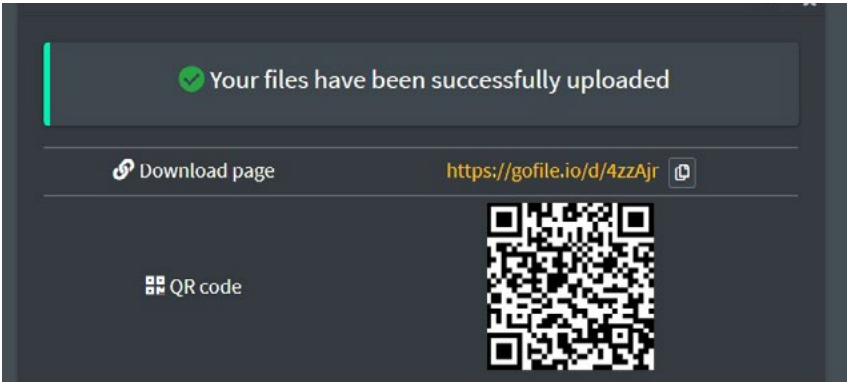
Then go to **UPLOADFILE**, and upload your **.ZIP** file by dragging and dropping it onto the page (or just click **ADD FILE**).



UPLOADING COMPLETED

After uploading is completed, a download link coupled with a QR code is generated automatically. The final step is to send the link by email to **SUBMISSION@CONFSPML.ORG** with your full name and paper number, so that we can contact you if we have any further questions.





CHECKLIST

THAT'S IT! USE THE CHECKLIST BELOW TO MAKE SURE ALL REQUIREMENTS ARE MET.

- THE VIDEO IS NO LONGER THAN 15 MINUTES
- THE RESOLUTION OF THE VIDEO IS AT LEAST 720P
- THE FORMAT OF THE VIDEO IS .MP4
- THE FORMAT OF THE SLIDES IS .PDF
- AUDIO AND VIDEO TRACKS ARE IN SYNC AT ALL TIMES
- INCLUDE A PICTURE-IN-PICTURE WINDOW IN THE TOP RIGHT CORNER OF THE SCREEN
- NO CONTENT IS COVERED BY THE PICTURE-IN-PICTURE WINDOW
- RENAME THE VIDEO AND THE SLIDES FILES TO YOUR PAPER NUMBER BEFORE UPLOADING
- UPLOAD THE VIDEO AND THE SLIDES IN A COMPRESSED FOLDER.
- SEND AN EMAIL TO SUBMISSION@CONFSPML.ORG AFTER ALL THINGS DONE