

GUIDELINES FOR RECORDING YOUR VIDEO PRESENTATION



INTERNATIONAL FEDERATION
OF AUTOMATIC CONTROL



July 12th - 14th

2021



Underline Science is a virtual platform that will host this year's Nonlinear Model Predictive Conference 2021 – NMPC 2021.

Lecturers at the congress need to pre-record their 15 minute video presentation. The deadline for submitting your video presentation is **June 21st, 2021**. Below we bring you guidelines for recording your video presentation, as well as a link to a software that you can use to record your video presentation. We chose this software because it is very easy to use and has great advantages for the lecturers.

We are at your disposal for technical assistance and support. If you need help or have questions, send us an email: **nmpc2021@underline.io**



Here are instructions to make your video presentation in 3 easy steps:

Step 1: Prepare the presentation and environment

Step 2: Download Software & Record your lecture

Step 3: Upload the presentation and Complete the Speaker Form

GUIDELINES FOR RECORDING YOUR VIDEO PRESENTATION

STEP 1.



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.



ENVIRONMENT

GUIDELINES FOR RECORDING YOUR VIDEO PRESENTATION

STEP 1.



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.



Backdrop & Attire

GUIDELINES FOR RECORDING YOUR VIDEO PRESENTATION

STEP 1.



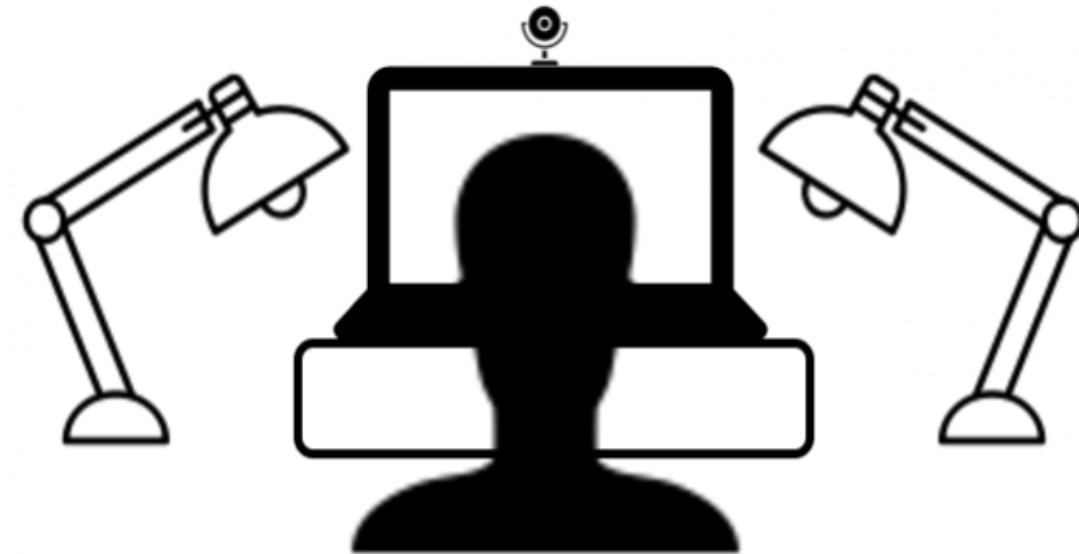
When you record, your light source should be in front of you, not behind you.

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 facing 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.



LIGHTING

GUIDELINES FOR RECORDING YOUR VIDEO PRESENTATION

STEP 1.



Having a dedicated microphone will make you sound a thousand times better.

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.



AUDIO

GUIDELINES FOR RECORDING YOUR VIDEO PRESENTATION

STEP 2.



Download the Software & Record

Watch the “how to” video **first**:

<https://screencast-o-matic.com/watch/crnDFUSpVN>

After you view the video, access the Screencast-o-matic recording app **by this link only**:

<https://screencast-o-matic.com/register?ph=cYewir6zd>

Important: Please use the above link to install Screencast-o-matic. This will give you access to pro editing features and will **store your video on Underline server.**

A screenshot of the Screencast-o-matic registration page. The page has a light gray background. At the top, it says 'SCREENCAST O MATIC' with a logo. Below that, it says 'Join millions of users in creating and sharing videos!'. There is a 'Signup with Google' button with the Google logo. Below that, it says 'or'. There is an 'Email' field with the text 'aiai2020@underline.io'. Below the email field, there is a checkbox labeled 'Get updates, tips, & exclusive savings.' At the bottom, there is a large blue 'Create Account' button. Below the button, it says 'By clicking this button, you agree to our Terms of Service' with a link to 'Terms of Service'. At the very bottom, it says 'Already have an account?' with a 'Sign In' button.

GUIDELINES FOR RECORDING YOUR VIDEO PRESENTATION

STEP 3.



Upload your video presentation and
Complete the Speaker Form at:
<https://nmpc21speaker.paperform.co/>

Important: Please use the same e-mail address to register for the Conference as you do when uploading your video presentation, as well as when you access the virtual Conference Platform on Underline.



Speaker Form

Your email address*	
<input type="text"/>	
First name*	Last name*
<input type="text"/>	<input type="text"/>
University, Corporate / Institutional Affiliation(s)*	
<input type="text"/>	
Upload profile photo*	
<small>Please upload your profile photo. Photo should be portrait oriented and at least 500pix in height. Please keep it under 5 MB.</small>	
<input type="button" value="CHOOSE A FILE"/>	

GUIDELINES FOR RECORDING YOUR VIDEO PRESENTATION

STEP 3.



Speaker Form

Your email address*

First name* Last name*

University, Corporate / Institutional Affiliation(s)*

Upload profile photo*
Please upload your profile photo. Photo should be portrait oriented and at least 500pix in height.
Please keep it under 5 MB.

CHOOSE A FILE

If you did not use the Screencast-O-Matic software to record your video but instead used your own preferred platform, you will still need to upload your recorded video file to this form:

<https://nmpc21speaker.paperform.co/>

GUIDELINES FOR RECORDING YOUR VIDEO PRESENTATION

STEP 3.



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 in any of the major formats like mp4, avi, mov or m4v.

Screencast-o-matic does not work on Linux systems. In the case that you are using Linux, we recommend recording with OBS (<https://obsproject.com/>). Contact us if you need help recording on Linux.



Underline Support Team:
nmpc2021@underline.io

Organizers Support:
martin.klauco@stuba.sk