



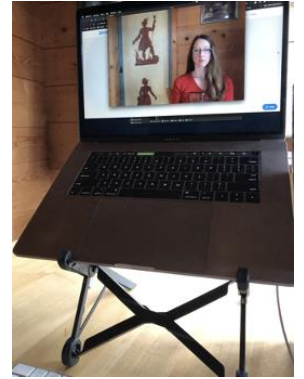
## GENERAL VIDEO INFORMATION FOR PRE-RECORDED VIDEO, LIVE Q&A, AND LIVE SESSIONS

The following suggestions are meant to help you in preparing and recording your video to create attractive and effective pre-recorded presentations, Live Q&A, and Live sessions.

### VIDEO PRESENTATION TIPS

#### 1. Camera Position

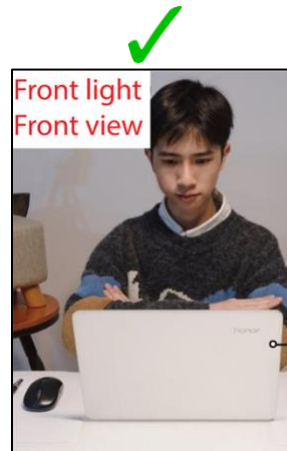
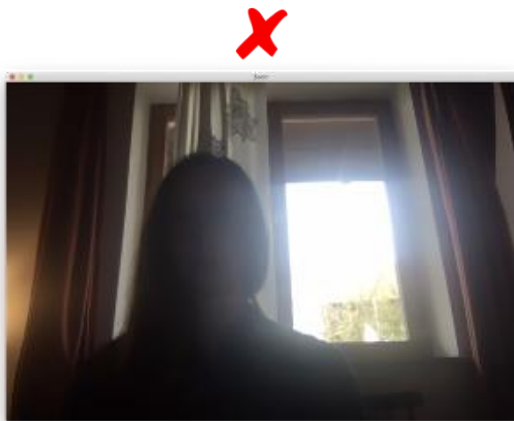
No matter what camera you use (built-in camera on your laptop, external USB camera, etc.), camera position should be adjusted at eye level to “look” at your audience (not down or up). You can use a laptop stand, books, boxes, etc. Sit a bit further away from your screen than normal, ideally so your arms can be seen and you can use gestures. Look at the camera which is your audience.



#### 2. Lighting Condition

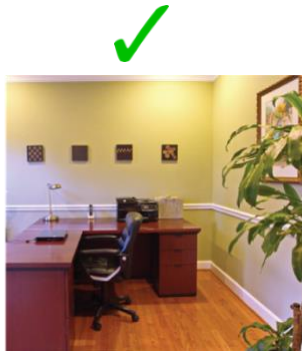
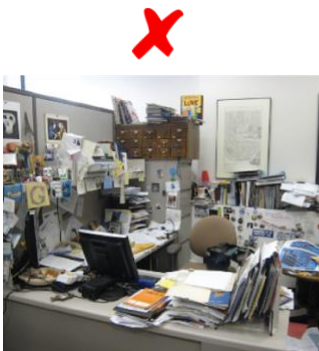
Record your video in one place with a lamp for front-facing lighting. Try to position your camera away from a window or other light sources. Please make sure you can see that your face is well lit during the video recording or live discussion.

**Don't** have the camera face a bright light source. Also, clean your camera lens for the clearest image.



#### 3. Background

Be sure to record your video in a place without unwanted background, which might be a distraction to the audience. Sometimes, using a virtual background is helpful and esthetic.



#### **4. Voice and Noise**

Be sure to record your video in a quiet place without background sound (family members/pets), as it can be challenging to record in a busy home environment. Try to speak loudly and clearly. Sometimes using headphones (with background noise cancelling) can be helpful.

#### **5. Slides for Pre-Recorded Videos**

Use more graphics instead of text and spread content over more slides. Font sizes on slides should be comparable to 18 points Arial (20 points Calibri) or larger for participants on mobile devices. We recommend you use a sans-serif typeface.

#### **6. Network Requirements for ZOOM Live Conference**

The internet connection should be stable and good enough during live discussion. Suggest to prepare at least two network connections: broadband wired connection, WIFI or 4G network. A stable wired network and laptop are recommended for live Q&A during the conference.

***Stick to your scientific content and allotted time!***

#### **How to Prepare Pre-Recorded Videos?**

- Record a slide show with narration, your face (optional), slide timings, and laser pointer in PowerPoint, see the following link for more information.  
<https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c?ui=en-us&rs=en-us&ad=us>
- Record a presentation using Zoom platform, see the following link for instruction.  
[http://cei.ust.hk/files/public/quick\\_start\\_guide\\_-\\_using\\_zoom\\_for\\_pre-recorded\\_lectures.pdf](http://cei.ust.hk/files/public/quick_start_guide_-_using_zoom_for_pre-recorded_lectures.pdf)

#### **Live Q&A and Live Sessions**

All Live Q&A will take place via the conference app using the Zoom platform. Make sure that you download Zoom to your computer and make sure it is ready for your presentation and that you do not have to scramble at the last minute loading it to your desktop.

If you are not familiar with Zoom, the following links may help:

- <https://support.zoom.us/hc/en-us/categories/201146643>
- <https://www.youtube.com/watch?v=x4CiyROZNwE>
- <https://ativ.freshdesk.com/support/solutions/articles/24000053016-zoom-virtual-session-participant-guide>
- <https://ativ.freshdesk.com/support/solutions/articles/24000053070-how-do-i-share-my-screen-in-a-virtual-session-with-zoom-meeting->
- <https://zoom.us/test>