



Pre-recorded sessions:
From 4 December 2020

Live sessions:
10 – 13 December 2020

[SA2020.SIGGRAPH.ORG](https://sa2020.siggraph.org)
[#SIGGRAPHAsia](https://twitter.com/SIGGRAPHAsia) | [#SIGGRAPHAsia2020](https://twitter.com/SIGGRAPHAsia2020)

Step-by-Step Pre-recording Guide

Sponsored by



Organized by



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

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



- IF you are using **presentation slides** to accompany your showcase, we welcome **PowerPoint** and **Keynote** formats.
- All presentations should be created in a **16:9 ratio @ 1280x720 resolution**
 - In PowerPoint, this is accomplished by selecting: Design/Slide Size: 16:9
 - In Keynote: View/Show Inspector/Document/Slide size: 1280x720
- Please ensure that the **SIGGRAPH Asia logo is displayed** on your video.
- Embedded videos are welcome. However, we will need a copy of the video file to be submitted with the presentation. The video should not require a click to start. In order to achieve that, make a copy of the slide, then on the second slide, have the video start automatically. The best file type for video is mpeg4. These formats are also acceptable: quicktime (.mov), prores, h.264

- Please note that your presentation slides (in PDF format) and presentation video will be made available for download to attendees. Please do not disclose material that is of confidential in nature.
- If you do not want us to load your presentation slides, please let us know.

- **Laptop or computer with functioning webcam or microphone.** A test of video and audio on Zoom can be done here: <https://zoom.us/test>
- **External microphone and headphones/earphones are highly recommended.** These will provide cleaner audio as compared to your laptop's built-in microphone and speakers. Please ensure to test that the microphone and headphones/earphones are being picked up by the laptop.
- Internet connection with a **minimum upload speed of 25mpbs**. The following website can be used to test your internet speed: <https://www.speedtest.net/>. A hardwired connection to your modem is best, but Wi-Fi can be boosted by sitting in the same room and close to your wireless modem.
- **Minimize the number of devices connected to your Wi-Fi.**
- **Minimize the number of applications open** on the computer you're presenting from as well. This will ensure you have enough dedicated RAM and internet bandwidth so that your video does not "freeze" while you're speaking.
- Close out Outlook and **turn off all notifications** so that you aren't disrupted during recording.

Environment:

Please ensure that you are presenting in a quiet environment. Avoid noise to prevent distractions during your presentation.

Lighting and Exposure:

Please ensure that there are no bright lights **BEHIND** you. Backlight makes it harder for most cameras to focus.

Do ensure that you have sufficient (and not too much) light in front of you – A desk lamp or a window (if it is daytime for you) will be great.

Dress Code:

The best clothing choices for the camera are solids. While some patterns and prints work, it is best to avoid checkers, plaids, and busy patterns. Business/Smart casual is recommended.

Camera Angle and Background:

Camera should be at eye-level height. Avoid having the camera pointing up at your chin, as per default laptop webcams. You can use books - or an ironing board with adjustable height - to get your camera at eye level.

For backgrounds, less is more. A cleaner background will keep your audience focused. Alternatively, we can provide an SIGGRAPH Asia background for you to use.

Composition:

It is ideal that you occupy 1/3 of screen space. We should see some of your shoulders up to the top of your head.

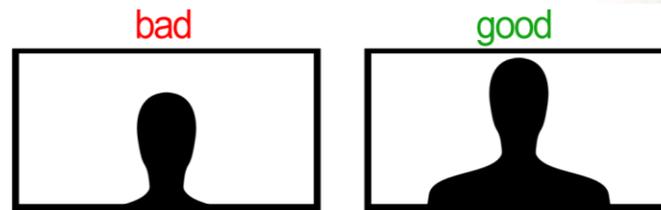


Figure 1: Ideal Speaker-to-Screen Composition

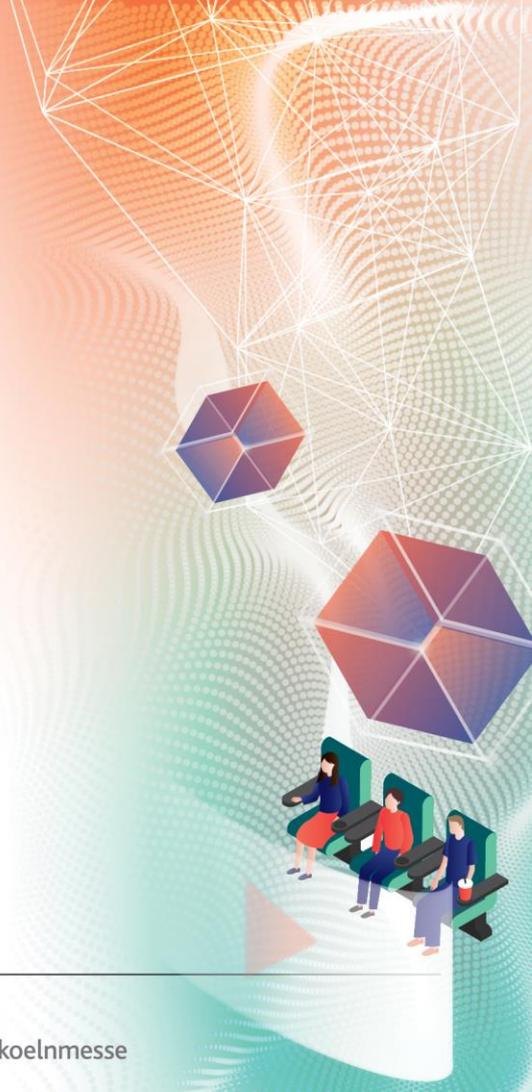
- Video format: .mp4 is preferred
- Frame rate: 30fps
- Aspect ratio: 16:9/Widescreen
- Resolution: 1920x1080 (i.e., 1080p HD)
- Audio: Please try to record in a quiet room, with the highest quality microphone to which you can get access. (We realize that this may be difficult given ongoing restrictions on movement just do the best you can)
- Video file size: 1.8 GB or less*

**If you have any questions, please drop us an email at siggraph_asia@koelnmesse.com.sg.*

REMINDER

- SIGGRAPH Asia strongly recommends that you show yourself in the video using instructions in this document. Showing your face throughout the presentation will be more engaging for attendees.
- 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.

Recording your video

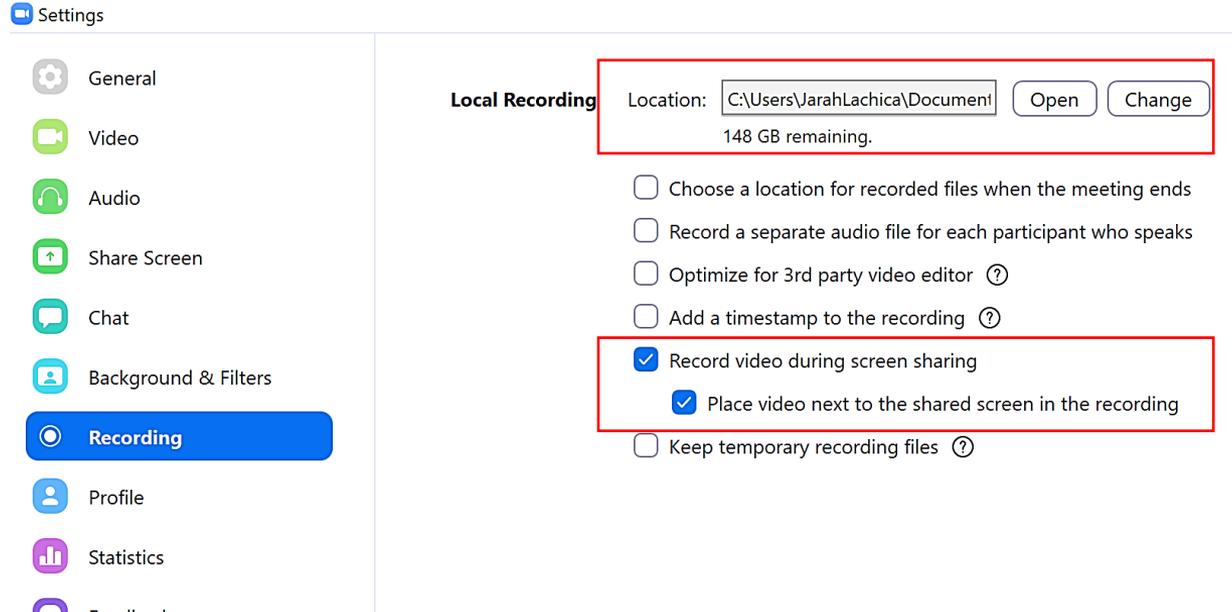


If you don't have a zoom account, follow these instructions to create one:

1. Go to <https://zoom.us/>. Create a free Zoom account. Free accounts allow users to host meetings with up to 100 participants for up to 40 minutes at a time and create recordings locally.
2. Log in
3. Download & install the latest version of the Zoom application
4. If using a webcam not integrated into your computer, connect the camera and set it up according to the manufacturer's settings.
5. Open the Zoom application.
6. Go to <https://zoom.us/> -->Preferences.
7. In the Video tab, select the appropriate camera (if using an integrated camera, it will likely be auto selected for you). In the Audio tab, test your microphone.
8. Close the Preferences window. From the Home tab of the app, click on New Meeting.

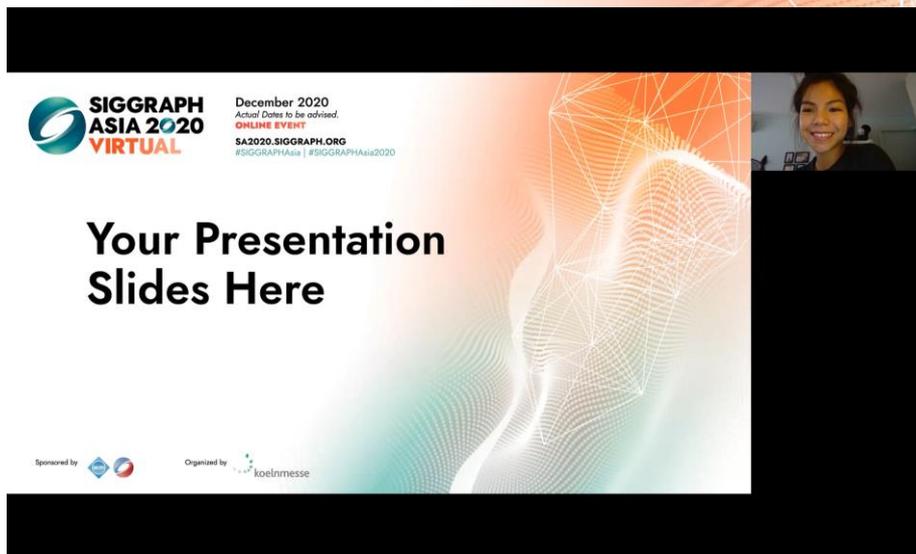
Recording with Zoom

- Start a 'New Meeting'
- Go to your 'Video Settings' and select on Recording
- Select the folder you want the video to be saved in
- Make sure the following boxes are ticked:



The screenshot shows the Zoom Settings interface. On the left, a sidebar lists various settings categories: General, Video, Audio, Share Screen, Chat, Background & Filters, **Recording** (highlighted in blue), Profile, Statistics, and Feedback. The main content area is titled 'Local Recording' and contains several options. A red box highlights the 'Location' field, which shows 'C:\Users\JarahLachica\Document' with 'Open' and 'Change' buttons, and '148 GB remaining.' below it. Another red box highlights the 'Record video during screen sharing' section, where the 'Record video during screen sharing' checkbox is checked, and the 'Place video next to the shared screen in the recording' sub-checkbox is also checked. Other options include 'Choose a location for recorded files when the meeting ends', 'Record a separate audio file for each participant who speaks', 'Optimize for 3rd party video editor', 'Add a timestamp to the recording', and 'Keep temporary recording files'.

- When you are ready, put the presentation in slide show mode (F5) and click on 'Share Screen'
- Start recording (**Alt + R** or **Start recording** under the More button)
- When you're done recording, stop the recording **Alt + R** or **Stop recording** under the More button)
- The recording will save to the folder you selected earlier on. You can search your computer if it doesn't appear there.



Make sure your self-view is visible as a floating window in the top right corner of your screen, as viewers need to see both a view of your presentation and a view of you as a speaker.

- Click on the Slide Show tab, and select 'Record Slide Show' -> 'Record from Beginning'
- Make sure your Camera and Microphone are enabled
- When you are ready, you can start Recording
- When you are done, save your presentation as .mp4 or .wmv
- The video recording will be saved in your folder of choice. Before loading it on the platform, be sure to check the audio and video are in sync.



Uploading your video

- All submitted videos will be subject to review & approval by SIGGRAPH Asia 2020 before being considered final. If additional edits are required to your video, you will be contacted by a SIGGRAPH Asia 2020 committee member.
- Refrain from uploading your video to any other web sites or social media channels until after SIGGRAPH Asia 2020 concludes.
- **Details on how to upload your video will be released in the coming weeks.**

**Thank you for being a part of
SIGGRAPH Asia 2020!**

Sponsored by



Organized by

