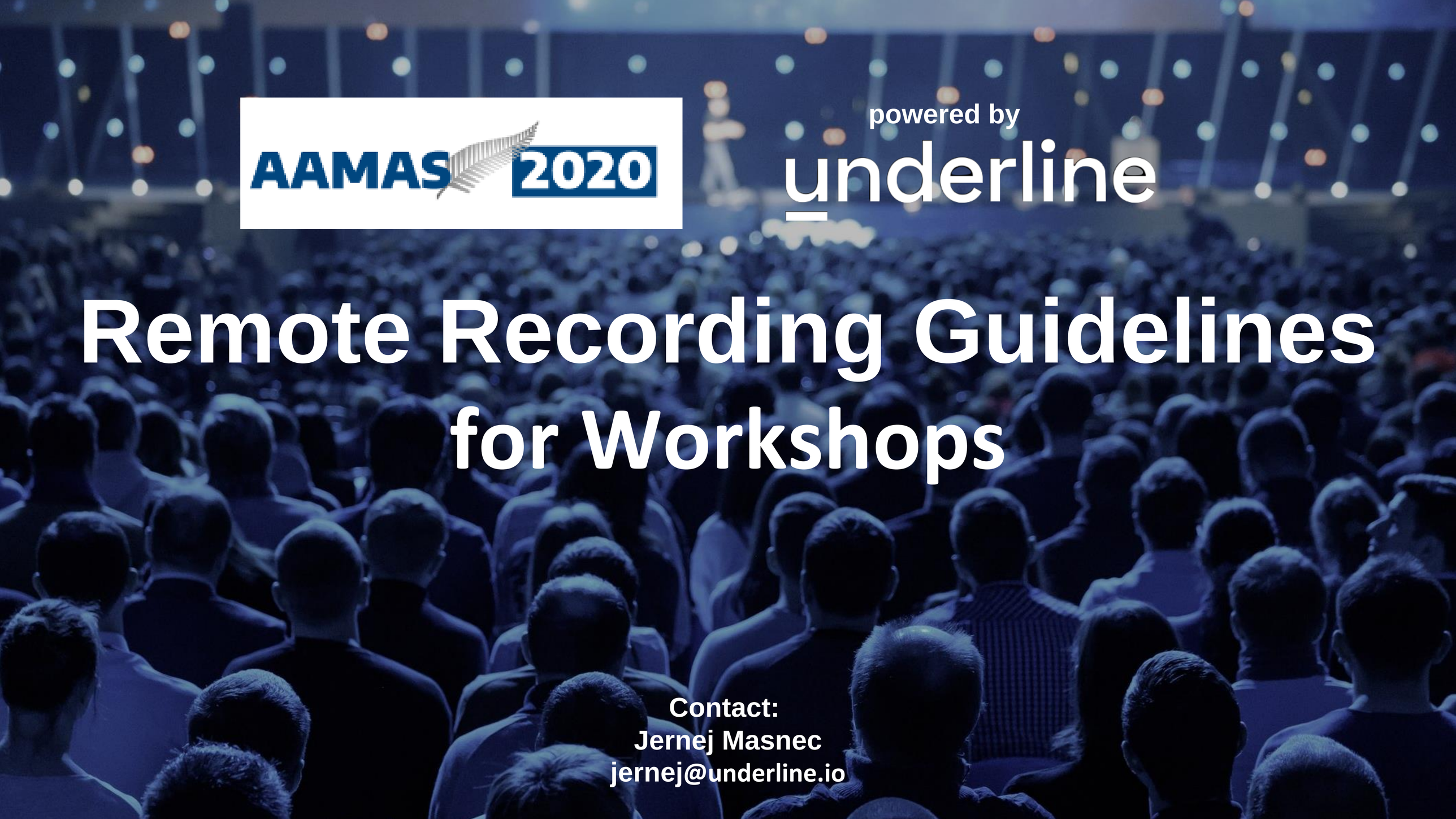

AAMAS 2020

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Remote Recording Guidelines for Workshops

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Overview

Here are instructions to make your video presentation stand out in 3 easy steps:

1. Prepare the presentation and environment
2. Download Software & Record your lecture
3. Enter your bio, presentation info, profile photo and speaker release.

See the Screencast : https://www.youtube.com/watch?v=ONafwTeNorw

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

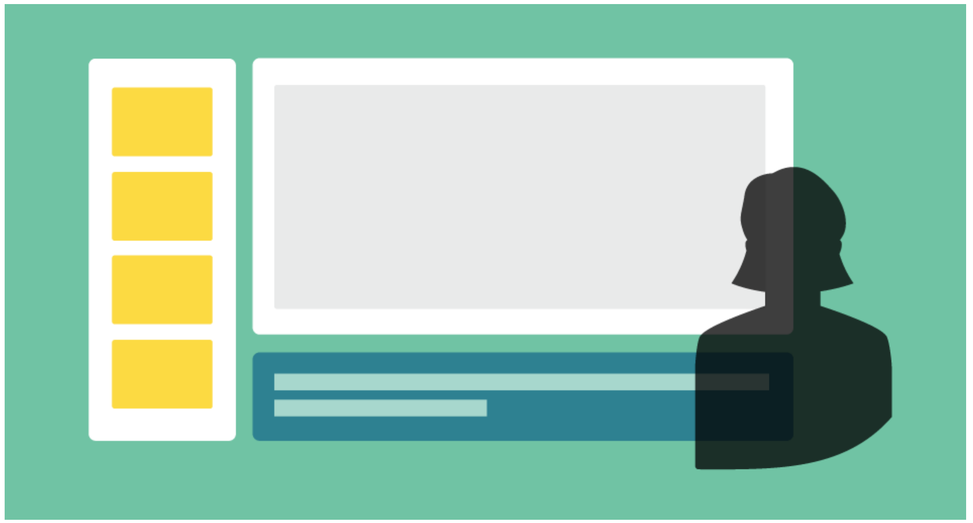
Environment

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.



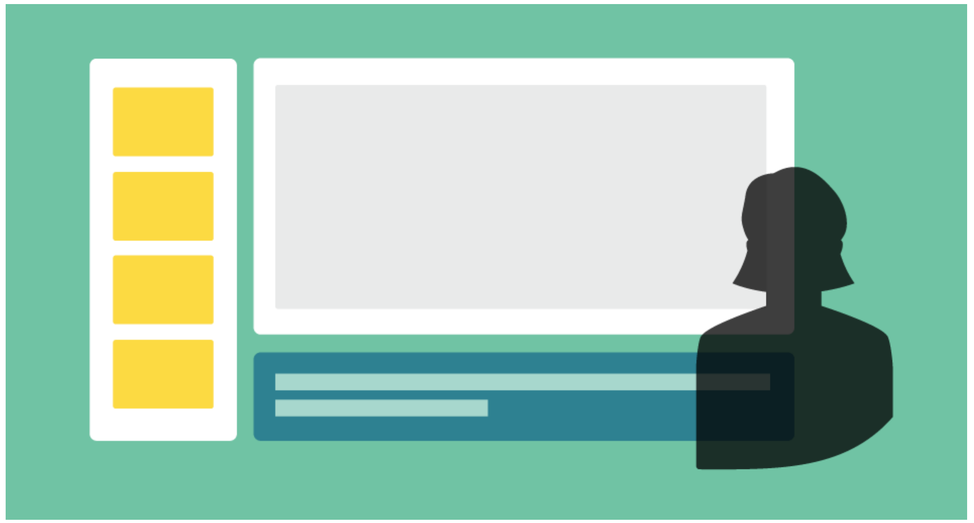
Backdrop & Attire

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.

Business attire helps how others envision the impact of your talk

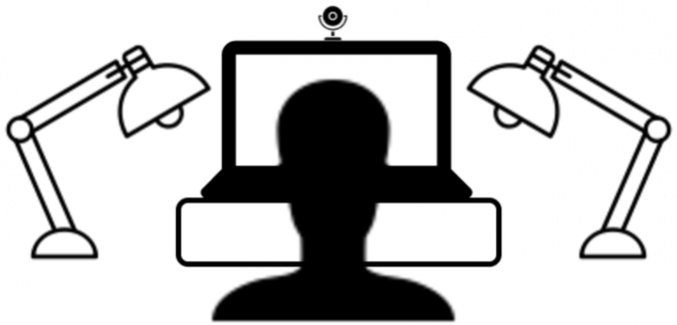


Lighting

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!

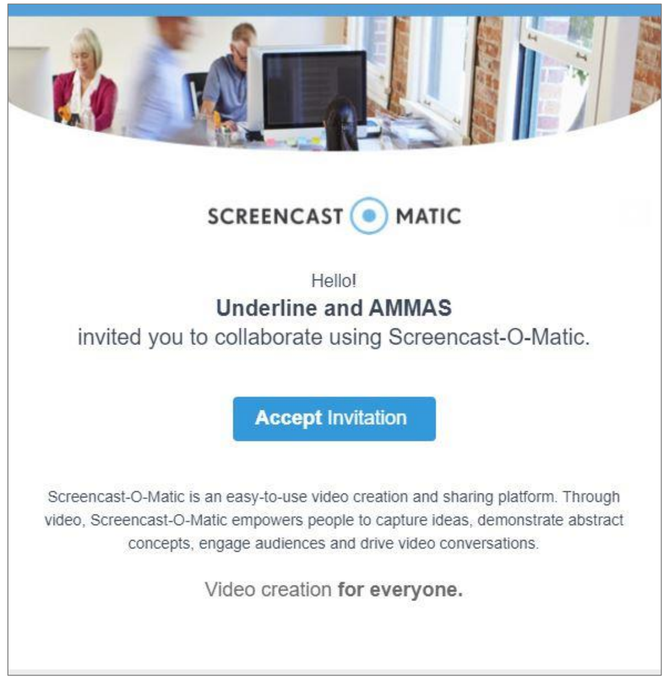
You do NOT need to buy an expensive microphone. Any headset microphone, USB microphone or Lavalier mic will work.

Here’s an example of one (of many options) available on Amazon for under $10 - https://www.amazon.com/dp/B07Z1G6K8G

2. Download the Software & Record

Watch the screencast first:
https://www.youtube.com/watch?v=ONafwTeNorw

After you view the video, press **Accept Invitation** in the email that you received and get ready to record!



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

Invitation is connected to your email.

We realize the fact that someone else from your team might do the recording. If you need another invitation to access it from a secondary email please write to jernej@underline.io and he will provide it.

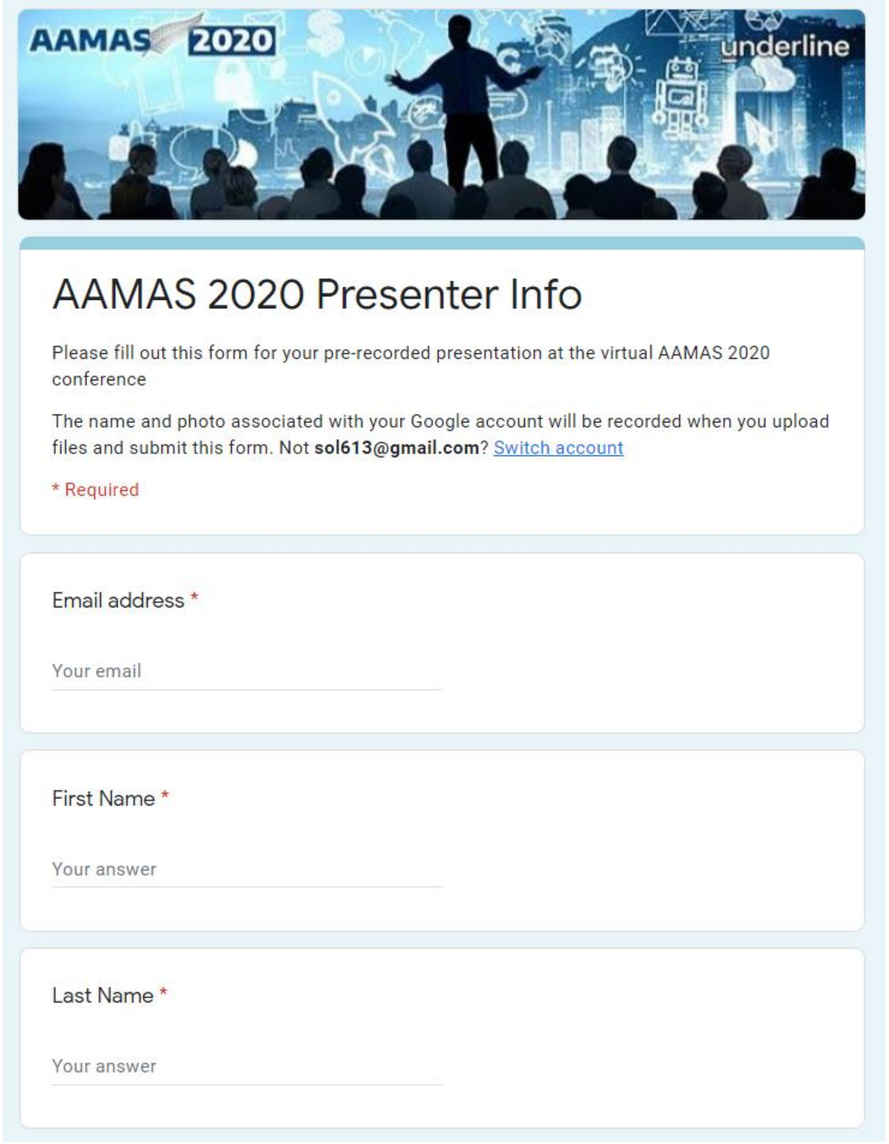
3. Enter Bio & Presentation Info

Please fill out the speaker information and release form at : http://tiny.cc/f4sqmz

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 Profile Photo: Like your LinkedIn or other professional profile photo
ii. Your presentation slides (saved as a PDF)
iii. Abstract: a short description of the presentation
iv. Related materials, i.e. cited references



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Questions?
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