Remote Recording Instructions
For Video Presentations
- Underline is the virtual event platform that will host this year’s conference.

- For all invited and regular papers, a virtual presentation must be provided:
  - A full-length video (MP4) presentation of the paper (duration: 20 min)
  - All speakers, whether your presentation will be in person in San Francisco or on-demand, will need to upload a pre-recorded video

- All **Pre-recorded presentations** must be uploaded to Underline by **November 15, 2021**.

- The Speaker Submission Form detailed on page 12 must be completed by **November 15, 2021**.

- On the following pages you can find a simple set of guidelines as well as a link to a third-party software that you are welcome to use to record your presentation. It is easy to use, and has important features that you are welcome to explore.

- Besides the third-party software to record your presentation (Screencast-O-Matic), you are welcome to use your own preferred software. Please follow the guidelines detailed in Slide 13.

- We are here to support you – if you need help or have questions, please email us at IEDM2021@underline.io!
Below you will find instructions on how to create your video presentation stand out in 3 easy steps:

Step 1: Prepare the presentation and environment
Step 2: Download Software & Record your lecture
Step 3: Complete the speaker information and release form.

Support is always available: if you are stuck or have questions, please email IEDM2021@underline.io and we’ll set up a webcon or call to work through any issues we do not solve over email.
Slide Guidelines

For your presentation, please use the PowerPoint Presentation Template provided on the IEDM website. The template file contains suitable colors and fonts, as well as examples of good and bad techniques. Even if you do not plan to use PowerPoint, carefully review the information in the PowerPoint template. In particular note the following:

- Refer to the IEDM PowerPoint template as a guide for formats and presentation recommendations.
- Page set-up: IEDM uses a widescreen 16:9 aspect ratio for all presentations. The provided PowerPoint template uses a 13.33” wide, 7.5” high landscape page setup.
- Leave 1/2” or 1cm margin on all four sides.
- All pages should be in a horizontal format, not vertical.
- No logos are permitted except on the title page.
- High contrast is important. Use black or dark colored fonts on a white background.

Support is always available: if you are stuck or have questions, please email IEDM2021@underline.io and we’ll set up a webcon or call to work through any issues we do not solve over email.
Slide Guidelines - continued

- Use Calibri or a similar sans serif font. Do not use font sizes smaller than 24 point.
- For pages with text only, use no more than 30 words and no more than 6 lines, per slide.
- For illustrations, make all lines, numbers, and captions of sufficient thickness and size so that they are projected clearly. Again, use Calibri or a similar sans serif font and do not use font sizes smaller than 24 point.
- Often graphical data imported from another application have inadequate line width and font size to be useful. If necessary, re-draw the material using thicker lines and larger fonts or directly in native PowerPoint graphics.
- Use duplicate copies of a page if you need to refer to it at different times in your presentation. Do not rely on moving back to previously shown pages.

Support is always available: if you are stuck or have questions, please email IEDM2021@underline.io and we’ll set up a webcon or call to work through any issues we do not solve over email.
Suggestions for a Good Presentation

- Briefly outline your talk and what will be covered.
- Define your problem. What led to your work? What were your objectives?
- Use your presentation to visualize the essential points of your talk. Be selective.
- Keep concepts as simple as possible and limit each page to one main idea.
- Use several simple figures rather than one complicated one, especially if you plan to discuss it at length.
- Make a clear conclusion. Suggest potential applications.
- Rehearse your talk aloud with a private audience prior to recording it.

Support is always available: if you are stuck or have questions, please email IEDM2021@underline.io and we’ll set up a webcon or call to work through any issues we do not solve over email.
Environment

Select a room or place where you will NOT be distracted while you record. Rooms should be fairly small. Use sound dampening with carpeting, curtains, furniture.

Try to avoid any sound distractions in the room where you record; avoid background music, sounds from roads, sounds from other rooms.

Also turn off the sound and notifications on your phone and computer.

On Windows 10 go to ‘Focus Assist’ and turn it to ‘alarms only’ for the recording.
Backdrop & Attire

Try to create a professional atmosphere.

An all-white background works well (i.e., a white wall)

A bookcase in the background can also work well. In case a voice-over slide narration is used, it is suggested to include a photo of the presenting author as part of the first slide in your full presentation and summary.

Please remember that IEDM is the leading device conference and wear suitable business attire during your presentation. Appearance affects the presentation effectiveness.
Lighting

When you record, your light source should be in front of you.

Watch out for a daylight window streaming in light, or an overhead fixture that may be behind you.

The best light source for recording is indirect natural light so if it is possible, record facing a window.

General rules for artificial light sources:
• You do not want the light in the camera frame.
• The light should not be too close to your face.
Audio

Having a dedicated microphone will make your presentation sound professional. That’s why every presenter on TV uses a microphone of some kind.

*Do NOT use the built-in Laptop Microphone!*

You do not need to buy an expensive microphone. Any headset microphone, USB microphone or Lavalier mic will work. Use a good headset with microphone close to mouth but away from direct line of mouth reduce “pops”

Do a test recording of a few minutes of your presentation and review the sound, picture quality, MP4 format and bit rate before recording entire presentation

Here’s an example of one (of many options) available on Amazon inexpensively [https://www.amazon.com/dp/B07Z1G6K8G](https://www.amazon.com/dp/B07Z1G6K8G)
1. Download the Software & Record

Watch the “how to” video first: https://www.youtube.com/watch?v=SJEcbkDfq-Y

Alternative “how to” video for those who can not access Youtube: Link To "how to" video on Underline web site

After you view the video, access the Screencastomatic recording app on this link: https://screencast-o-matic.com/register?ph=cYewir6zd

Important: Please use the above link install Screencast-o-matic. This will give you access to pro editing features and will store your video on our server server with the right MP4 format and resolution.

We realize the fact that someone else from your team might do the recording. Please share the above link with them.
2. Submit Presentation Information

Please complete the speaker information, release form and upload your video pre-recording by **November 15, 2021** at: [https://iedm2021prerecording.paperform.co](https://iedm2021prerecording.paperform.co)

You will enter your lecture information, brief abstract and speaker release consent form.

Here are some things you should prepare before you upload your information:

i. Lecture Title

ii. Paper ID -(use the following naming convention for your 20 min video presentation):

   **Date-author-session number**  

   **Example:** Mon-Shah-2-2

i. Abstract

ii. Profile Photo
FAQ Information

Q: Do I have to use Screencast-o-matic?
   A: It is not necessary to record with our recommended software (Screencast-o-matic). If you are already used to a preferred recording software you are welcome to use it. In this case please attach your recording to the form provided in the instructions. Files of up to 1GB can be attached to the form. Please export the video to an mp4 format and a resolution of 720p.

Q: When I click on the "Launch Recorder" a download was initiated. It wasn't a web recorder.
   A: Yes, small recorder file needs to be downloaded. It's 300kb file. It actually records on your local machine for the quality reasons / so we're not dependent on someone's internet connection

Q: Is there a limitation is screen size. For example, my screen is 1440p. Does that matter? Is it ok to record in 1440p.
   A: No, It must be 720p,1980X1024 resolution Underline is max full HD / 720p

Q: Is there a preference for where the webcam is during the presentation? bottom right? Top right?
   A: Preference is top right

Q: Is it ok for the authors to use the drawing tools? Does that normally work well?
   A: Yes, if they want to. They can easily add this also after the recording (editor is included)

Q: Is there a way to adjust the webcam size. I can only seem to get full screen.
   A: You can adjust the size and position after you recorded, in the editor.

**Screencast-o-matic does not work on Linux systems. In case that you are using Linux we recommend recording with OBS (https://obsproject.com/). Contact us for help if you are recording on Linux.**
QUESTIONS?
PLEASE CONTACT
IEDM2021@underline.io
AND WE WILL BE HAPPY TO HELP!