

# Manual for the virtual speaker

## CIT CONGRESS 2021

# Manual of the good virtual speaker

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 communication?

The recording of the communication corresponds to the presentation of the communication at the congress. Therefore, it must be recorded by the presenting author or the alternate presenting author, according to the record in the communication sending system.

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

**Recording is mandatory.**

## 2. What is the delivery time for my video?

The sending of videos and their authorizations may be made until Friday, **June 18th, 2021**, inclusive.

## 3. How do I prepare my presentation?

As in the face-to-face sessions of the Conference, the author has prepared a presentation in PowerPoint format as a complement to his/her presentation. For its preparation, you must take into account the following premises:

- The template provided by the congress should be used. You can access the template [here](#).
- This document includes general instructions for submission. Read carefully and follow the instructions, please.

**IMPORTANT:** Do a simple test recording before finishing it (see How do I record?). Please note that it is recommended that your video appear in the upper right corner. Please, check that this image does not overlap with the text of your presentation.

## 4. How should the video be?

The video should see the presentation full screen.

We recommend that in the upper right corner the video of the speaker speaking is superimposed (in PowerPoint it appears in the lower corner by default but it can be positioned). To ensure the adequate quality of the speaker's video, the following indications are included:

- The speaker must receive natural or artificial light indirectly and if possible without much intensity. Avoid bright lights behind (windows, spotlights, etc.). You should better use uniform natural or artificial lighting throughout the room where you are recording.
- Avoid wearing striped clothing as it distorts the image and, as far as possible, use a background for recording that is in light and uniform colors, without distracting elements (pictures, furniture, etc.).
- Audio: record your intervention in a closed room and make sure that the room does not create an echo, (carry out a previous test to verify it); using headphones can correct this problem.
- Direct your sight towards the camera lens during your presentation. It is important that the

height of the camera lens is aligned with eye level.

- Center the plane, so that there is not much distance above the head (air) and that at least your shoulders are visible from the bottom.



## 5. How do I record?

The recording can be done with any software designed to make screencast or similar. The organization suggests doing it through **Microsoft PowerPoint**®.

In this section some suggestions are made, but they are not conditioning factors. Any program can be used as long as the generated file is in **mp4 format**.

### Microsoft PowerPoint®

It allows both voice and video recording of the speaker in its PC version. This video tutorial can be of help: [Instructions](#)

It is essential **not to speak during the slide changes** since it will not record during the slice changes. Please, do not speak during the slice changes.

It must be updated to a recent version. Recording is not available in the iOS version of PowerPoint.

### Zoom®

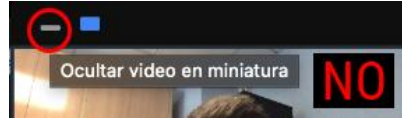
This application for video conferencing and online meetings allows both the recording of the video camera and the speaker's screen in its Computer version (not mobile device).

Recording in Zoom is easy ([Instructions](#)):

- We access a meeting (can be created with a free account)
- In the lower controls we click on "record" (with our camera on)
- We share a screen and both will be recording.

\* The camera in the final video stays in the upper right corner so you can cover up some information if there is any, avoid it as much as possible.

**IMPORTANT: During recording, the camera will appear in the upper corner, it can be moved and hidden on the side, but DO NOT CLICK ON HIDE THUMBNAIL VIDEO as the webcam would not be recorded.**



If you want to use a virtual background in zoom you can use this: [Here](#)

## 6. How do I send my files?

The video file must be in **mp4 format**. For example, in PowerPoint must be exported in **16: 9 format**, in **mp4** and of a quality of **1920 x 1080p (HD)**.

To complete the submission the following 3 actions that must be followed.

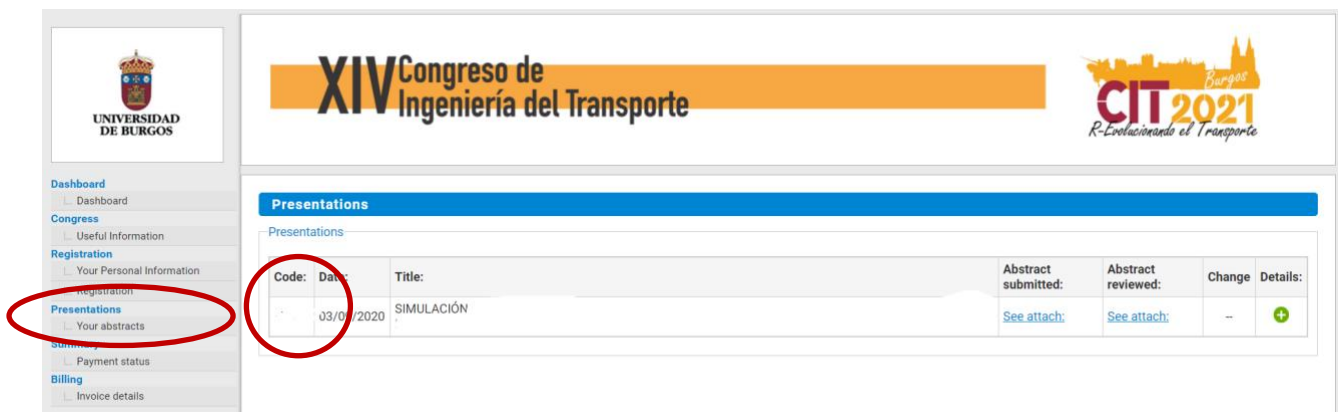
### 6.1 Name the file correctly

The name of the file must have the following structure: CommunicationCode\_SurnameName

For example: *04-201\_TorresJose.mp4*

Avoid using accents and spaces.

You can locate your Communication Code by accesing the plaform with your user and password, and clicking on Presentation – Your abstract (left menu):



Code	Date	Title	Abstract submitted:	Abstract reviewed:	Change	Details:
03/00/2020		SIMULACIÓN	<a href="#">See attach</a>	<a href="#">See attach</a>	--	<a href="#">+</a>

## 6.2 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. To do this, follow the steps below:

- 1) Download the authorization document from the congress website, [here](#).
- 2) Fill in the requested information (page 1).
- 3) Sign the document (page 4). For signing, you can choose any of the following options:
  - a) Digital signature using Acrobat or similar service.
  - b) Print, sign and scan the document.
- 4) Make sure the document is in the correct format, PDF.
- 5) Save the file with the same name than the video but with the pdf format.

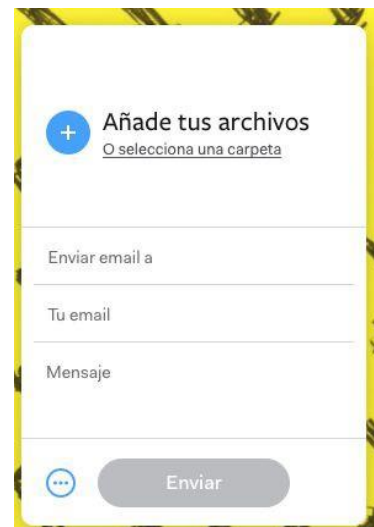
For example: 04-201\_TorresJose.pdf

Avoid using accents and spaces.

## 6.3 Send the video file and the authorization

Once the files are named, send them through the WeTransfer service. It is a free and easy to use service. Here are the steps to follow:

- 1) Access to <https://wetransfer.com/>
- 2) Click on the + button.
- 3) Select the video and authorization files in the open window (file browser)
- 4) In the field "send email to" enter the following address:  
[cit2021@viajeseci.es](mailto:cit2021@viajeseci.es)
- 5) In the field "your email" enter your own email (it is possible that you will be sent a confirmation code to your indicated email).
- 6) In the "Message" field, enter the communication code.



You must send one submission for each communication you submit. **Check the email addresses.**

## 7. And now that?

Remember that you must be present at the virtual Conference during the broadcast of your video, since you will have to answer questions live.

The final planning of rooms will be sent in the next few days. You have already received an e-mail giving notice of the day and time of your presentation. The program will be published as soon as possible along with other activities planned for the Conference.

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

In case of any incident, the support team will contact you after reviewing the recordings.

## Check list

Please use the following checklist to check that everything is ok:

- The presentation works correctly
- The video lasts a maximum of 12 minutes. Please note that the moderator will cut the stream if you exceed
- The video can be heard correctly
- The speaker's image can be seen correctly (adequate light, good definition, etc.)
- The recording format is \* .mp4
- The authorization to use the image has been signed.
- The video and the authorization have been sent by WeTransfer to the address indicated