

# 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:

- Birds of a Feather
- Panels
- SCinet
- Students@SC

*The SC20 Virtual Logistics team ([virtualSC20@info.supercomputing.org](mailto:virtualSC20@info.supercomputing.org)) is available for questions for Birds of a Feather organizers.*

- **Birds of a Feather:** Consists of either all pre-recorded content, a mixture of live and pre-recorded content, or completely live content at the organizers' discretion. The session will be recorded during the initial broadcast and will be rebroadcast at a later time. The rebroadcast will follow the same order of events as the initial broadcast, with a new Q&A chat window. A different presenter or presenters can be available to interact with attendees in the Q&A chat window during the rebroadcast if preferred.

## **Virtual Content Submission Checklist**

- **Pre-recorded content:** Pre-recorded content is not required, but if utilized it should be submitted in mp4 file format. A closed caption file in vtt file format should also be uploaded (see the Technical Requirements section for more information).
- **Live content** is allowed but pre-recorded content is recommended to ensure quality; **panelists must inform** the SC20 Virtual Logistics team of **intent** to have live content by **September 10, 2020** at [virtualSC20@info.supercomputing.org](mailto:virtualSC20@info.supercomputing.org)
- **Run of Show document** (template is available: 08\_Run of Show Template.xlsx). Use this document to describe the order of events for your presentation.

*The SC20 Virtual Logistics team ([virtualSC20@info.supercomputing.org](mailto:virtualSC20@info.supercomputing.org)) can provide limited recording assistance for Panels, SCinet, and Students@SC presentations.*

- **Panels:** Consists of either all pre-recorded content, a mixture of live and pre-recorded content, or completely live content at the organizers' discretion. The session will be recorded during the initial broadcast and will be rebroadcast at a later time. The rebroadcast will follow the same order of events as the initial broadcast.
  - Options for Panel Session Broadcast
    - Individual panelists may pre-record content (see checklist below)
    - Individual panelists may also choose to present live content during the initial broadcast
    - Panel discussion can be done live, or in a pre-recorded video with which the SC20 Virtual Logistics team will provide assistance
    - Panelists should be available throughout the initial broadcast to answer attendee questions via a live Q&A chat window. Panelists can also be available for a new Q&A chat window during the rebroadcast if preferred.

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  - **Run of Show document** (template is available: 08\_Run of Show Template.xlsx). Use this document to describe the order of events for your presentation.
- **SCinet:** Consists of either all pre-recorded content, a mixture of live and pre-recorded content, or completely live content at the organizers' discretion. The session will be recorded during the initial broadcast and will be rebroadcast at a later time. The rebroadcast will follow the same order of events as the initial broadcast.
    - Options for SCinet Session Broadcast
      - Individual presenters may pre-record content (see checklist below)
      - Individual presenters may also choose to present live content during the initial broadcast
      - Presenters should be available throughout the initial broadcast to answer attendee questions via a live Q&A chat window. Presenters can also be available for a new Q&A chat window during the rebroadcast if preferred.

#### **Virtual Content Submission Checklist**

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- **Live content** is allowed but pre-recorded content is recommended to ensure quality; **presenters must inform** the SC20 Virtual Logistics team of **intent** to

have live content by **September 10, 2020** at  
[virtualSC20@info.supercomputing.org](mailto:virtualSC20@info.supercomputing.org)

- **Run of Show document** (template is available: 08\_Run of Show Template.xlsx).  
Use this document to describe the order of events for your presentation.
- **Students@SC Programming:** Consists of either all pre-recorded content, a mixture of live and pre-recorded content, or completely live content at the organizers' discretion. The session will be recorded during the initial broadcast and will be rebroadcast at a later time. The rebroadcast will follow the same order of events as the initial broadcast.
  - Options for Students@SC Session Broadcast
    - Individual presenters may pre-record content (see checklist below)
    - Individual presenters may also choose to present live content during the initial broadcast
    - Presenters should be available throughout the initial broadcast to answer attendee questions via a live Q&A chat window. Presenters can also be available for a new Q&A chat window during the rebroadcast if preferred.

#### **Virtual Content Submission Checklist**

- **Pre-recorded content:** Pre-recorded content is not required, but if utilized it should be submitted in mp4 file format. A closed caption file in vtt file format should also be uploaded (see the Technical Requirements section for more information).
- **Live content** is allowed but pre-recorded content is recommended to ensure quality; **presenters must inform** the SC20 Virtual Logistics team of **intent** to have live content by **September 10, 2020** at  
[virtualSC20@info.supercomputing.org](mailto:virtualSC20@info.supercomputing.org)
- **Run of Show document** (template is available: 08\_Run of Show Template.xlsx).  
Use this document to describe the order of events for your presentation.

## **Technical Requirements**

- **Required files from presenters**
  - Recording of talk or presentation in mp4 format (see the "04\_How to Record Video and Audio in PowerPoint.mp4" video).
    - Alternatives to recording audio over your presentation slides via PowerPoint are to record yourself through Zoom, WebEx, GoToMeeting, or any other mechanism for recording that you choose. Remember, however, that the resulting file must be in mp4 format.
  - Closed Caption (CC) file for each presentation in vtt format (see the "05\_Adding Closed Captions to Your Recording Using VTT.mp4" video) or go to  
<https://www.vtt-creator.com>
  - "Run of Show" document which outlines the order of events for the presentation. Presenters need only fill out the section under the blue headers (see the file "08\_Run of Show Template.xlsx")
- All files will be submitted to the SC20 Submissions Site  
(<https://submissions.supercomputing.org>)

- All videos must be an mp4 at either 720p or 1080p resolution, preferably 1080p
  - Video bitrate should be between 5-10 Mbps
  - Audio bitrate should be between 160-256 Kbps
  - These bitrates result in a properly sized file
- PowerPoint aspect ratio must be 16:9
- The filenames should follow the format below.
  - YYYY.MM.DD\_HHMM\_SubmissionID\_ConferenceComponentLastname\_Firstname.ext
    - The date/time should reflect the starting time of your presentation in the SC20 schedule. All times must be in Eastern Standard Time and specified in 24-hour format.
    - Note that "SubmissionID" is a unique identifier for your submission and is available in the SC Submissions Site (<https://submissions.supercomputing.org>)
  - Example Video file: 2020.11.09\_1000\_tut112\_Tutorial\_Smith\_Laura.mp4
  - Example Closed Caption file:  
2020.11.17\_1330\_pap103\_Paper\_Breckenridge\_Bob CC.vtt

## Guidelines

- For tips on how to pre-record audio over your slides, see the "04\_How to Record Video and Audio in PowerPoint.mp4" video.
  - Alternatives to recording audio over your presentation slides via PowerPoint are to record yourself through Zoom, WebEx, GoToMeeting, or any other mechanism for recording that you choose. Remember, however, that the resulting file must be in mp4 format.
- If you have slides with embedded animations or videos, it is recommended that you record your voice-over using PowerPoint as described in the "04\_How to Record Video and Audio in PowerPoint.mp4" video.
- 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 review a sample of your audio or video recording to verify that it is a quality recording. Please note that you may be asked to re-record some (or all) of your content at a higher fidelity to ensure overall presentation quality for attendees.
- If your institution or organization has a television or radio studio, you may wish to work with them to coordinate the recording of your presentation, however this is not required.

## 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 produce the final version for the upload to the SC Submissions Site

(<https://submissions.supercomputing.org>).

### 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 video 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
- **Appropriate lighting;** avoid harsh or direct overhead lighting, fluorescent lights, or anything with a dimmer switch

**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

	
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## 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\\_1170yftzv/155841902](https://mediaspace.illinois.edu/media/t/1_1170yftzv/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