

REMOTE RECORDING GUIDELINES FOR YOUR STAIRS 2020 VIDEO PRESENTATION

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.

See the screencast : <https://youtu.be/SJEcbkDfq-Y>

Support is always available: if you are stuck or have questions, please email stairs2020@underline.io and we'll set up a webcon or call to work through any issues we do not solve over email.

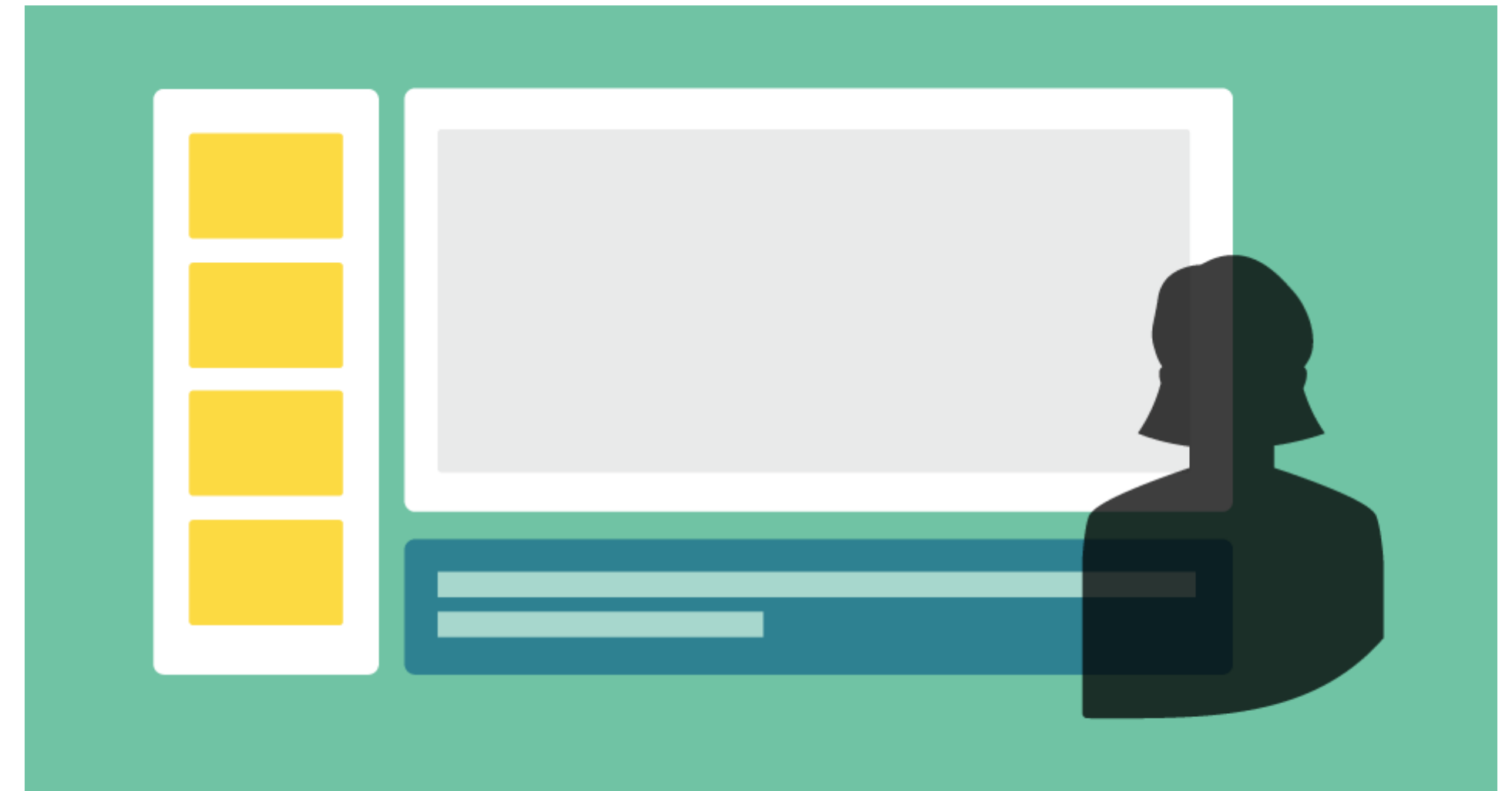
Environment

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.



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Backdrop & Attire u

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



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Lighting

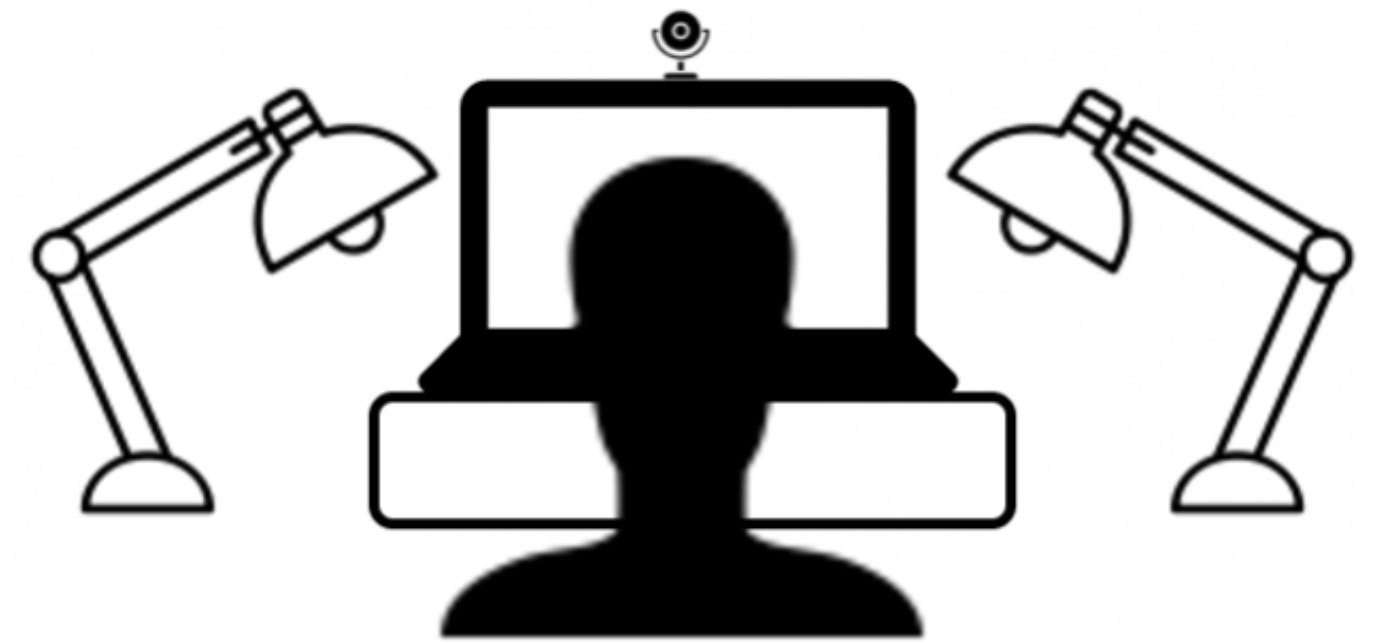
When you record, your light source should be in front of you.

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.



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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 screencast first:

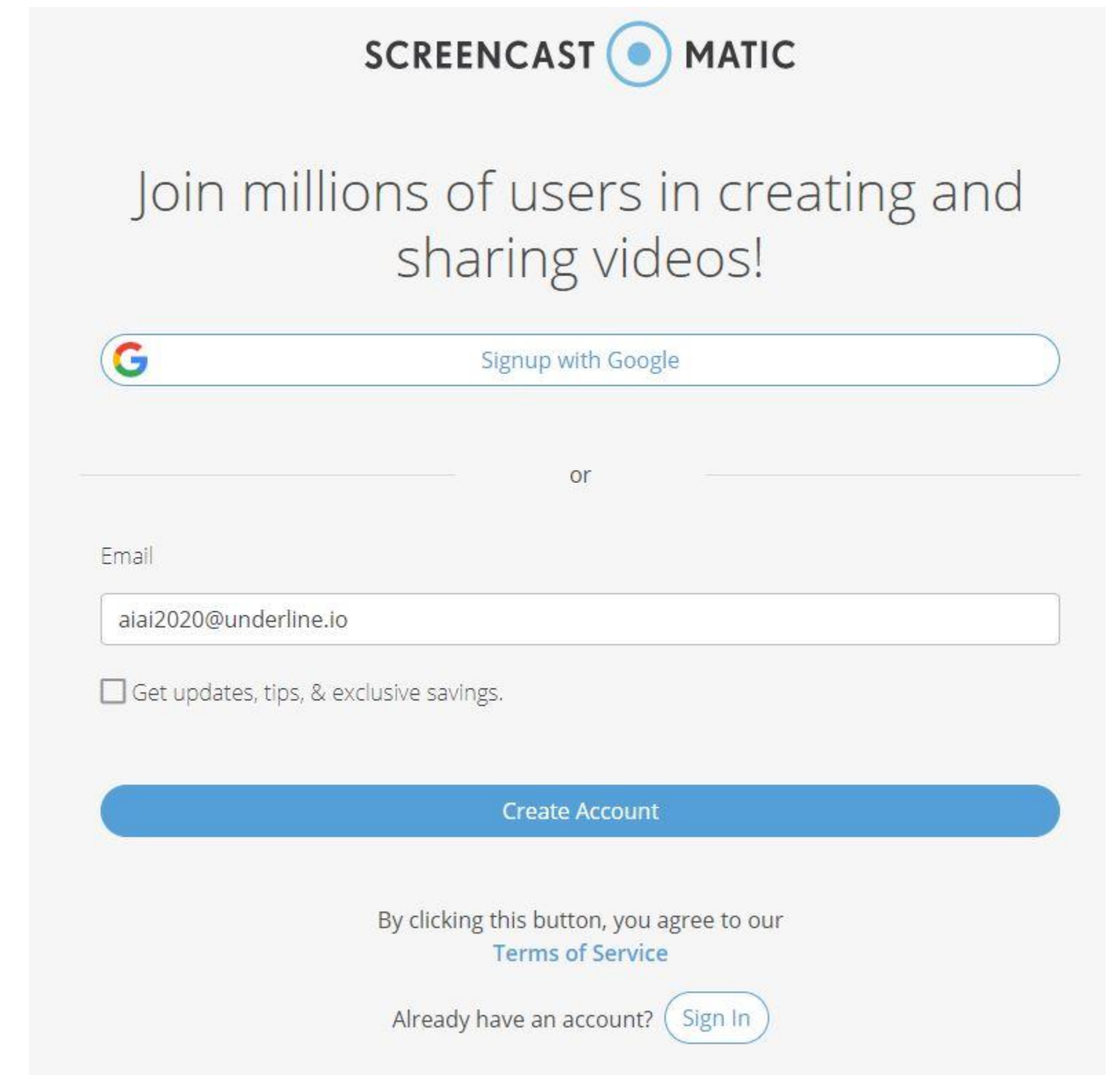
<https://youtu.be/SJEcbkDfq-Y>

After you view the video, access the Screencastomatic recording application via this link:

<https://screencast-o-matic.com/register?ph=cY1eQmICw>

Important: Please use the above link to install Screencast-o-matic. This will give you access to pro features and will also 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 image shows the registration page for Screencast-o-matic. At the top, the logo 'SCREENCAST MATIC' is displayed with a blue circular icon. Below the logo, the text 'Join millions of users in creating and sharing videos!' is centered. There are two main sign-up options: 'Signup with Google' with a Google logo icon, and a text-based option. The text-based option includes an 'Email' field with the placeholder text 'Email' and the example email 'alai2020@underline.io'. Below the email field is a checkbox labeled 'Get updates, tips, & exclusive savings.' A large blue button labeled 'Create Account' is positioned below the checkbox. At the bottom, there is a line of text: 'By clicking this button, you agree to our Terms of Service', where 'Terms of Service' is a blue link. Below this is another line: 'Already have an account?' followed by a 'Sign In' button.

3. Enter Bio & Presentation Info



Please fill out the speaker information and release form at : stairs2020.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 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



STAIRS 2020 Speaker Form

Your email address*
<input type="text"/>
First name*
<input type="text"/>
Last name*
<input type="text"/>
University, Corporate / Institutional Affiliation(s)*
<input type="text"/>

QUESTIONS?

PLEASE CONTACT stairs2020@underline.io

AND WE WILL BE GLAD TO HELP!