



SBRC 2020

XXXVIII Simpósio Brasileiro
de Redes de Computadores
e Sistemas Distribuídos

07 a 10
de dezembro

RIO DE JANEIRO - RJ

**REMOTE RECORDING
GUIDELINES
FOR VIDEO
PRESENTATION**

GENERAL INFORMATION

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- Underline is virtual event platform that will host this year's conference.
- If you are an author of an technical presentation you are required to **pre-record a video presentation**.
- Keynote Sessions and short courses have the option to pre-record or do them live.
- Pre-recorded video duration is particular to each event and shall be announced by respective chairs by e-mail or at the conference website.
- All **Pre-recorded sessions** must be recorded and uploaded to Underline by **November 16th 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 speaker information and release form.

Support is always available: if you are stuck or have questions, please email SBRC2020@underline.io and we'll set up a webcon or call to work through any issues we do not solve over email.

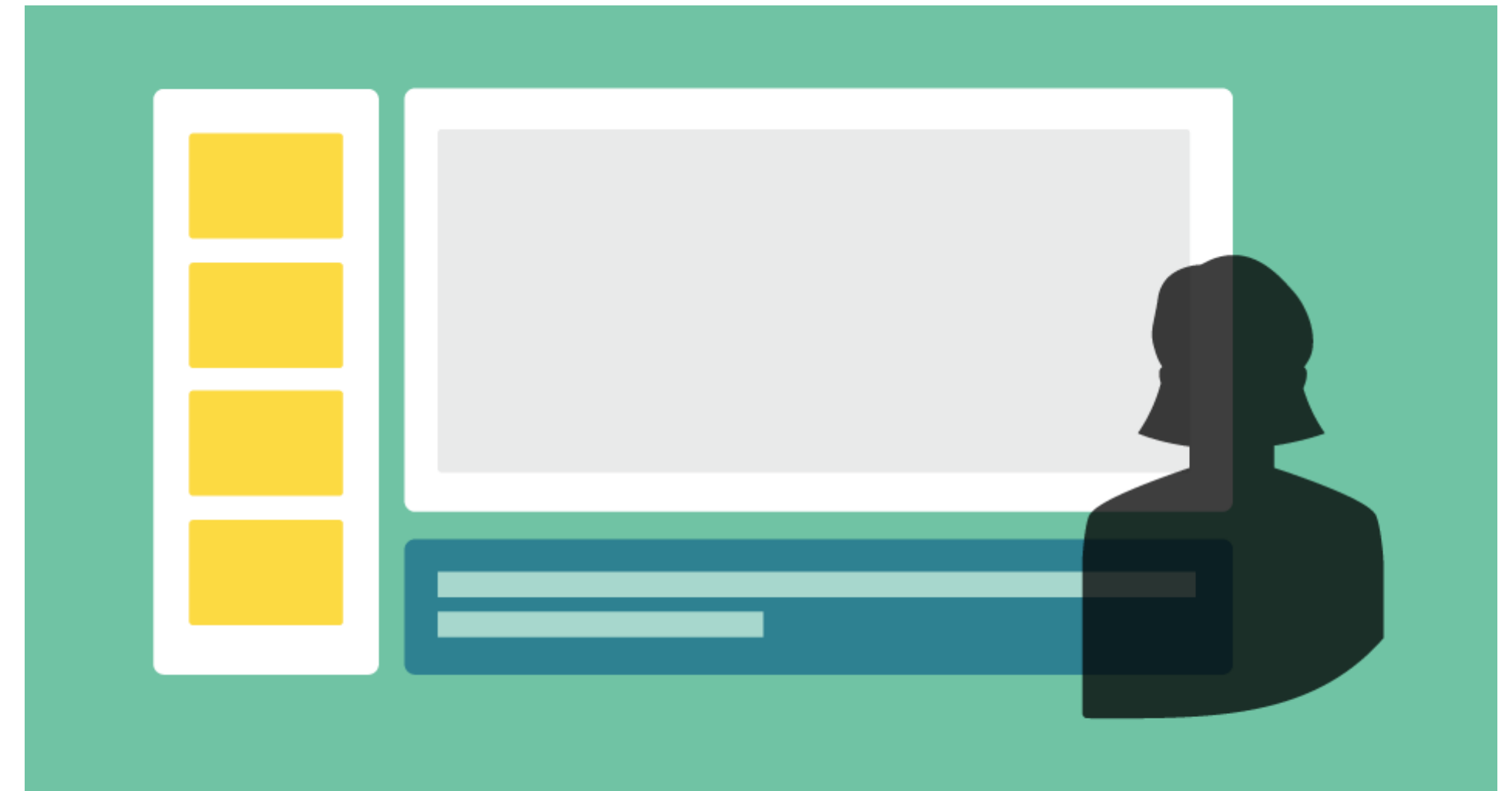
Environment

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

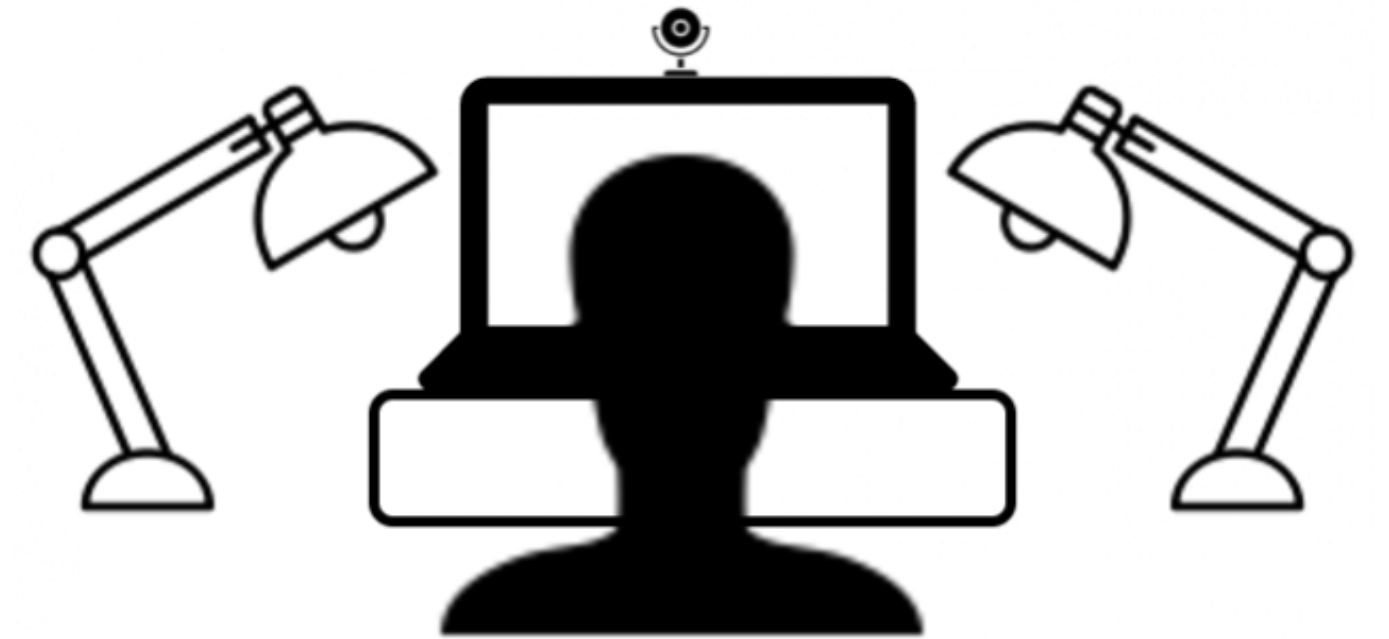
When you record, your light source should be in front of you.

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 options) available on Amazon for under \$10 -

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



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2. Download the Software & Record



Watch the „how to“ video first:

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

Alternative „how to“ video location for those who can not access Youtube:

<https://underline.vids.io/videos/ac9cd7bc1c1ee5c625/remote-recording-instructions-june-2020-mp4>

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 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 Screencastomatic. At the top, the logo 'SCREENCAST MATIC' is displayed. Below it, the text 'Join millions of users in creating and sharing videos!' is centered. There are two main options for registration: 'Signup with Google' and 'Create Account'. The 'Create Account' option is highlighted with a blue button. Below the 'Create Account' button, there is a checkbox for 'Get updates, tips, & exclusive savings.' and a link to 'Terms of Service'. At the bottom, there is a 'Sign In' button for existing users.

3. Enter Bio & Presentation Info



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



SBRC 2020 Speaker Form

Your email address*	
First name*	Last name*
University, Corporate / Institutional Affiliation(s)*	
Upload profile photo*	

TIPS AND EXTRA INFORMATION

- 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 SBRC2020@underline.io

AND WE WILL HELP YOU OUT!