

# SC20 Virtual Presentation Guidelines and Requirements

*Welcome to the Virtual Presentation Guidelines and Requirements document - this document provides guidance and requirements to help you create your pre-recorded content for your presentation at SC20. Please note that specific guidelines for specific types of sessions are available in later sections of this document. This document also references additional files in the presenter packet.*

*Please read “01\_START HERE - SC20 Virtual Presenter Packet.pdf” first!*

**Who should read this document?** Presenters who are submitting content for:

- ACM Student Research Competition Posters (Undergraduate and Graduate)
- Research Posters

*Poster presenters who are chosen for Best Research Poster presentations or ACM Student Research Competition Semi-Finalist presentations will be contacted with further information regarding submission of virtual presentation content.*

## Conference Component Session Descriptions and Checklists

*The SC20 Virtual Logistics team ([virtualSC20@info.supercomputing.org](mailto:virtualSC20@info.supercomputing.org)) will provide recording assistance for all Poster **displays** (student and research).*

- **Research and Student Posters Poster Displays:** The virtual platform, CadmiumCD, has a Poster Module specifically for Posters. Submissions must be a PDF of the poster. A presenter profile can be displayed in the Poster Module; the presenter can enter a profile including a bio and headshot at the SC Submissions Site (<https://submissions.supercomputing.org>). A “How-to” video is available to demonstrate how to record audio over your poster is available at <https://vimeo.com/405511100/eadd0b85b0>.

### **Virtual Content Submission Checklist**

- **Submit a PDF file of your poster.** It is recommended that you record audio to accompany it via the virtual platform CadmiumCD.
- **Poster Reception:** presenters should be available in a live chat for their poster for a virtual Poster Reception, time to be determined.

## Technical Requirements

- **Required files from presenters**
  - Posters will be uploaded in PDF format to the SC20 Submissions Site (<https://submissions.supercomputing.org>).
  - Poster presenters will record an optional voice-over within the CadmiumCD event harvester and separate instructions will be given to Poster presenters.
- The filenames should follow the format below.
  - SubmissionID\_PosterLastname\_Firstname.pdf
    - Note that “SubmissionID” is a unique identifier for your submission and is available in the SC Submissions Site (<https://submissions.supercomputing.org>)
  - Example Poster file: rpost112\_Poster\_Smith\_Laura.pdf
  - Example Closed Caption file: spostg102\_Poster\_Breckenridge\_Bob CC.vtt

## Guidelines

- You have the option to display a static headshot photograph during the broadcast of your presentation in CadmiumCD. You can upload this headshot into your profile at the SC Submissions Site; we will transfer all SC Submissions Site profile photos to CadmiumCD for you. Examples of appropriate quality photographs are provided later in this document.
- An SC20 team member will assist you with recording your audio in CadmiumCD.

## How to get assistance

- Consult all materials provided in this presenter packet
- Contact the SC Virtual Logistics team for assistance at [virtualSC20@info.supercomputing.org](mailto:virtualSC20@info.supercomputing.org)

## Submission Deadline and Working with CadmiumCD

As much as is practicable, pre-recorded content is preferred for quality assurance. **All recorded content must be submitted by October 9<sup>th</sup>.** This includes all mp4 and vtt files as well as the Run of Show document.

All presenters are required to schedule individual appointments with a CadmiumCD Live Stream Technician. These brief appointments – approximately 15 minutes in duration – should be scheduled for 1 - 2 weeks prior to SC20. This appointment will be used to review the speaker's technical settings with the Live Stream Technician. We will provide more information regarding scheduling at a future date.

During this appointment, a Live Stream Technician from our virtual platform provider, CadmiumCD, will perform a tech-check with all of the presenters to help you become comfortable with the CadmiumCD platform. Speakers will log into the screen-share meeting link that will be provided by the Live Stream Technician, so that speakers may practice controlling their slides, sharing their webcam, etc.

At this time, the technician will also explain the process for setup on the day of the presentation, accessing the waiting room, and the text chat communication that will occur throughout the broadcast stream. The technician may also provide tips and pointers to speakers for lighting, controlling audio quality, volume, etc.

## Considerations for Recording Your Presentation

Important tips for recording on-camera and audio lectures can be found here: *6 Tips for Recording On-camera Lectures*  
[https://mediaspace.illinois.edu/media/t/1\\_1170yfvz/155841902](https://mediaspace.illinois.edu/media/t/1_1170yfvz/155841902)

We encourage you to practice your presentation and record it at least once before you record it in CadmiumCD.

### A few things we encourage you to avoid:

- Please refrain from stating that you are recording this presentation in your opening statements.
- Try to avoid filler words like “um” and “so.”
- Please do not simply read the words on the slides. The audience can read while they listen to your presentation.

### Let the audience know that your presentation has ended:

- You are encouraged to state a clear end to your presentation such as, “This concludes the presentation and I am available for questions.” This will signal to listeners and viewers that your presentation is ending.

### Key elements of a good recording space:

- Isolation from outside noise (no noise from cars, airplanes, machinery, birds, etc.)
- No household noises such as boilers turning on, air conditioners, televisions in other rooms, pets, or children
- A low-noise floor (i.e. one with a carpet or rug)
- A “dead room” (acoustically non-reflective)

### Things you may need:

- A **comfortable** chair that will not make noise if you move
- A good **microphone**, webcam, headset, or earbuds, etc. Avoid using the array microphone of your laptop, which can transmit fan noise, keyboard sounds, etc.
- A **reasonably fast and quiet computer**
- **Material/Fabric:** Hanging a length of fabric on the wall behind you, or placing it beneath the microphone you are using, may help reduce any background noise by deadening the sound

### Tips for a good headshot:

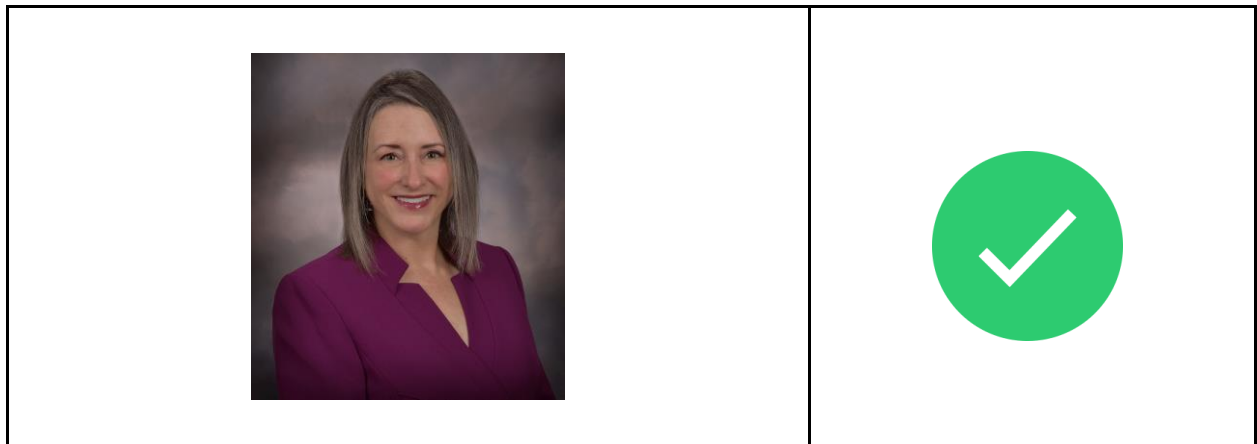
Headshots should spotlight your face rather than what you are wearing. A good headshot:

- Is framed from the chest up.
- Captures you looking directly at the camera. Eye contact is one of the most important elements of a great headshot.
- Has good lighting on your face. Beware of shadowing and backlighting.
- Is easy to see and notice even when it is small.
- Additional tips can be found here: <https://blog.hubspot.com/marketing/professional-headshot-tips-for-budget>

**Examples of a good headshot:**

- Head and shoulders only
- Smile
- Centered





**Example of a bad headshot:**

- Too far away
- Too many people
- Too dark



## Additional Resources

Important tips for recording on-camera and audio lectures can be found here: *6 Tips for Recording On-camera Lectures* [https://mediaspace.illinois.edu/media/t/1\\_1170yfvz/155841902](https://mediaspace.illinois.edu/media/t/1_1170yfvz/155841902)

Creating closed captions for your video may be accomplished at <https://vtt-creator.com>.

**Best Practices Documentation from CadmiumCD (folder 10\_Best Practice Guidelines "from CadmiumCD)**

- Best Practices for Video Recording.pdf (OBS Studio open source software is another way to record audio over your slides if you do not wish to use PowerPoint)
- How the Live Stream Works.pdf
- Inside the Live Stream.pdf
- Live Stream Speaker Procedures.pdf
- Speaker Procedures – Live Stream.pdf

**Videos available in the SC20 Presenter Packet**

How to Record Video and Audio in PowerPoint.mp4

How to Record Video and Audio in PowerPoint Final CC.vtt

Adding Closed Captions to Your Recording Using VTT.mp4

Adding Closed Captions to Your Recording Using VTT CC.vtt