

Remote Speaker/Presenter Guidance

Recording your 12' Presentation

To make your presentation lively and captivating for a remote audience, there are a few tricks, which we would like to share with you here.

Prepare your recording

Use Zoom - or the tool you are used to - to **record** your presentation in MP4 format.

1. Invest in an ethernet cable – connect your laptop/computer directly to your router to get the best possible speed for your session. Completely shut down any programmes not being used during your session to **improve your bandwidth**. Restart your computer before the session.
2. You come across best if you **stand and move your camera (laptop) to stay at the same height as your face**. Standing up, you will feel more alert and your talk will be perceived as more dynamic. If for some reason you don't feel comfortable standing for online, take the same stance as if you were standing, sit upright and use gestures to engage.
3. **Look at the camera** as much as possible – imagine it is your audience (attaching someone's photograph next to it may help).
4. **Clothes** – Please make sure you dress as you would for congress. The appropriate attire and wearing shoes will help put you into the right frame for your presentation.
5. **Lighting** – This is really important. Light behind the camera to show your face.
6. **Setting/Background** – Consider what is behind you when presenting. For better video quality we do not recommend using virtual backgrounds. If you have lighting and a green screen this might be an option, but if not, please have a background that isn't distracting.
7. **Sound** -- How do you sound? Test this out before your presentation. A headset, airpods or professional microphone will enhance the participant experience. Is your room carpeted? Is there an echo? Do you need headphones to cancel out noise? Again, test this out as small noises can detract from your content and presentation.

Slides and screen design

7 tips to improving slide video <https://vimeo.com/335686324>

1. We recommend the slide format 16:9.
2. Remember that some of our audience will be watching your presentation on their laptop rather than a big screen so visual and large fonts for data and not overloading the slides is vital to keep your attendees engaged.
3. Think about what you and your slides look like on a small laptop as well as on a large screen. When you record, make sure you have decided how much of the screen should be taken by slide, and how much by you as the presenter.
4. How can you communicate the data/information in a more graphical/picturegraphic way?
5. Everytime you move into the "small" screen, people become disengaged. How can you tell the story rather than share a powerpoint presentation throughout?

Record with ZOOM (or any other tool you are familiar with)

1. Open Zoom. In your profile, click “Settings”, then “Recordings”. Select “Local Recordings” to avoid loss of quality.
2. Select “Host a Meeting” / “Host a meeting with video on”, then follow the instructions and wait for the meeting to generate.
3. Join with Computer Audio, but do test if speaker and microphone work beforehand.
4. Do not use a virtual background, since this will reduce the recording quality, instead find a suitable place for presenting.
5. Before you record, check your options: select the arrow next to the video or microphone symbol to open the settings window. Recordings: select “Record video during screen sharing” and “Place video next to the shared screen in the recording”. Video: select HD.
6. Become familiar with the Zoom tools available at the bottom of your screen. We encourage the use of the embedded laser pointer during the recording.
7. Select “Share Screen”, then press the “Record button” and begin your presentation. You can pause both the recording and the screen sharing if you wish.
8. As a reminder, your presentation must **not exceed 12 minutes**.
9. Once you have finished your presentation, select “Stop Record” and then end the meeting, which will stop the recording. It will begin to convert your video to your local system into **mp4**. Allow time for this; do not turn off the computer.
10. Please test your video before submitting it.

Submit your video

Please submit your video in MP4 format through the CISBAT Conference Management System **between 1 July and 25 August** (if less than 230MB, otherwise please send download link to cisbat@epfl.ch).

Engage directly with the audience after the screening of your presentation

During the screening of your presentation, a chat will be open in the online platform for all participants to ask questions.

At the time your presentation is shown, **please connect to the conference platform** to be available to answer questions raised in the chat and afterwards by the audience. Unfortunately, your presentation might happen at a time where you would normally be asleep. Thank you in advance for your presence. You will be able to watch other presentations at your convenience through a recording library.

Connection details will be sent to you shortly before the conference.

Should you not be able to dial in for your Q/A session, please inform us at your earliest convenience and, if possible, appoint a person to replace you. Please note that papers will only be published if at least one author presents the paper at the conference. Exceptions are made on presentation of a medical certificate.

Availability of your video

Videos will be shown to registered participants only, during the conference and for a limited time afterwards.

If you have any question, please do not hesitate to contact Barbara at cisbat@epfl.ch / +41 21 693 6249.