Recording Instructions

GENERAL INFORMATION

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- Underline is the virtual event platform that will host this year's conference.

- If you are an author of a technical presentation a **pre-record video presentation** is required.

- All **Pre-recorded presentations** must be uploaded to Underline by **February 28, 2021.**

- All **Speaker presentation recordings** should be a maximum of **20 minutes** with the exception of keynote and tutorial recordings whose presentation length will be provided by the chair.

- The Speaker Form detailed on page 9 must be completed by **February 28, 2021.**

- 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 at IRPS2021@underline.io !

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 IRPS2021@underline.io and we'll set up a webcon or call to work through any issues we do not solve over email.

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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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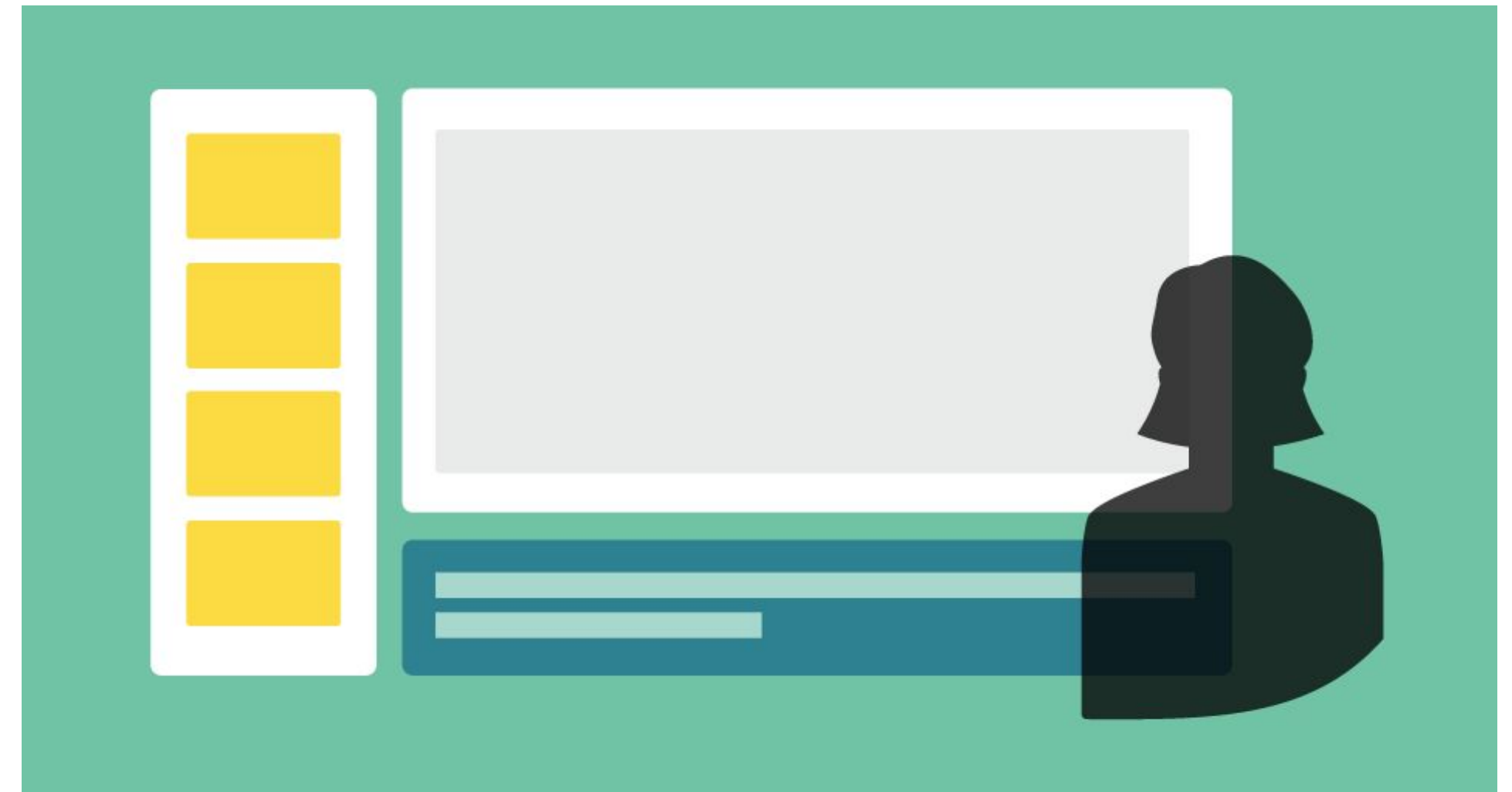
Backdrop & Attire

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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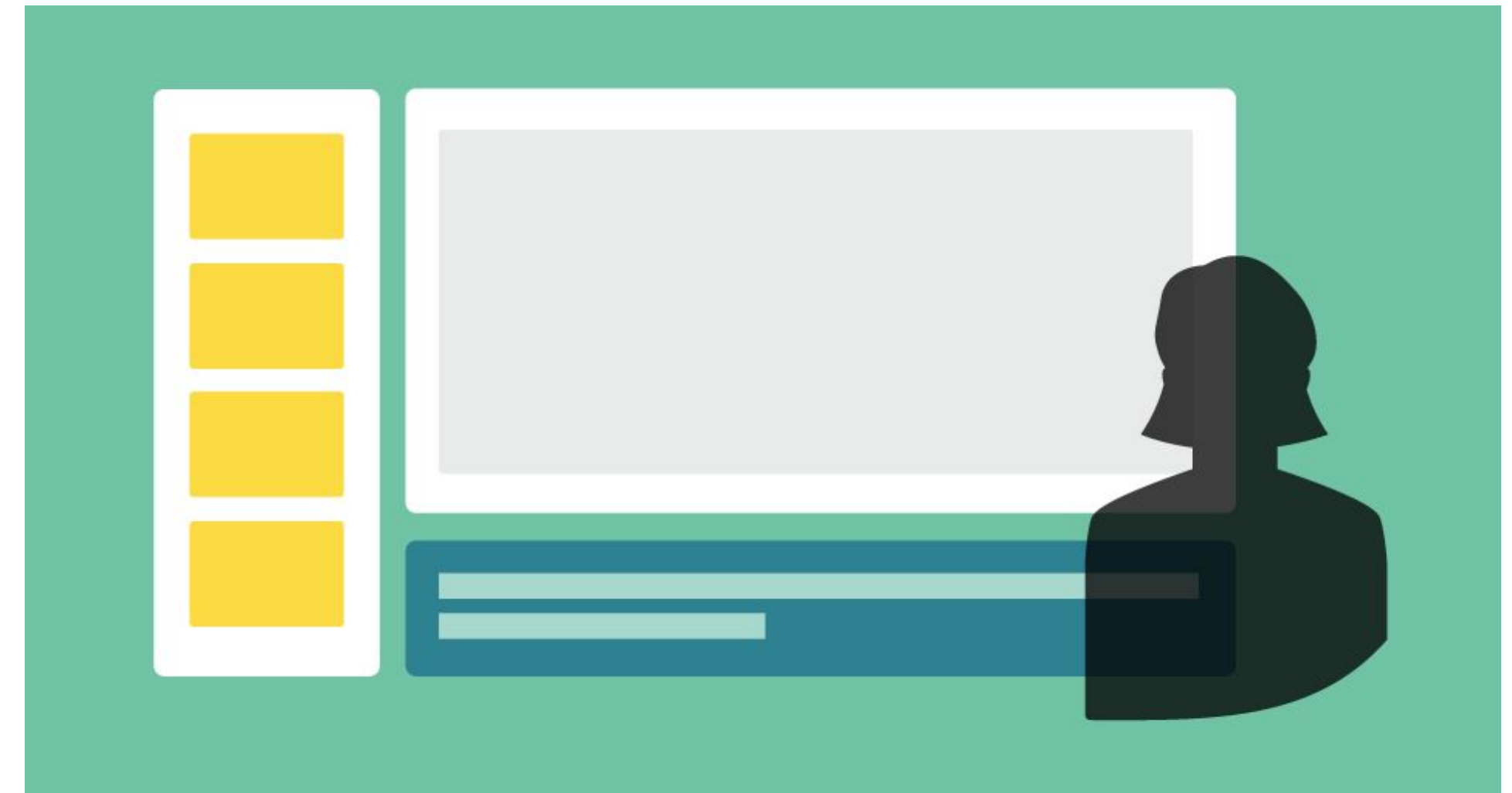
Lighting

When you record, your light source should be in <u>front</u> 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 <u>facing</u> 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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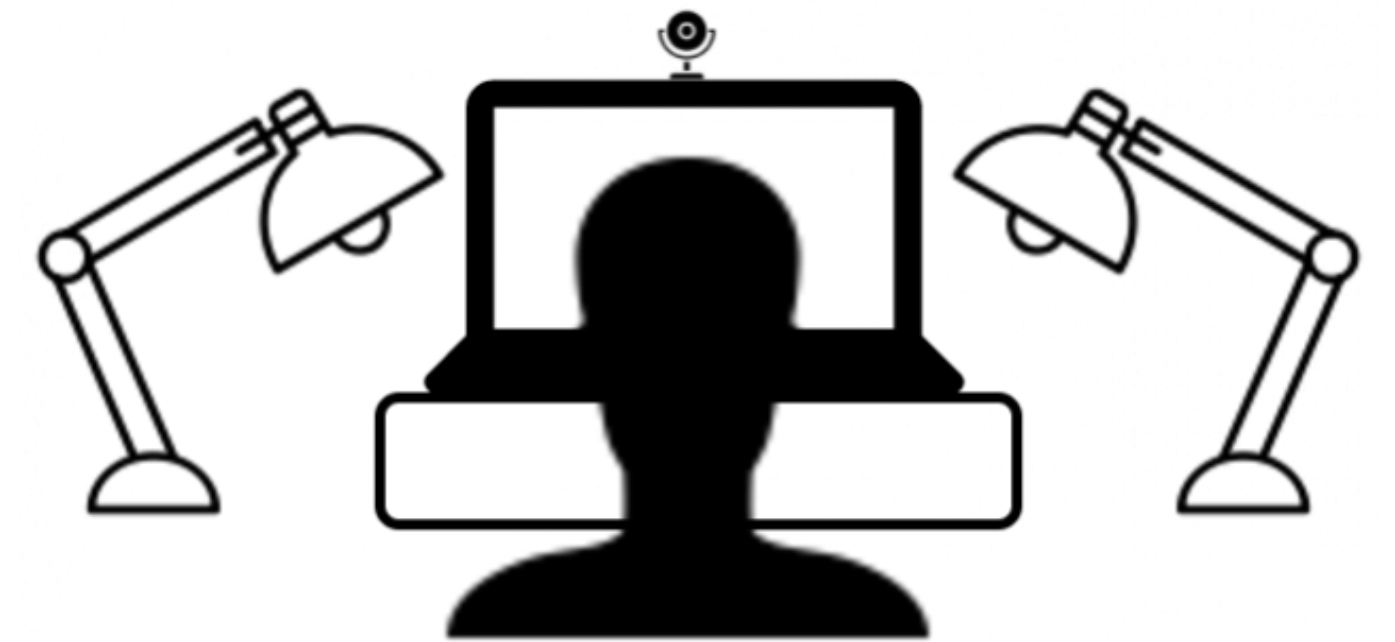
Audio

Having a dedicated microphone will make you sound <u>a thousand times better</u>.

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

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2. Download the Software & Record _____ <u>u</u>

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.

SCREENCAST ● MATIC

Join millions of users in creating and sharing videos!

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Create Account

By clicking this button, you agree to our
Terms of Service

Already have an account?   Sign In

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3. Enter Bio & Presentation Info

Please fill out the speaker information and release form by **February 28, 2021** at: https://irps2021.paperform.co

You will enter your lecture information, bio, talk abstract and speaker release consent form.

Here are some things you should prepare before you upload your information:

i.   Lecture Title

ii.   Bio

iii.   Session ID

iv.   Abstract

v.   PDF of Presentation/Poster

vi.   Profile Photo

**Enter your information exactly as it appears in the submission site. If you need to make a change to your title, brief abstract etc., please contact Tracy Holle at t.holle@ieee.org for assistance.

IRPS
International Reliability Physics Symposium
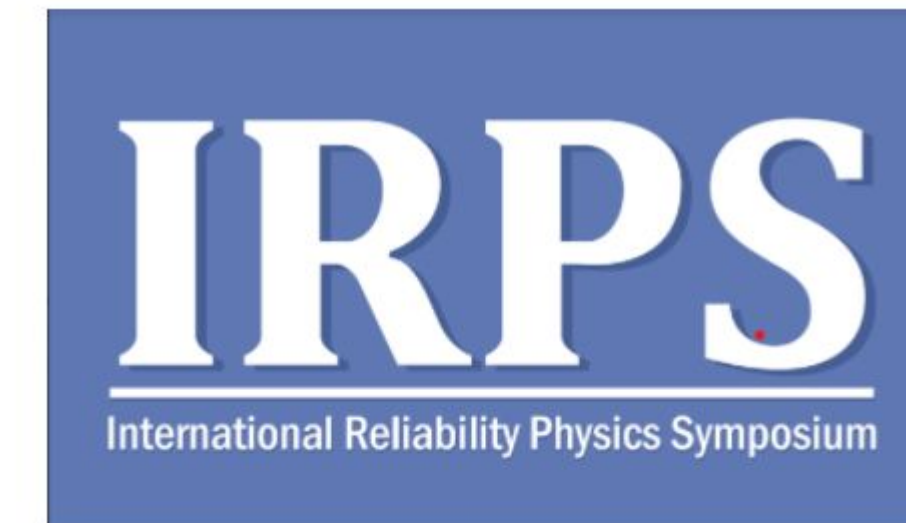
IRPS 2021 Speaker Form

Your email address*
Add some help text

First name*
Add some help text

Last name*
Add some help text

University, Corporate / Institutional Affiliation(s)*
Add some help text

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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.