Speaker Preparation for IEEE

IEEE VIS 2020 strongly recommends that you:

- Provide a view of yourself in the recording
  - Talks with a face are more engaging for attendees

The goal of your talk is to give the audience a gift of knowledge

Speaking Tips for Presenters

Do not read the slides verbatim, the captions will display what you say

Speak slower, a lot slower, than you think you are.

Speak clearly. e·nun·ci·ate

Never present a bad slide. If you can't read it, your audience can't either

Remember we have short attention spans. Avoid tiny details; one idea per slide; one strong conclusion slide.

Less is more.   Less text and more graphics; spell check; Minimize any animation of PowerPoint

More on Content

Make sure:

- All text and all imagery is readable
- Respect copyrights for **all** content: music, images, and videos. We cannot show copyrighted material on Youtube

Visual Communication

Your audience is likely at home, watching you on a small screen and they get to pick what they want to watch.

Add energy to your speaking, but keep your tone normal, as if you are holding a conversation with colleagues.

Stay in the frame of your video; Hand motions can be distracting

Avoid repeating yourself by keeping your content on track.

Audience

Talk to the camera, not your slides

Include your entire audience.

Create a connection between your content and your viewers through your examples, demos, and photo selections.

Lights, Camera, Audio, Location

Provide a view of yourself self floating window in the top right corner of your screen as well as a view of your presentation.

Be sure you have

- A large view of your presentation
- A smaller view of you as a speaker.

Now Take a moment or two to prepare your recording space.

Camera

• HD webcam preferred; A New PC or tablet will have a good camera.

    Your camera should be stable at, or slightly above, eye level.

• This may mean you need to raise your laptop up on books, so we are not looking up your nose ;)

Camera View

Your Face should be in good, even light, with no harsh backlight.

- Do not sit in front of a window or in front of a changing light source.
    - Your webcam will compensate, which will cause your face to look dim or dark.

Audio

Quality audio is key to audience engagement.

Use of a quality headset microphone is preferred; the microphone included in your computer can be used as a last resort

If using a headset microphone

- Be sure to keep it about a half inch off your face.
- Speaking up & keeping your level consistent will also help listeners set their volume correctly.

Recording location

Reduce clutter & distracting/bright images in the background.

Solid color background works best

Try to pick a space that is small, perhaps with soft walls such as curtains.

Curtains will keep the sound from bouncing around

Your Attire

- Solid colors work best, please do NOT wear white.
- Avoid small prints, stripes, plaid, or patterns.
- Unless otherwise specified, shirts with logos and trademarks should be avoided.
- Avoid noisy jewelry (necklaces, bracelets, earrings) as it can be distracting to the viewer.

Title Slide and Content

All videos must begin with the IEEE Visualization 2020 slide template below with your submission title. The template can be found in the Speaker Preparation section of the IEEE Visualization 2020 web site.

Make sure to start your video by introducing yourself with your name, affiliation, and the title of your presentation.

Length of talks

- Make sure your content is limited in length to meet your session time.
- For example:
  - VIS Full Papers: 15 minutes including questions. We recommend a 12 minute presentation with 3 minutes for questions
  - VIS Short Papers: 10 minutes including questions. We recommend a 7 minute presentation with 3 minutes for questions
- Co-located Events: Please see your colocated event's page for details

Pre-recording Checklist

❏ Make sure your self-view is visible as attendees need to see both a view of your presentation and a view of you as a speaker.
❏ Clear your desktop.
❏ Set your display screen scaling & layout.
❏ Close out ALL other software (especially email, social media) & turn off all notifications so that you aren't disrupted during recording.
❏ Laptop is plugged in.

Video Requirements

- Video format: H.264 in an MPEG-4 container (file extension .mp4)
- Frame rate: 30FPS
- Resolution: 1920x1080 (i.e., 1080p HD)
- Subtitles in sbv or srt format
  - Youtube can generate these for you automatically and you can download them
- Audio: Quiet room, with the highest-quality microphone you have
- Name files in the specified naming convention
- Video file size: 500MB max for Vis Full and Short Papers
  - To encode/re-encode your video in the right format, you can use the free software Handbrake: https://handbrake.fr/
  - To check that your video is in the right format, you can use the free software MediaInfo: https://mediaarea.net/en/MediaInfo

Naming Convention for Videos

Name must follow: **<shortname>_<uniqueidentifier>.mp4**

<shortname>: Assigned by the Tech Committee to each event or track

- Find your short name on the VIS web page

<uniqueidentifer>: Specified by your colocated event or conference track. The organizers of your event or track will instruct

Recording your Talk

- We recommend recording you talk with :
  - https://obsproject.com/ (this is free & cross-platform)
  - Please see: (youtube link)
  - OBS can be easily configured to record into the correct file format and size requirement
- You can use other software if you prefer, but we offer caution: Powerpoint does not record audio during transitions!
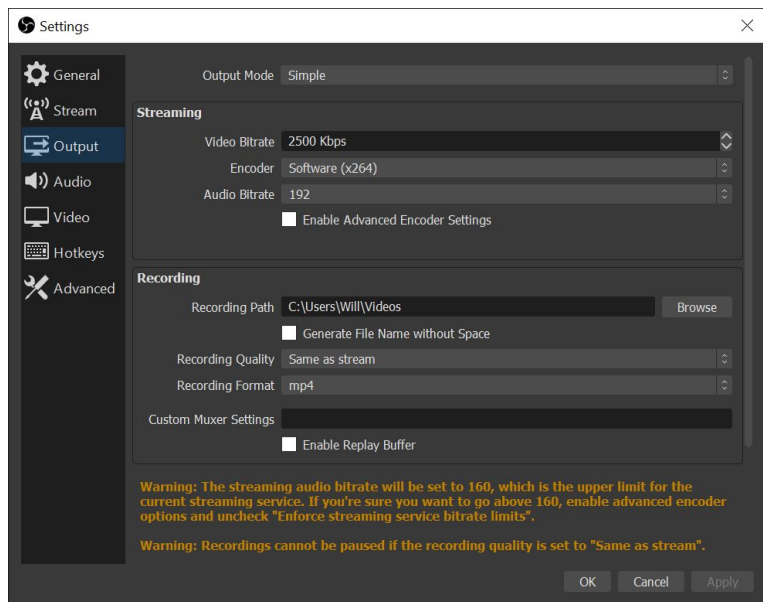
OBS Studio

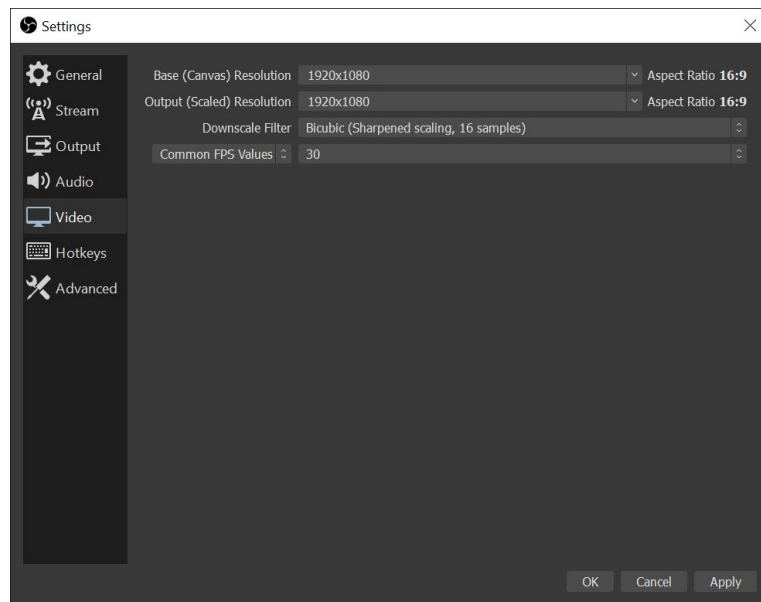Sources:
Video/Audio
inputs to
record from
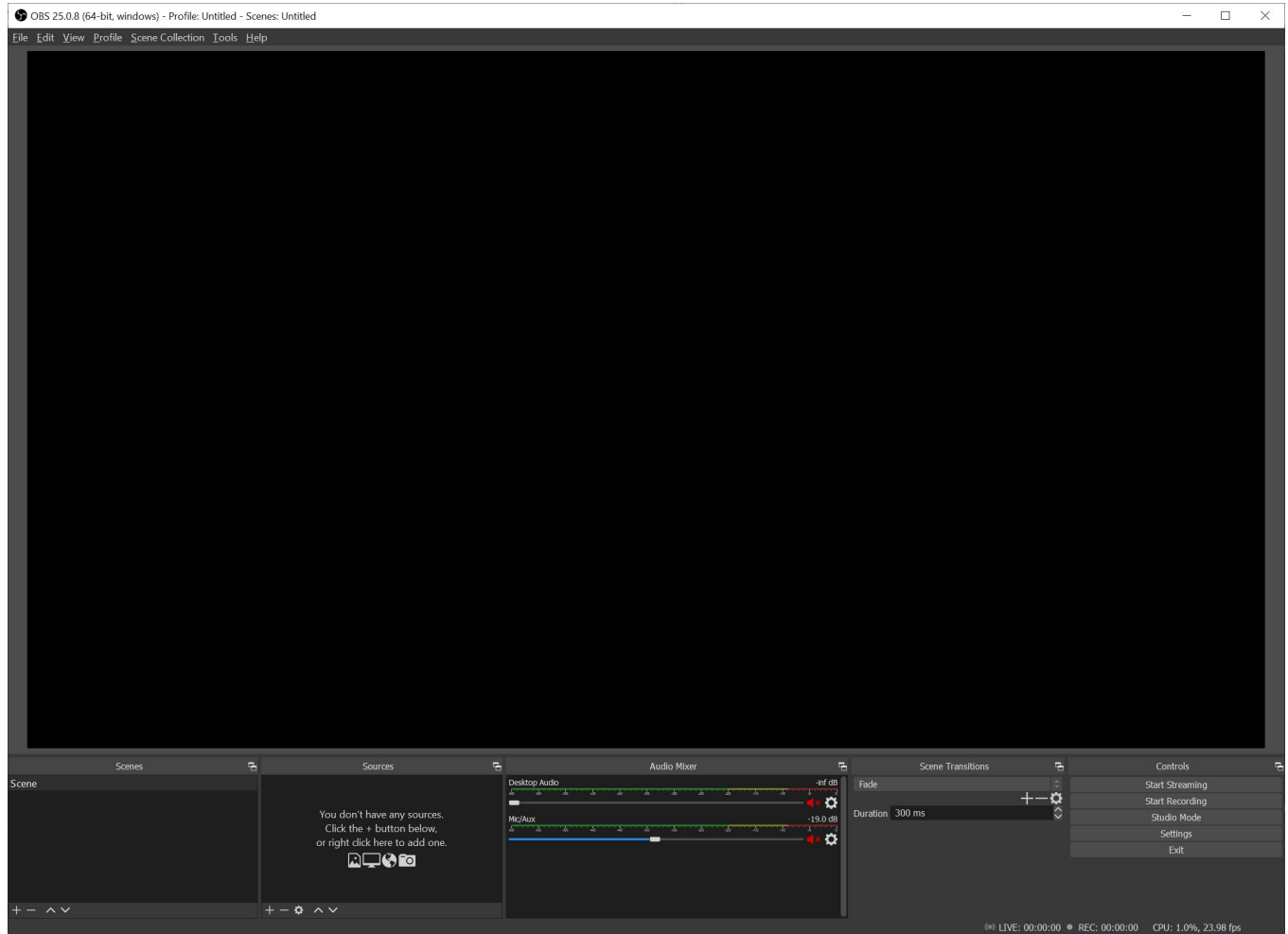
OBS Studio: Settings for VIS

2500Kbps video + 192Kbps audio @ 12min = ~250MB

Output bitrate and format


Recording and output resolution (1080p)

OBS Studio: Use a Hotkey to Start/Stop Recording

- Set a hotkey to start/stop recording
- Works when OBS is not in focus:
  - Open presentation
  - Press "start recording" hotkey
  - Give presentation
  - Press "stop recording" hotkey
- No need to edit out initial setup or stopping of the recording in video editing software afterwards
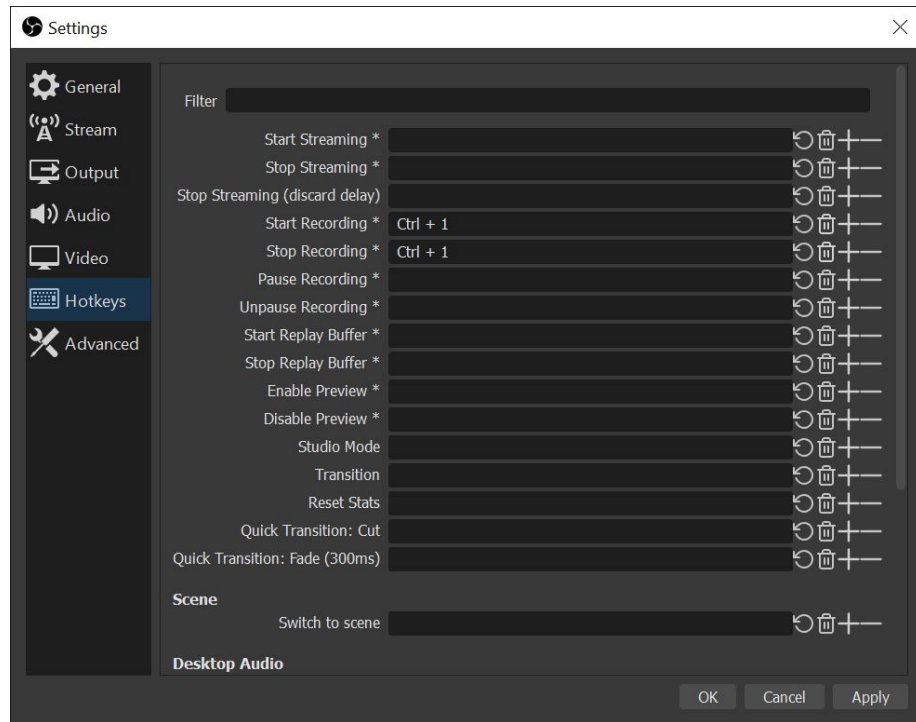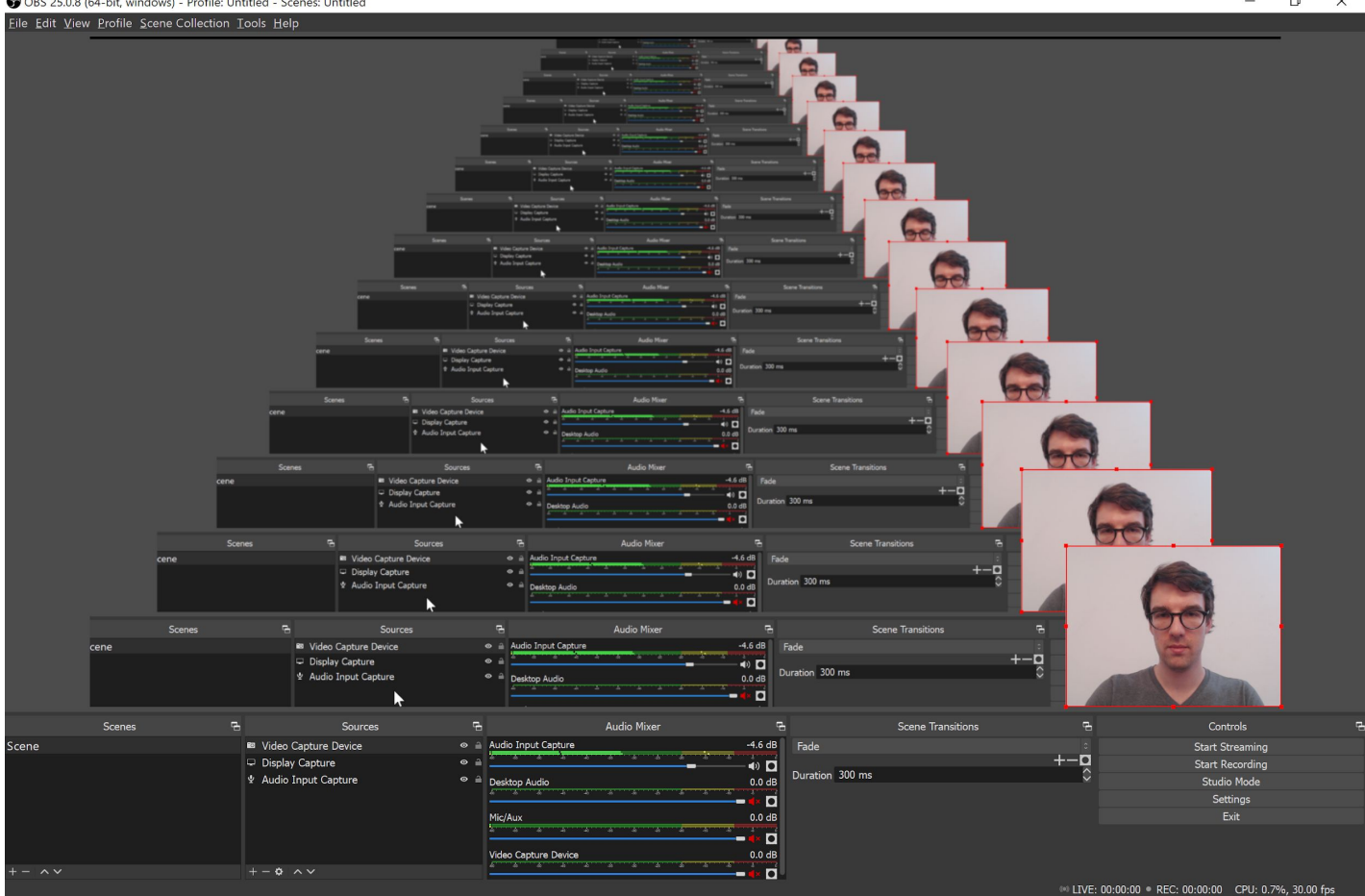
OBS Studio: Adding Recording Sources

- Display Capture: Record a single display
- Video Capture Device: Record your webcam
- Audio Input Capture: Record from a separate microphone if needed
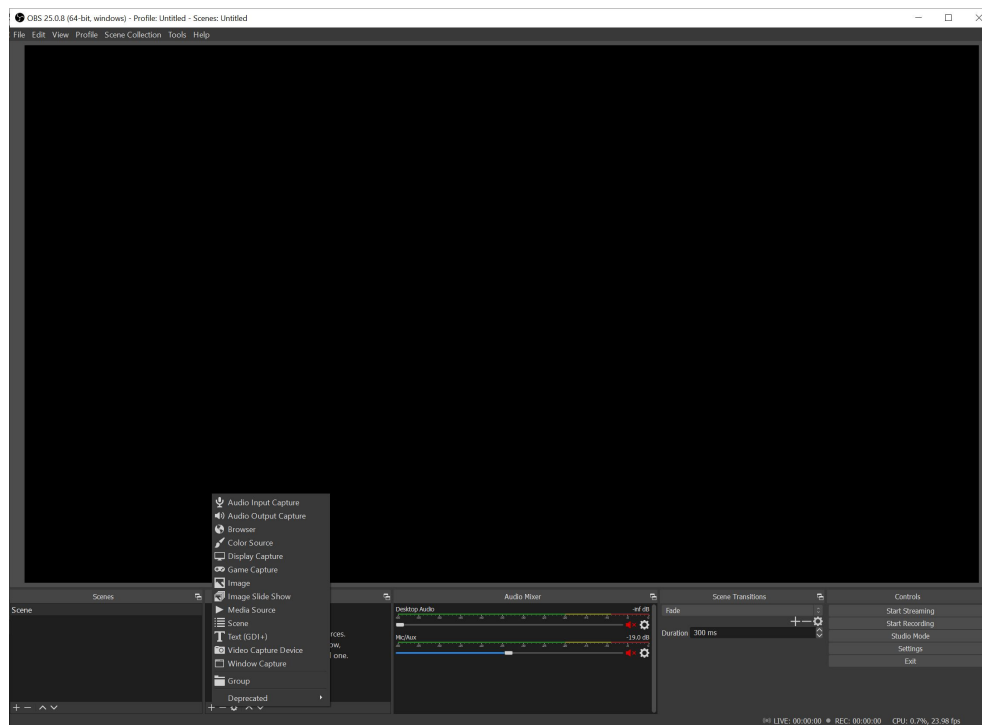
OBS Studio: Example Configuration

Reposition your webcam video to not overlap with slide content

Creating Subtitles for Your Talk

- Create by hand using preferred software, or through Youtube's automatic or manual captioning
- Youtube:
    - Manually: Upload video and use the subtitle creation tool to make your subtitles, download as sbv or srt
    - Automatically: Upload video and wait (maybe a few hours) for automatic captions. Once created, check for errors and correct in the editor, then download as sbt or srt

Verifying File Type with MediaInfo

- To check that your video is in the right format, you can use the free software MediaInfo: https://mediaarea.net/en/MediaInfo
- A correctly encoded file should have 1 AVC video stream and 1 AAC or MP3 audio stream:
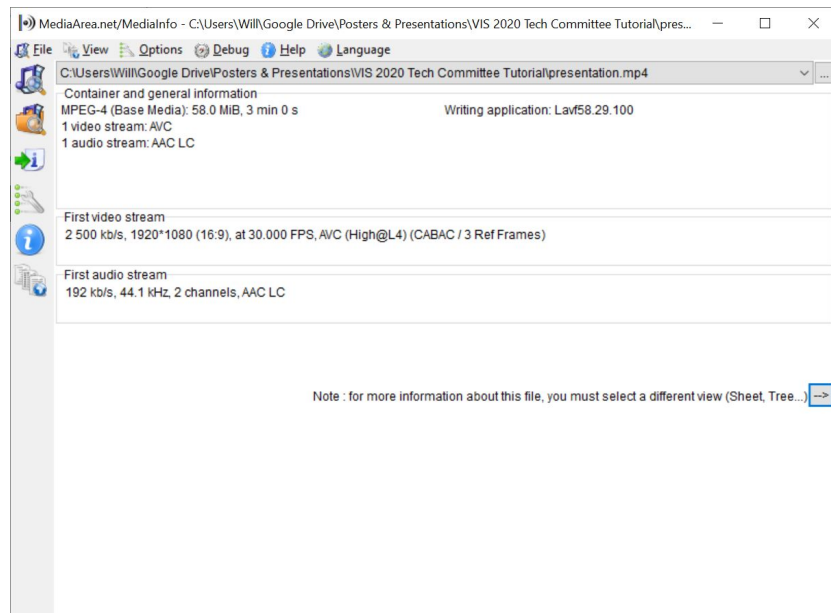
Reencoding with Handbrake

- If your video is in the wrong format or too large you can encode/re-encode your video with Handbrake: https://handbrake.fr/
- Configure the Video encoding tab as shown: