

Dear Colleagues,

We would like to share some advice on how to record your presentation for ICTF-JVC 2020.

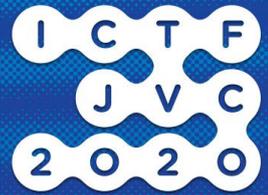
Please prepare a Full HD (1920x1080) video recording with voice, in mp4 format and send it to ictf-jvc@akcongress.com via Wetransfer by 1 November.

It is absolutely up to you how to record the video! In the following we share our experiences and suggestions with you:

- Prepare your presentation just as usual, using Power Point or any other presentation software. In the following we will refer to it as Power Point presentation.
- Use a free platform for video and audio conferencing like Zoom or Microsoft Teams and set up a meeting with one of your colleagues. We recommend using Zoom, because in Zoom your webcam's picture is also included in the recording, which makes your presentation more personal. By sharing your screen and recording the call the full HD resolution will be the default.
- Use headset for better audio recording and find a calm place where there is no background noise.
- Open your Power Point presentation.
- Share your screen in the call (choose the opened Power Point window to share and start the slide show) so your colleague can follow your presentation on full screen.
- Place the webcam's window in one of the corners so it won't hide any information on your presentation.
- Please don't forget to finish your presentation in maximum 15 minutes, as we have to keep the scheduling!
- At the end of the presentation the software should save the recording automatically – please check it.
- Check your presentation file before sending and make sure your voice is audible, and the Power Point presentation is readable.
- Send the recording to ictf-jvc@akcongress.com via Wetransfer by 1 November.

Tips & tricks

- First of all make a test recording which can point out the weak spots.
- Clean area: while making your presentation file keep in mind that there will be a small window (your webcam's place) in one of the corners on your shared screen at the time of your presentation – make sure this place will be clear of any data or text.
- Background sounds: Find a calm place, close the window and door when you record the presentation in order to keep the background voices at a low level.
- Mute your colleague while recording your presentation for the same reason.
- Use headset: even a simple headset can usually provide better audio than your computer's built-in microphone.
- Don't touch the headset or the built-in microphone, it brays out a sound.



- Lighting: keep in mind that light coming from your background makes your camera blind and your face darker. Record your presentation at daylight and sit in front of the window.
- Webcamera: place your webcamera (built-in or separate) well, in front of your face and look into the camera sometimes.
- Appearance: at the conference after your presentation you will answer the questions alive. So, if you wear the same shirt while recording your presentation as the one you will wear at the conference it can provide a more personal atmosphere.

We are looking forward to meet you virtually in November!

Kind regards,

Organizing Committee