Good online speaker's Manual

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This manual has been prepared to guide the virtual speaker in the development of his presentation.
Please read the entire manual carefully and feel free to ask if you have any concerns.

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1. Who should record the presentation?

The recording of the communication corresponds to the presentation of the communication in the congress. Therefore, this has to be recorded by the author of the report or the alternate author of the report, as recorded in the communication delivery system.

The presenter of the communication must be appropriately registered to the congress, otherwise, the communication will be considered not presented.

The recording of the presentation is mandatory for all the communications that will be presented online. This year, there won't be poster communications.

2. What is the delivery deadline for my video?

The sending of videos and their authorizations should be done before **June 18, 2021**.

3. How do I prepare my presentation?

As in the face-to-face sessions, the delegates bring a presentation in PowerPoint or PDF format as a complement to their presentation when presenting orally. If you are presenting a poster, you take your poster with you. In this case, you should prepare it in advance. For its preparation, you must take into account the following premises:

- The template provided must be used. You can access the template here.

- The template includes general instructions for the presentation. Please read carefully and follow the instructions, please.

IMPORTANT: Perform a simple recording test before finishing it (see How do I record?). Please note that your video should appear in the lower right corner. Check that this image does not overlap the text of your presentation.

4. How should the video be?

The video should see the presentation in full screen.

In the lower right corner, the video of the speaker should appear superimposed. To ensure the adequate quality of the speaker's video, the following indications should be followed:

- The speaker should receive natural or artificial light indirectly and if possible without supersaturation. Avoid strong lights behind (windows, lights, etc.) Better use natural or artificial lighting even throughout the room.

- Avoid wearing striped clothing as it distorts the image and, as far as possible, use a background for the recording that is in light and uniform colors, without elements that distract attention (pictures, furniture, etc.).

- Audio: Record your voice in a closed room and make sure that the room does not create echo (carry out a previous test to verify).

- During your presentation, look at the camera. It is important that the height of the camera lens is aligned with the height of the eyes.

- Center the image, so that there is not much distance from the top of the head (air). At the bottom, you should see at least your shoulders.

5. How do I make the recording?

Recording can be done with any software for screencast or similar. Any program can be used as long as the generated file is in **mp4 format**. Here are some suggestions.

Microsoft PowerPoint ® 2019

The well-known presentation application allows both voice and video recording of the speaker in its PC version. This video tutorial may be helpful:

En español: https://youtu.be/1exQ4IcK6TA

In English: https://youtu.be/03NRbHpm-JE

The recording is not available in all PowerPoint versions for Windows and iOS. Check yours.

Active presenter ®

It is a simple free screencast recording software that allows recording the computer screen along with the voice and image of the user. In addition, video editing is intuitive.

https://atomisystems.com/

Camtasia ® de Techsmith

It is a powerful screencast recording software that allows recording the computer screen along with the voice and image of the user. In addition, video editing is intuitive, making it possible to cut and adjust times once the master recording has been generated. It is a licensed application but it has a free trial.

http://www.techsmith.com/camtasia.html

Available for Windows and iOS.

Tutorial: https://www.techsmith.com/tutorial-camtasia.html

NOTE: Depending on the version, it could use a watermark

Screencast-o-matic ®

Similar to Camptasia®, this application allows you to record the image that is played on the screen along with the voice. Is free. Available for Chormebook, iOS, and Windows. You can download the software from here:

https://screencast-o-matic.com/screen-recorder

6. How do I send my files?

This section has 3 actions that should be performed to complete the submission of your communication. The video must be sent in *.mp4 format. No compression or additional folder is required.

6.1 Name the file correctly

The file name must have the following structure: *PaperCode_FamilyNameName*
For example:

04-201_TorresJose

Avoid using symbols and spaces. You can locate the code of your paper in the system Paper Review System.

6.2 Send the file

Once the file is named, send it through the WeTransfer service. It is free and easy to use service. Here are the steps to follow:
1) Access https://wetransfer.com/
2) Click on the button + .
3) Choose the video located on your computer
4) In the field "send email to" enter the following addresses: prensa@epsa.upv.es; secretaria.congreso@aeipro.com
5) In the field "your email" enter your own email.
6) In the field "Message" type the code of your paper

You must send one WeTransfer for each paper you submit.

Doublecheck the email addresses, please.
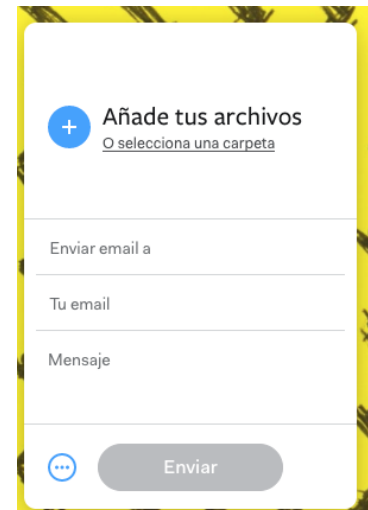
6.3 Send authorization

In order to broadcast the video, in accordance with the data protection law, it is necessary to have an explicit authorization from its author in PDF format. Once the video has been sent, send the authorization. To do this, perform the following steps:

1) Download the authorization document from the congress website, here.

2) Fill in the requested information.

3) Sign the document. You can choose

   a) Digital signature

   b) Print, sign, scan and send

4) Make sure the document is in the correct format, PDF.

5) Send by email, attaching the document, to the following addresses: prensa@epsa.upv.es; secretaria.congreso@aeipro.com

7. Now, what?

Remember that you must be present at the virtual congress during the broadcast of your video since you must answer questions live.

The planning of rooms will be sent after the closing of sending communications. It will be published as soon as possible together with other activities planned for the congress.

The instructions for accessing the congress will be communicated well in advance, but, if possible, you must have a microphone, headphones and a webcam to participate.

Follow the congress updates through the congress website and social media.
● Web: https://www.aeipro.com/es/congresos/cidip2020
● Twitter: https://twitter.com/aeipro
● LinkedIn: https://www.linkedin.com/company/aeipro/

Checklist

Use the following checklist to check that everything is in order.

- ❏ Presentation works correctly
- ❏ The video lasts a maximum of 10 minutes. Keep in mind that the moderator will cut the transmission if it is exceeded
- ❏ Heard correctly
- ❏ The speaker's image is seen correctly (adequate light, good definition, etc.)
- ❏ The recording format is * .mp4
- ❏ The file has been sent by WeTransfer to the indicated addresses.
- ❏ The authorization has been sent to the indicated persons correctly signed.
- ❏ I have completed the registration form for the congress.