SIGGRAPH THINK BEYOND

2020   S2020.SIGGRAPH.ORG

Step-by-Step Session Recording Guidance

Table Of Contents

- Pre-session checklist
- Video requirements
- Title slide & introduction
- Creating a Zoom account
- Recording in Zoom
- Recording in Zoom side by side mode
- Recording in Zoom with multiple speakers
- Uploading your presentation

SIGGRAPH 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.

Reminder

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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.

Pre-Recording Checklist

Use a wired internet connection, if possible.

Turn off all programs except those needed to present & run your presentation.

Clear your desktop.

Close out Outlook & turn off all notifications so that you aren't disrupted during recording.

Set your display screen scaling & layout.

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.

Video Requirements

- 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

This slide presentation includes instructions for using Zoom, which meets all video technical requirements but you can use whichever software you have to capture video that can achieve these requirements.

Title Slide & Introduction

All videos must begin with the SIGGRAPH slide template below with your submission title.

The template can be found in the Speaker Preparation section of the SIGGRAPH 2020 web site.

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

Creating a Zoom Account

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

1. Go to 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 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.
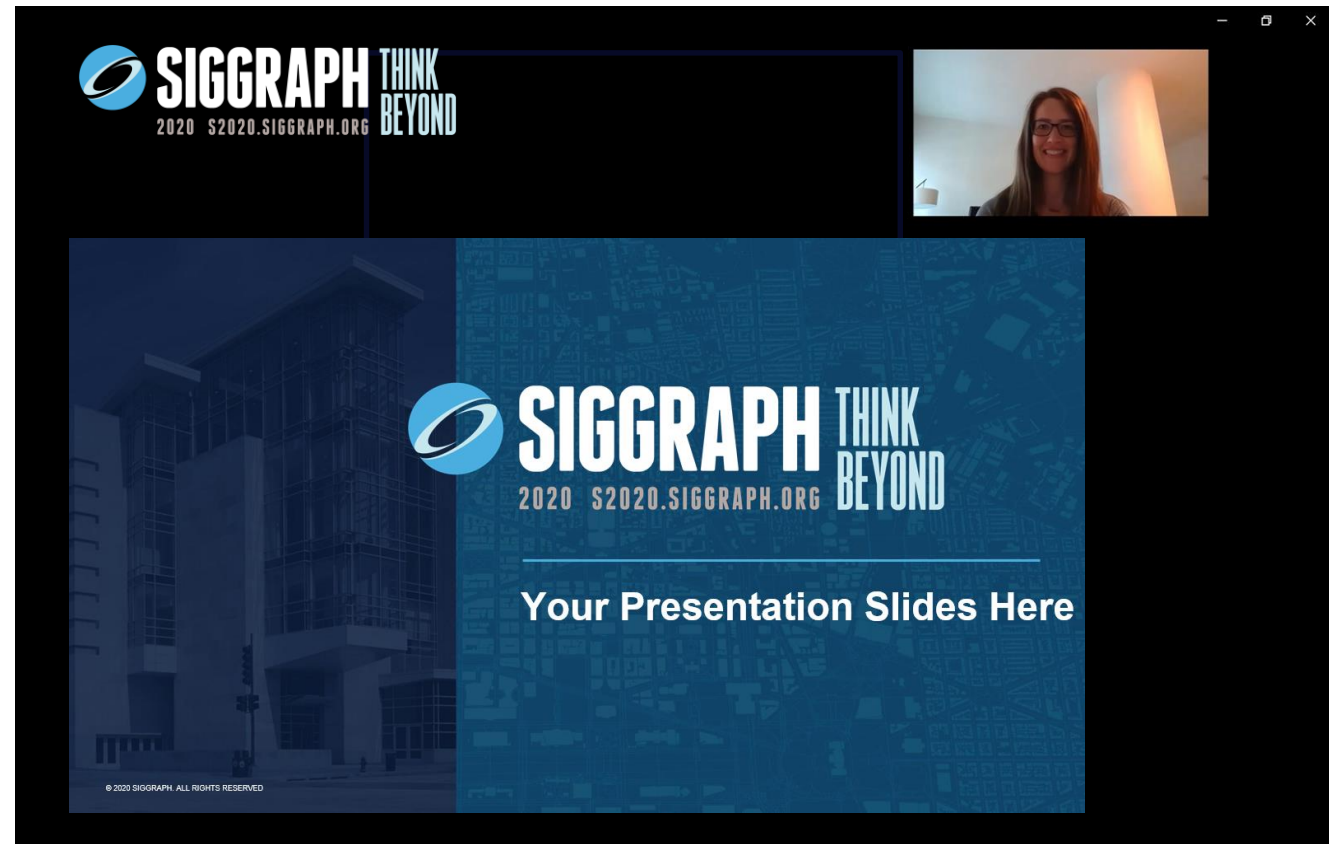
Recording in Zoom: Option 1

1. Create a Zoom meeting

2. Share your presentation & start your video feed. You can adjust your video position on the slide by clicking on the box and moving it around to your desired location. You can adjust the size of the video by clicking on the lower left corner and pulling the video down and to the left or up and to the right.

3. Put the presentation in slide show mode (F5) and start recording (**Alt + R** or **Start recording** under the **Mor**e button)

4. When you're done recording, stop the recording (**Alt + R** or **Stop** recording under the **More** button)
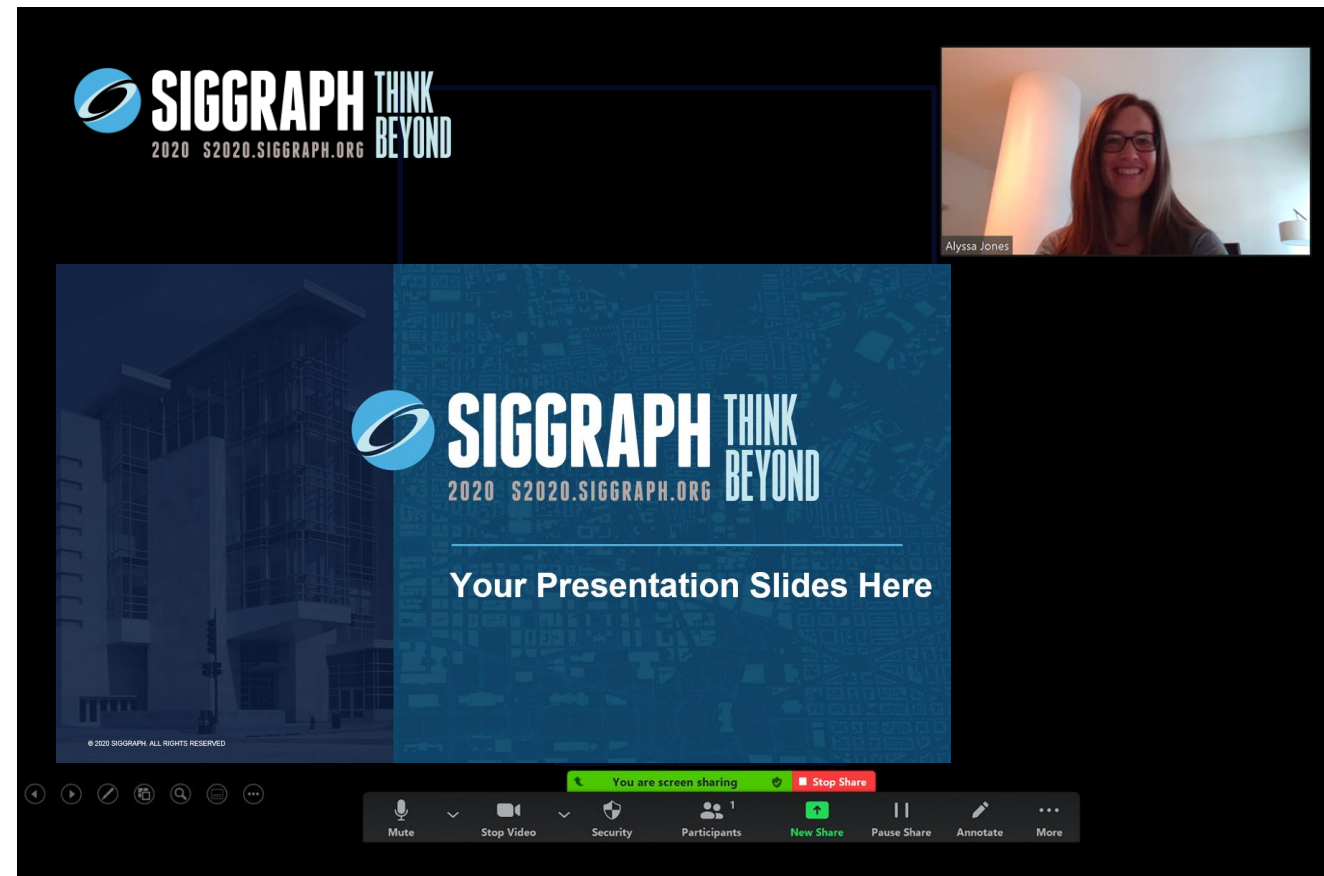
Make sure your self-view is visible as a floating window in the top right corner of your screen, as viewers need to see both a view of your presentation and a view of you as a speaker.
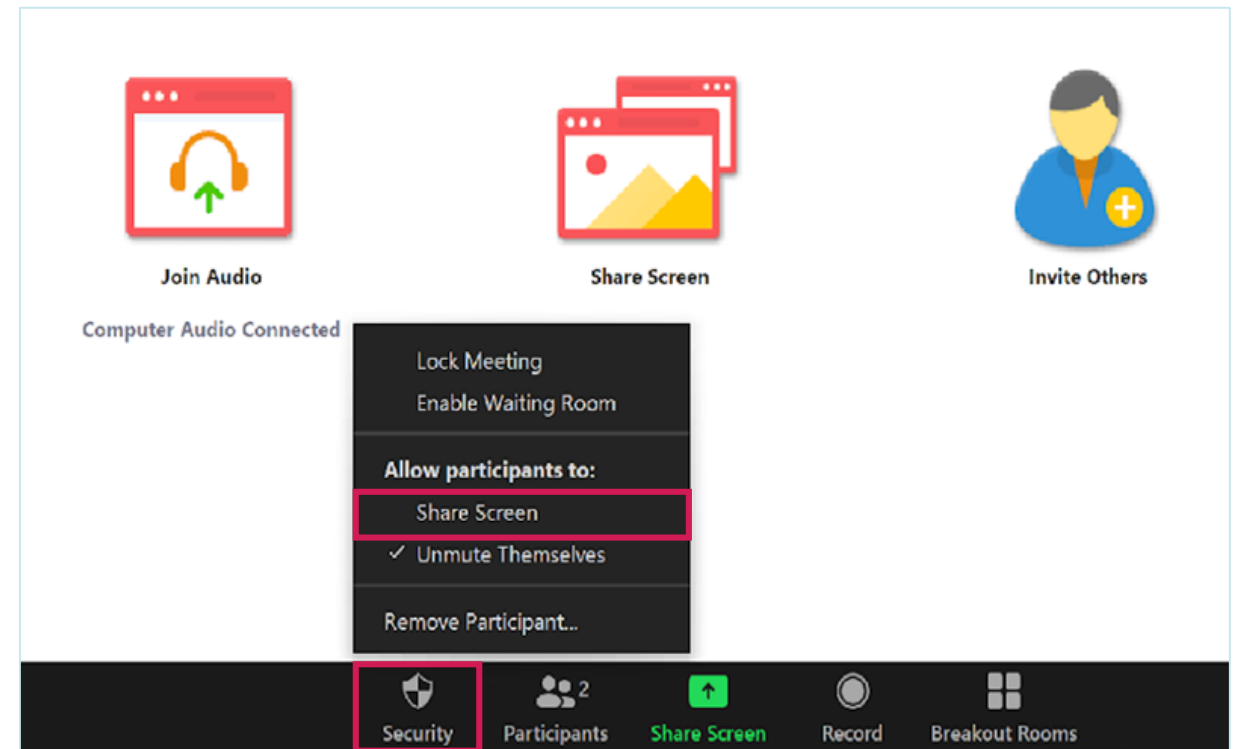
Recording in Zoom: Option 1

5. At anytime, if you need the buttons at the bottom and they've disappeared, roll your mouse over the green "You are screen sharing" bar and it will reappear.

6. End the meeting and Zoom will save the recording either to your computer or the cloud which you will determine when you hit Stop.

7. The recording will save to your Zoom folder which should be in your Documents folder. You can search your computer for "Zoom" if needed.

Make sure your self-view is visible as a floating window in the top right corner of your screen, as attendees need to see both a view of your presentation and a view of you as a speaker.
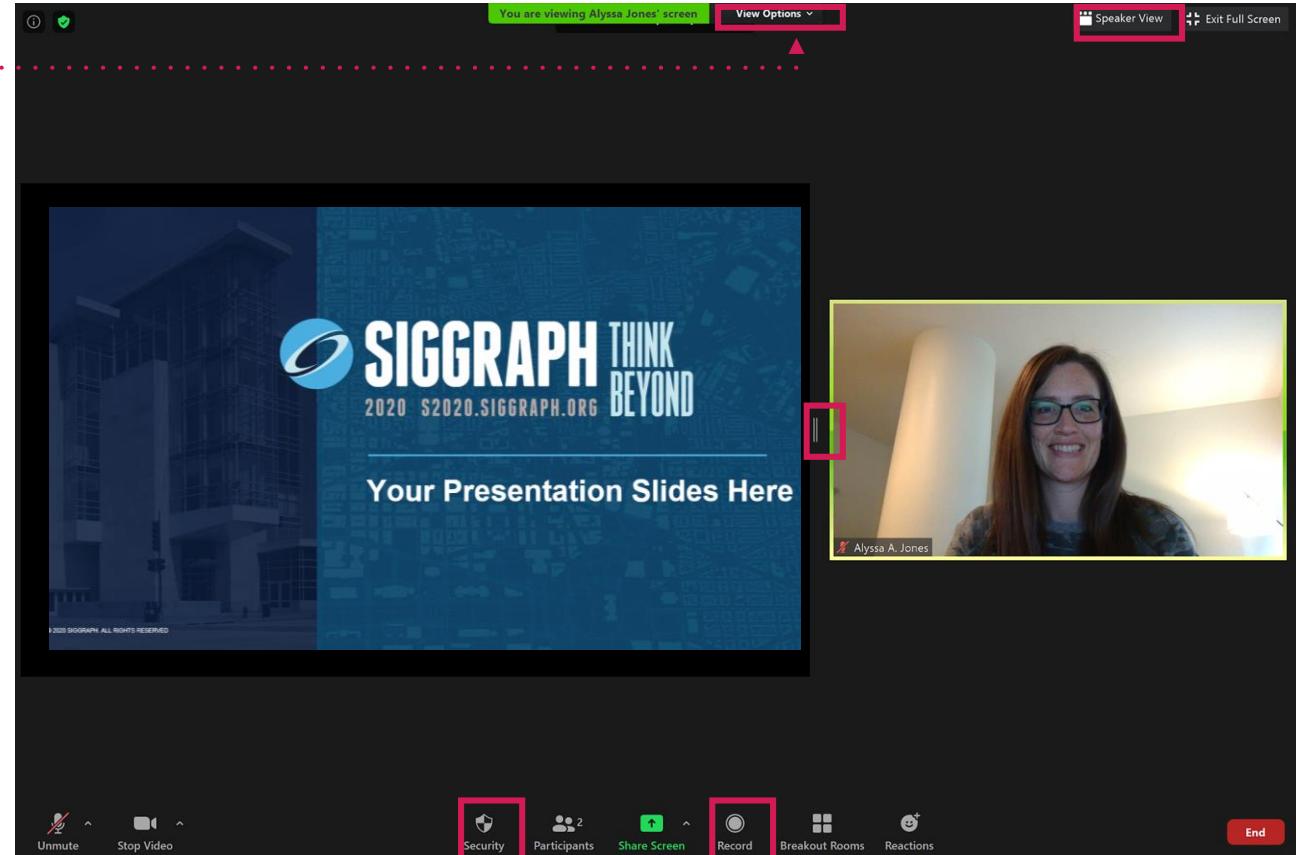
Recording in Zoom Side By Side Mode: Option 2

1. Create a Zoom meeting

2. Log into the Zoom meeting on **two different devices**. Device 1 should host the meeting and be the device that you use to show video and record sound. Device 2 should be used to share your slides and should log in as a participant. You will most likely have to grant participants access to share screen under the **Security** button from Device 1.

3. Set the Zoom window to **full screen**

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.

Recording in Zoom Side By Side Mode: Option 2

4. Make sure both devices have the **Side by side mode** checked under the **Shared Screen** options in **Settings**. You can also select that under the View Options tab at the top of the screen.

5. Select the **Gallery View** option at the top of the screen. When selected it will show Speaker View

6. There will be a bar between the two boxes that can be moved to the left or right to change the size of the host video box. Size the video to your desired proportions. Please keep in mind that you want your slide content to be easily readable.

7. When you're all set up and ready, hit **Record**.

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 in Zoom Side By Side Mode: Option 2

8. When you are done recording, hit Stop Recording.

9. End the meeting and Zoom will save the recording either to your computer or the cloud which you will select when you hit Stop.

10. The recording will save to your Zoom folder which should be in your Documents folder. You can search your computer if it doesn't appear there.

Recording in Zoom With Multiple Speakers

1. To record with two or more speakers, create a Zoom meeting.

2. Identify who will share the presentation and who will record the presentation. If possible, have the speaker who isn't sharing their screen, record the meeting. This will record the meeting in the side by side mode seen to the right.

3. Everyone should turn on their video and unmute while talking.

4. Be aware that Zoom can only pick up one microphone at a time, so avoid talking on top of each other and try to remain muted when not speaking to avoid unintentionally covering up the person speaking.

5. Make sure that Gallery View is selected in the upper right corner so Zoom stacks the videos of each speaker participating.

6. When you are done with your session, stop the recording and end the meeting. This will save the recording on the computer of the one who was recording.
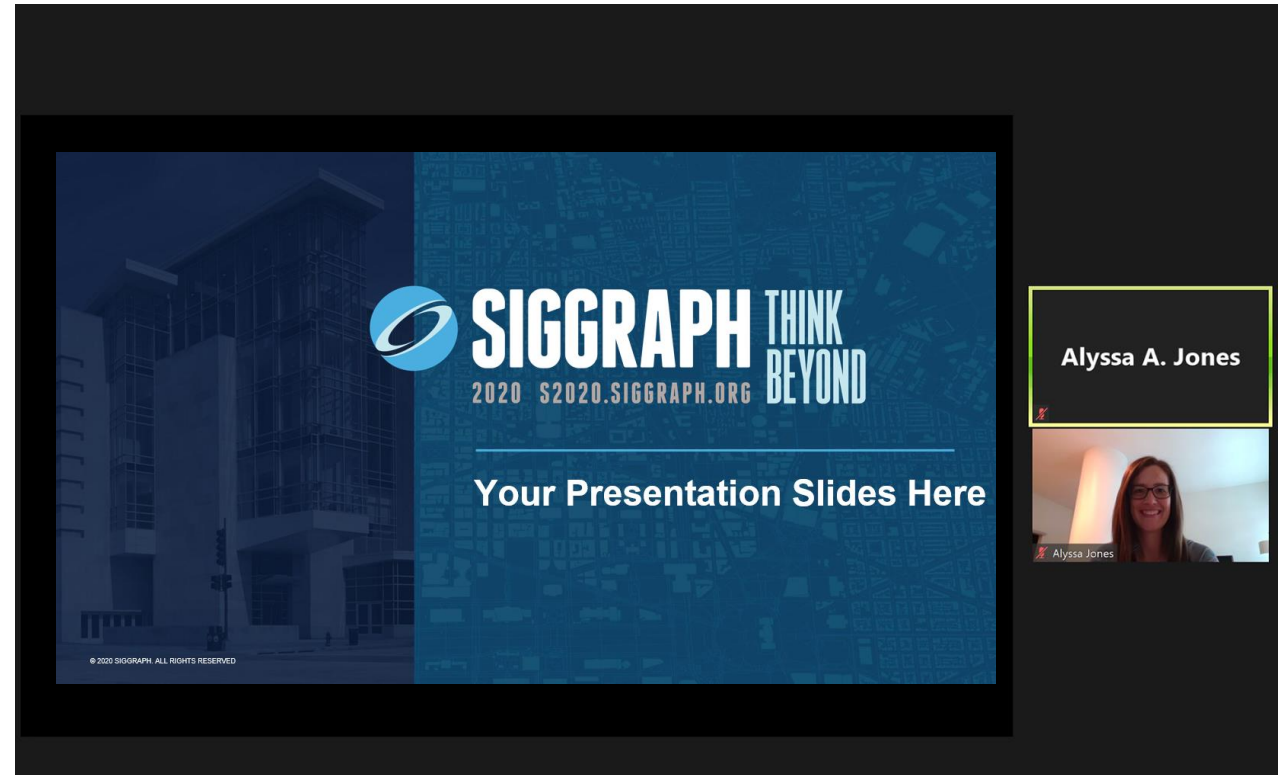
Uploading Video

- Once you have your session recorded, sign into the online submission system at https://www.siggraph.org/submit & use the link in your To-Do list for Stage 3 to submit your video. Stage 3 will be available by 6 July.

- All submitted videos will be subject to review & approval by SIGGRAPH 2020 before being considered final. If additional edits are required to your video, you will be contacted by a SIGGRAPH 2020 committee member.

- Refrain from uploading your video to any other web sites or social media channels until after SIGGRAPH 2020 concludes.

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Thank you for being a part of SIGGRAPH 2020!