

SC20 Virtual Presentation Guidelines and Requirements (v2)

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:

- Tutorials
- Workshops

Conference Component Session Descriptions and Checklists

The SC20 Virtual Logistics team is available for questions for Tutorials and Workshops organizers and presenters.

- **Tutorials:** Consists of pre-recorded and/or live presentations, and presenters can be available throughout the initial broadcast to answer attendee questions via a live Q&A chat window. The session will be recorded during the initial broadcast and will be available on-demand at a later time unless otherwise arranged. Tutorial organizers will work with the SC20 Virtual Logistics team (virtualSC20@info.supercomputing.org) to upload files to the SC Submissions Site (<https://submissions.supercomputing.org>). The SC20 Virtual Logistics team is available to answer questions but will not provide content recording assistance. It is strongly recommended that you pre-record as much of your content as possible for quality control purposes.

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; **organizers 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)

- **Workshops:** Consists of pre-recorded and/or live presentations, and presenters can be available throughout the initial broadcast to answer attendee questions via a live Q&A chat window. The session will be recorded during the initial broadcast and will be available on-demand at a later time unless otherwise arranged. Workshop organizers will work with the SC20 Virtual Logistics team (virtualSC20@info.supercomputing.org) to upload files to the SC Submissions Site (<https://submissions.supercomputing.org>). The SC20 Virtual Logistics team is available to answer questions but will not provide content recording assistance. It is strongly recommended that you pre-record as much of your content as possible for quality control purposes.

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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 if you wish to record audio over slides).
 - 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_ConferenceComponent_Lastname_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

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 9th.** 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

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

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