About speakers' video-recording

1. Speakers video could be recorded by computer, camera or other videorecorders of choice, which the participants are comfortable with. The final output should be **1080p FULL HD (1920✕1080), .mp4 format, max 15mim.** It is compulsory to have this quality that is adequate for conference screening.

Camtasia

2. A **video support team from each venues** will be established to support any of the presenter and when needed, the team will assist with **video-recording instructions**, process and details about how to record the video by recommended tools (computer software of Camtasia, QuickTime player, Premiere)

QuickTime Player

3. The speaker will provide the video file through WeTransfer or Google Drive or Dropbox. When the support team sees the necessity to edit the video, the speaker may be asked to share the editable files as well, such as Camtasia Project Files or a video file in an editable video format (mp4 is an compressed file format which is not subitale for editing)

Premiere

Suggested structure of the video

The videos will include your: (A)recorded speech (as audio)
                                               (B)your recorded image while speaking (or still image)
   (C)your slides that is synchronised with the audio

-The slides should take a large enough portion of the screen to **be readable**.
-In case it is not possible to add a recorded image of the person while speaking, the user could add a still image instead but we strongly suggest to have a recorded image while speaking.
-The video could also be edited in such a way to switch between image of the content (slides) and image of the person speaking (See Example 3 below).

Example 1
(Easiest to produce)

Example 2: Half-half
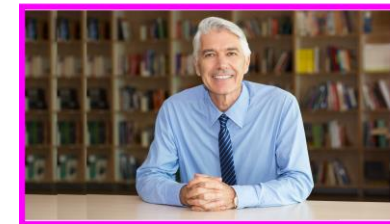
Example 3: interchanging between person speaking and slides

General Suggestions - Setting

- You can say a lot with the setting of a video presentation. In professional video shoots or on-camera ethnographic interviews, videographers often select a recording location that provides exposition or additional information that is not discussed explicitly in the video.

- You want to select a background that says something about you or your work, but that does not distract too much from your presentation.

- You should also think about choosing a location where you will not be interrupted and where it is quite.

- We recommend something that speaks to your topic or is an essential part of the presentation itself, like a map, still image, artwork, or natural background.

Resource: https://culanth.org/fieldsights/1251-recording-yourself-giving-a-talk

General Suggestions - Lighting

- Be sure to sit near a light source like a window or lamp with the light shining on your face.

- Try to use either natural light (from a window) or an artificial light source; if possible, do not mix natural and artificial light sources, as doing so can make your images grainy.

- It is good to have at least one light source on your face at a forty-five degree angle. You may want to try three-point lighting, which is common in film and video productions, but a single source of light is sufficient.

- We recommend filming at the "magic hour" just before dusk for the best natural light.

Resource: https://culanth.org/fieldsights/1251-recording-yourself-giving-a-talk
Easy light setup to improve your films: https://www.youtube.com/watch?v=NVIbirzZn0M

General Suggestions - Sound

The sound quality of your video is actually more important than the image quality for your conference speech. If the speech in the video is not understood well because of low volume or too much background noise, this will make the whole video unfunctional. Before recording the whole video, make sure to make a test first checking both the image and the audio quality. Please **pay particular attention to have adequate volume in the final output.**

You should try to reduce ambient noise as much as possible. Turn off fans, air conditioners, and space heaters that buzz, hum, or click. If you choose to record outside, be aware that planes, trains, cars and people will also be recorded, making your talk difficult to hear. Be sure to turn off your alert sounds and the ringers on your computer and phone. Finally, if you have are using an external microphone, aim it at your throat (not mouth) at a forty-five-degree angle to reduce pops and to pick up the most resonant sound. If you are using the built-in microphone, be sure to keep it at least nine inches from your mouth.

Resource: https://culanth.org/fieldsights/1251-recording-yourself-giving-a-talk

General Suggestions – What to wear

You can, of course, wear whatever you want! But a good rule of thumb in making a video is to avoid shirts that are all white (which reflects light), all black (which absorbs light), bright red, stripes, paisley, or other loud patterns that cause wavy lines in the video.

Resource: https://culanth.org/fieldsights/1251-recording-yourself-giving-a-talk

Recommended Software

Software For Videos	Running System	Free/Paid	Remarks	Download Website
Power point	**This video recording version works only in the Windows version**	Paid	Only **the latest version** could record both screen and your face at same time	https://products.office.com/en-us/try
Camtasia	Windows ☑ Mac OS ☑	Paid	--	https://www.techsmith.com/video-editor.html
OBS Studio	Windows ☑ Mac OS ☑	Free	No editing. Just recording	https://obsproject.com/download

Software – Power point

To record your presentation and related audio embed in your slides, You have to:

1. Open the slide that you want to put the screen recording on.

2. On the top menu, under "Slide Show", select "Record Slide Show".
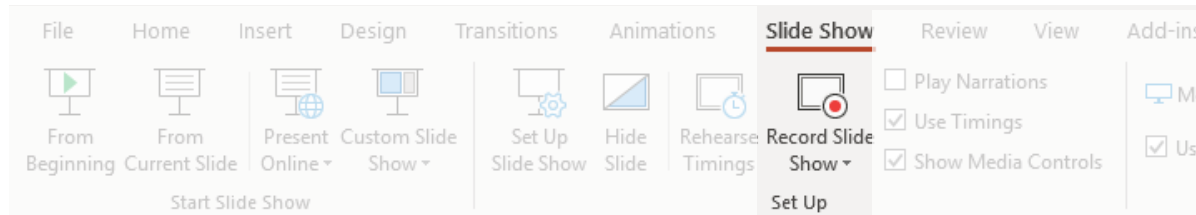
3. The screen below will open up
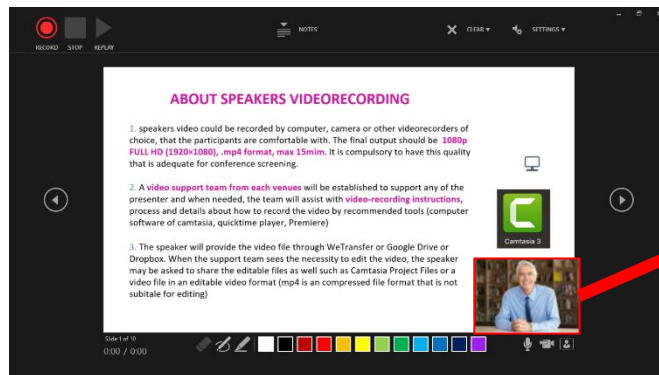
You can change the position of the video, change its size or remove it for each slides after you complete the recording.

4. Click the red pot on the top to begin presenting (& recording)
5. **After you finish the recording, you could reorganize the positioning of the video on the slides separately for each slide**

Note: *We realize that during the recording, if the author is speaking while switching to the next slide, it creates a break in the audio so we recommend paying attention to this and preferably switching to the next slide in a silent moment in audio (e.g. between phrases)*

2-min video tutorial: https://support.office.com/en-us/article/video-record-presentations-2570dff5-f81c-40bc-b404-e04e95ffab33
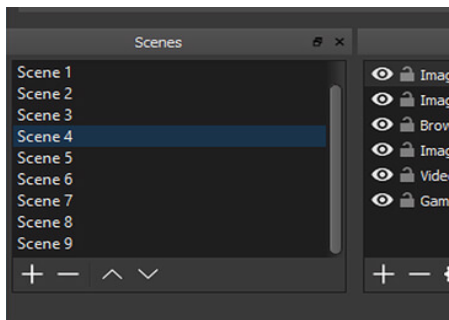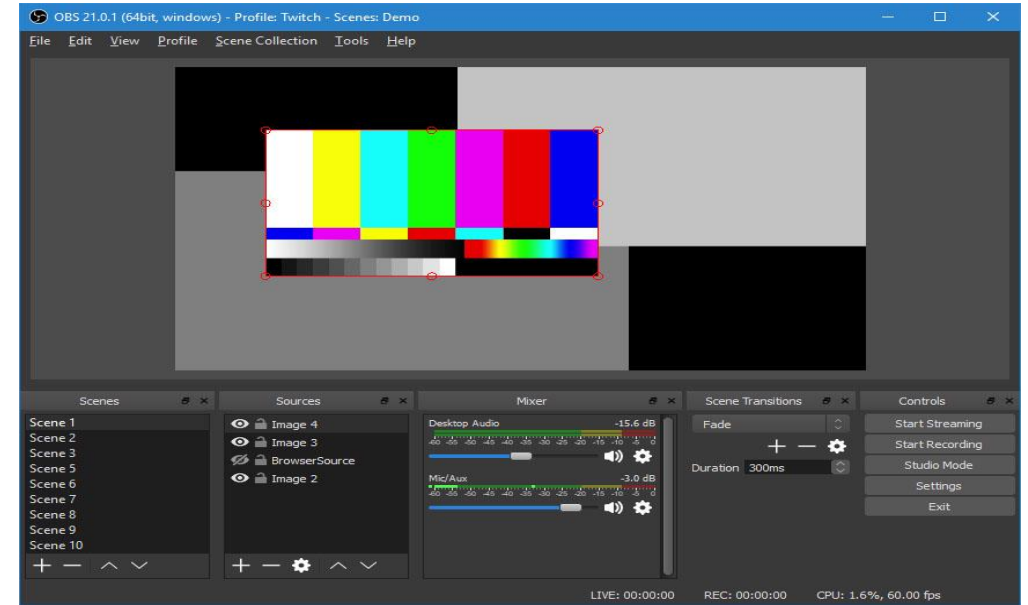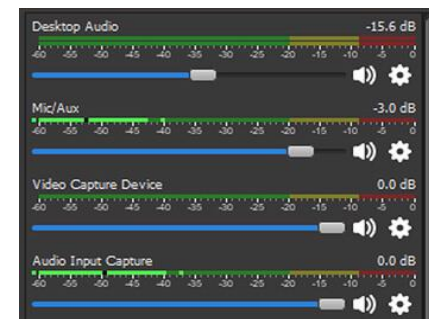
Software – OBS Studio

As open source software for video recording and live streaming we suggest OBS Studio.

After downloaded it, you will see this interface.

In this software, you can create
your own layout, adding the slides and then
Record/add the video. It's also possible to
move the video screens on the canvas.

You can set up an unlimited number of scenes. You can switch between seamlessly via custom transitions.

Intuitive audio mixer with per-source filters.

Resource: https://obsproject.com/
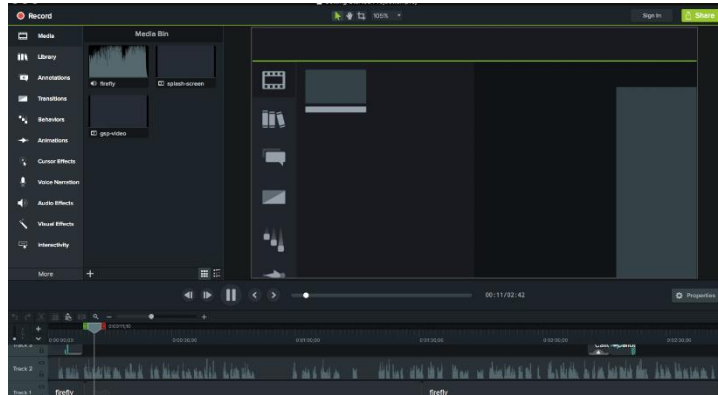
Software – OBS Studio

1. Open the PDF slides (no powerpoint)
2. Open the software
3. If never selected, modify Sources, press the «add» button (+) to add video capture/audio input/window capture
4. Click start recording to record your video
5. Stop recording
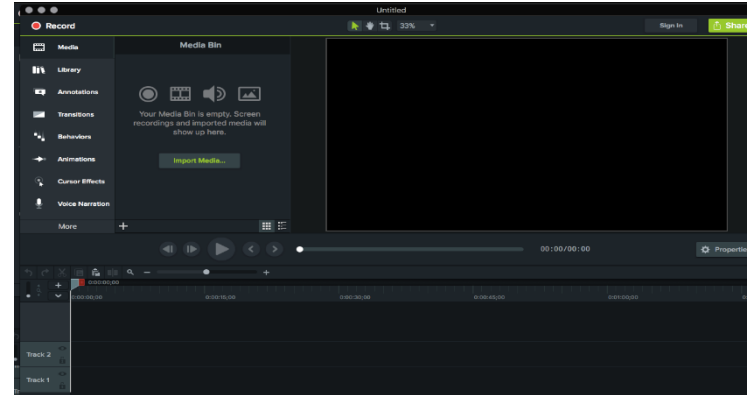6. Click file → show recording to see what is recorded

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18-min video tutorial: https://www.youtube.com/watch?v=j2HzbY8E4yQ
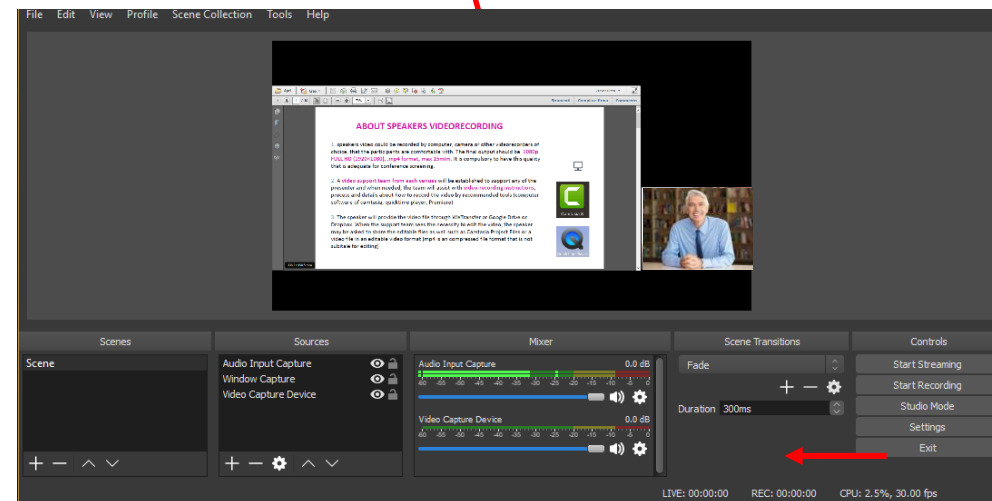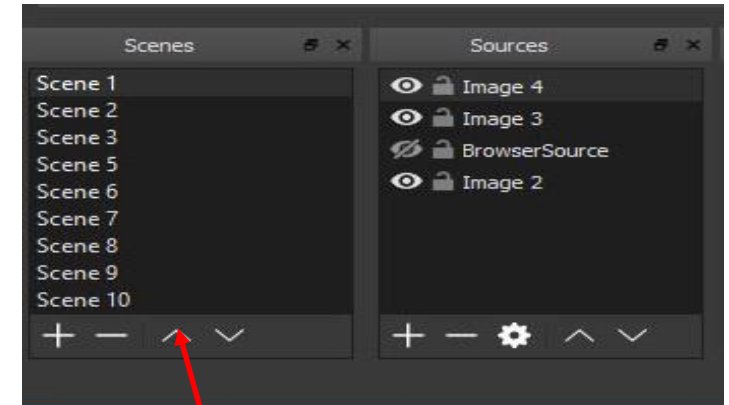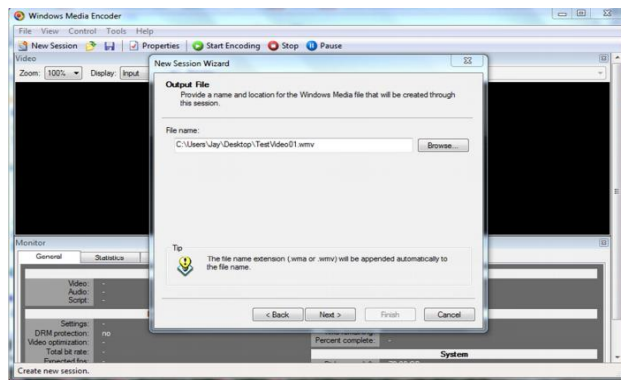
Software – Camtasia

1. Click on new section then on the icon to capture an audio/video

2. Select the window size

3. Save

4. Choose quality and format

Online tutotials 👉 👉 👉   https://www.techsmith.com/tutorial-camtasia.html