INTERNATIONAL TEST CONFERENCE
November 3-5, 2020

REMOTE RECORDING GUIDELINES FOR VIDEO PRESENTATION AT ITC 2020 VIRTUAL CONFERENCE

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Philadelphia Section

GENERAL INFORMATION

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- Underline is virtual event platform that will host this years conference.

- If you are an author of an oral presentation you are required to **pre-record a video presentation** of your paper. **However, you will also need to be present during the actual session to answer audience questions in real time!!!** During the conference, in a regular, short, industrial practice, or invited paper session, the pre-recorded video presentation will be played and then there will be a few minutes available for questions, just as in a normal conference. **You should also expect to stay online after the session in the session "room" for up to 15 minutes to answer any remaining questions from attendees.**

- If your paper has been accepted as a **regular paper** then your paper will be presented in a 20-minute time slot. Your recording should be **between 16 and 17 minutes long**.

- If your paper has been accepted as a **short paper or industrial practice paper,** then your paper will be presented in a 15 minute-time slot. Your recording should be **between 11 and 12 minutes long**.

- If you are presenting an **invited paper** then please check the program to see the timeslot you are assigned. Please make sure to leave **at least 3 minutes** for questions.

GENERAL INFORMATION FOR POSTERS

- If you are presenting a **poster** then you may record a **5 minute introductory video presentation** that will be posted on your page. You should also expect to stay in your poster "room" to answer questions during the poster session. You can find the time of the poster session here: **https://easychair.org/smart-program/ITC2020/**

Items to be uploaded to underline, include:

- PDF of your final paper or poster
- PDF file containing your final presentation slides
- Video of your oral presentation/poster presentation
- Bio of the presenter

There are other items to be filled in the upload form (e.g. title, abstract, authors, etc.)

When underline asks for Paper and Poster IDs during the upload process, use the following naming convention:
- For **regular, short, industrial practice, and invited** papers: use EasyChair Program Page's **SessionID.#**, where # is the order of your paper in the session. For example, if you are the 4th paper in *Session 1D Interconnect Testing & Test Access (IP Papers)*, your Paper ID will be: 1D.4 Your actual SessionID and paper slot can be found by searching for your paper here: https://easychair.org/smart-program/ITC2020/

- For posters: use **Poster.#** where the # indicates your submission ID in easychair. Thus, if your submission ID was 120, use **Poster.120**

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Deadlines and other guidelines:

- All oral presentations must be recorded and uploaded to Underline by October 16th. Your final paper/poster (pdf) and final slide deck (pdf or pptx) must be uploaded by the same date.

- A slide deck with some guidelines for powerpoint slides for oral presentations can be found on the ITC website here: http://www.itctestweek.org/program/. Look for the slide template link in the Quick Links to the right of the page.

- 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!

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 itc2020@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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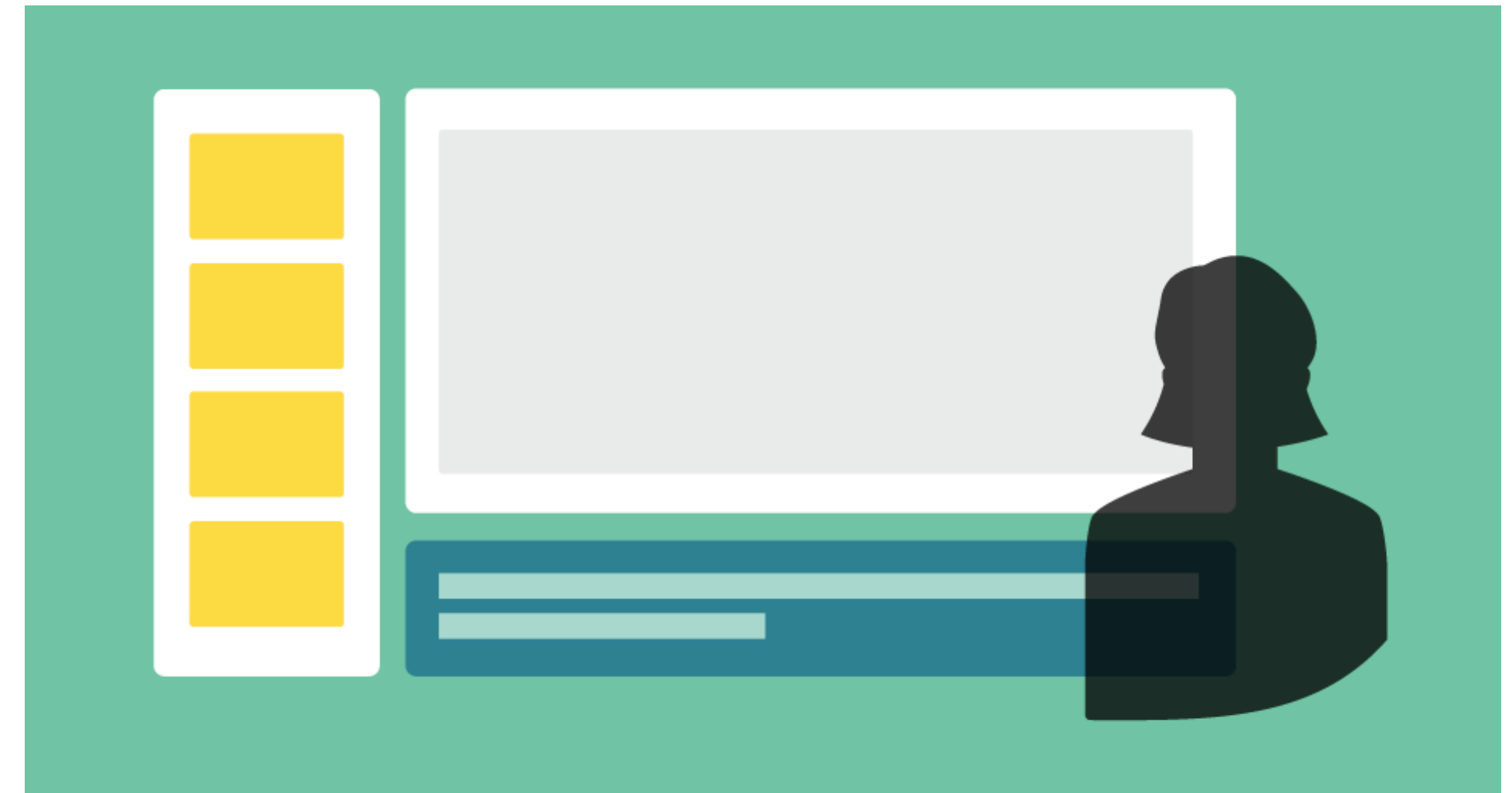
Backdrop & Attire

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.
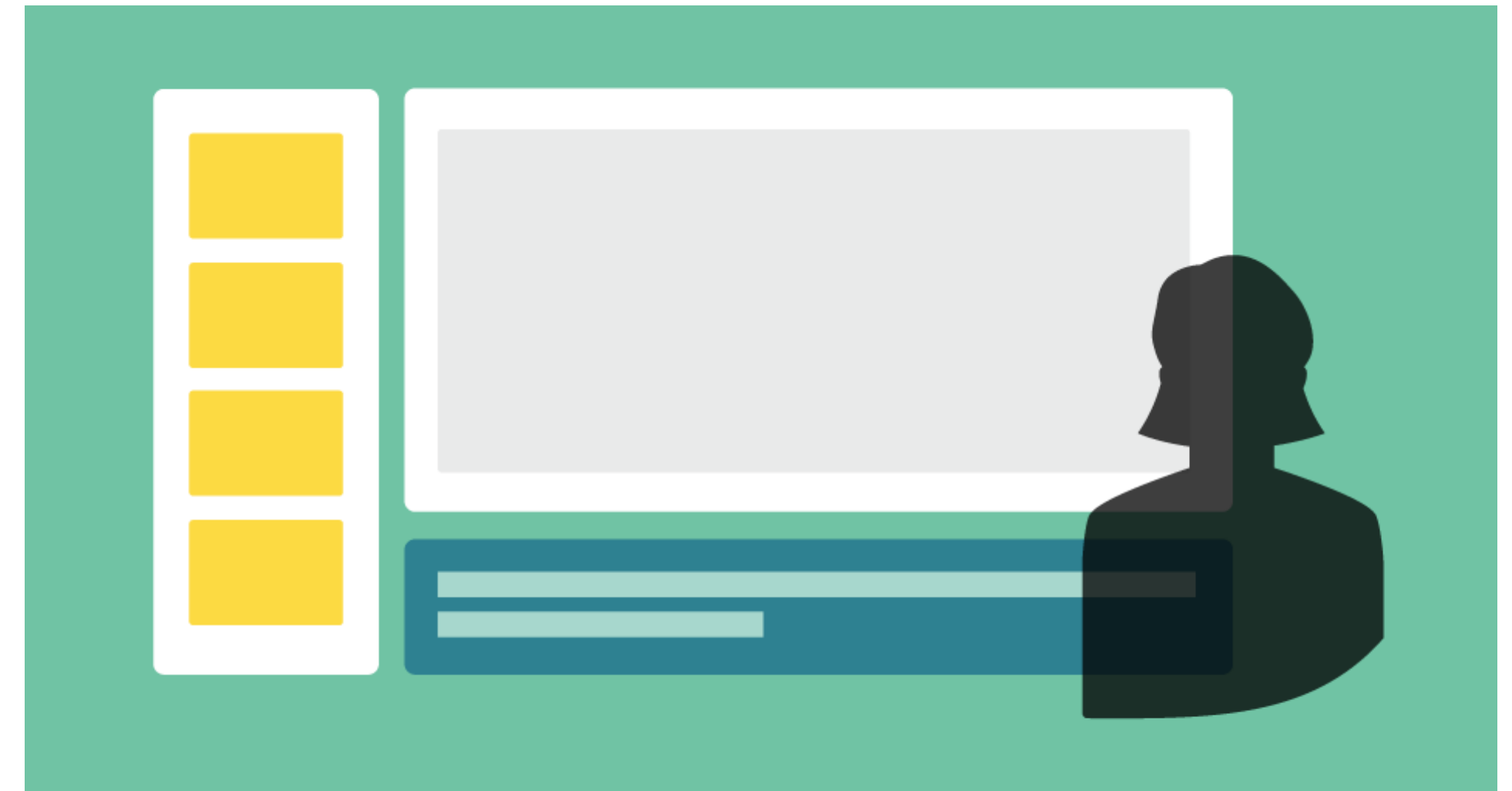
Lighting

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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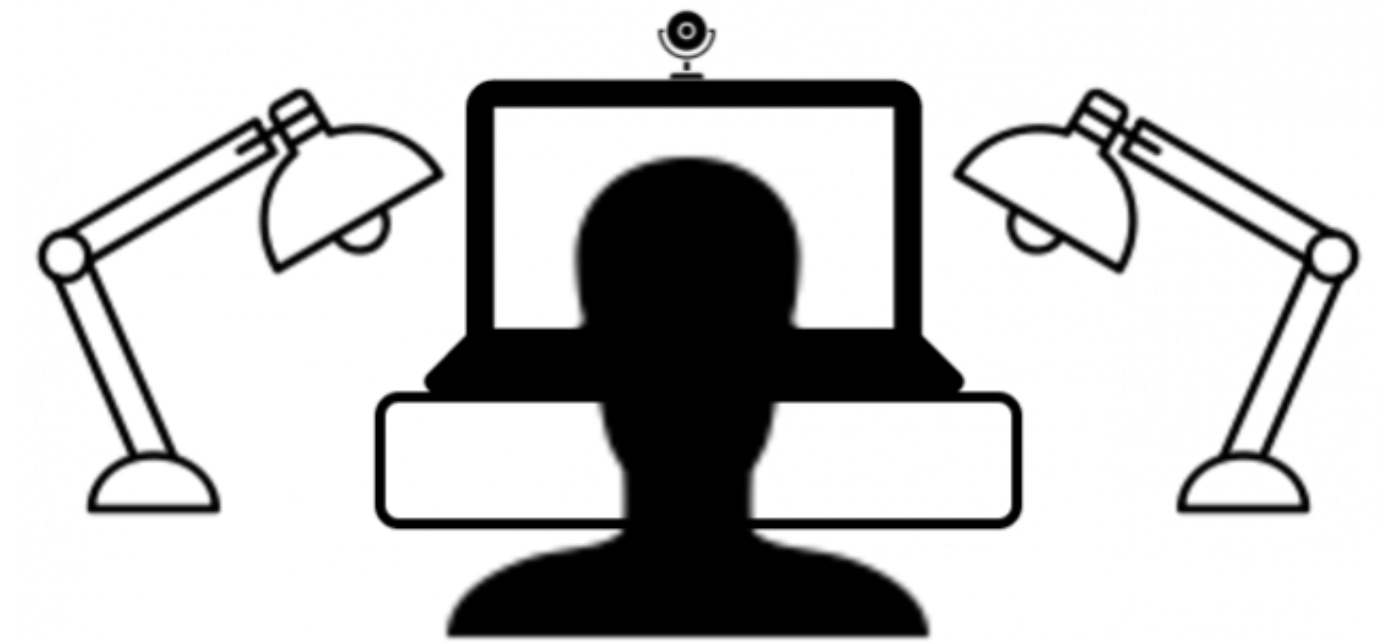
Audio

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 for under $10 -
https://www.amazon.com/dp/B07Z1G6K8G

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2. Download the Software & Record

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.

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3. Enter Bio & Presentation Info

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Please fill out the speaker information and release form at: https://itc2020.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 information
ii. Lecture information

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IEEE SERVICES SPEAKER FORM

Your email address*

First name*

Last name*

University, Corporate / Institutional Affiliation(s)*

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.

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QUESTIONS?
PLEASE CONTACT itc2020@underline.io
AND WE WILL HELP YOU OUT!