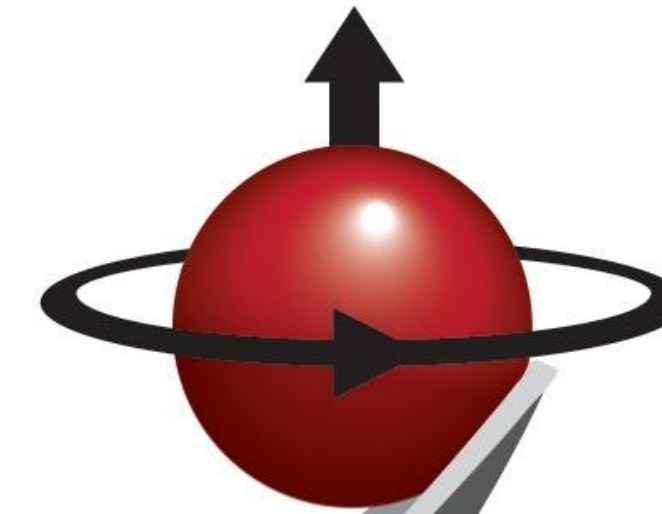


MMM 2022

MINNEAPOLIS, MN



October 31 – November 4, 2022

REMOTE RECORDING GUIDELINES FOR YOUR VIDEO PRESENTATION

GENERAL INFORMATION

Underline is a virtual event platform that will host this year's Conference.

As a contributed oral presenter, you are **required to prerecord a 10-minute video presentation** of your abstract.

The deadline to submit your video is **October 7, 2022**.

On the following pages, you will 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. We chose it because it is easy to use, and it has some powerful features that you are welcome to explore.

We are here to support you. If you need help or have questions please email us at mmm2022@underline.io.

Overview



Here are instructions to make 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 mmm2022@underline.io and we will set up a webcon or call to work through any issues we do not solve over email.

Lighting

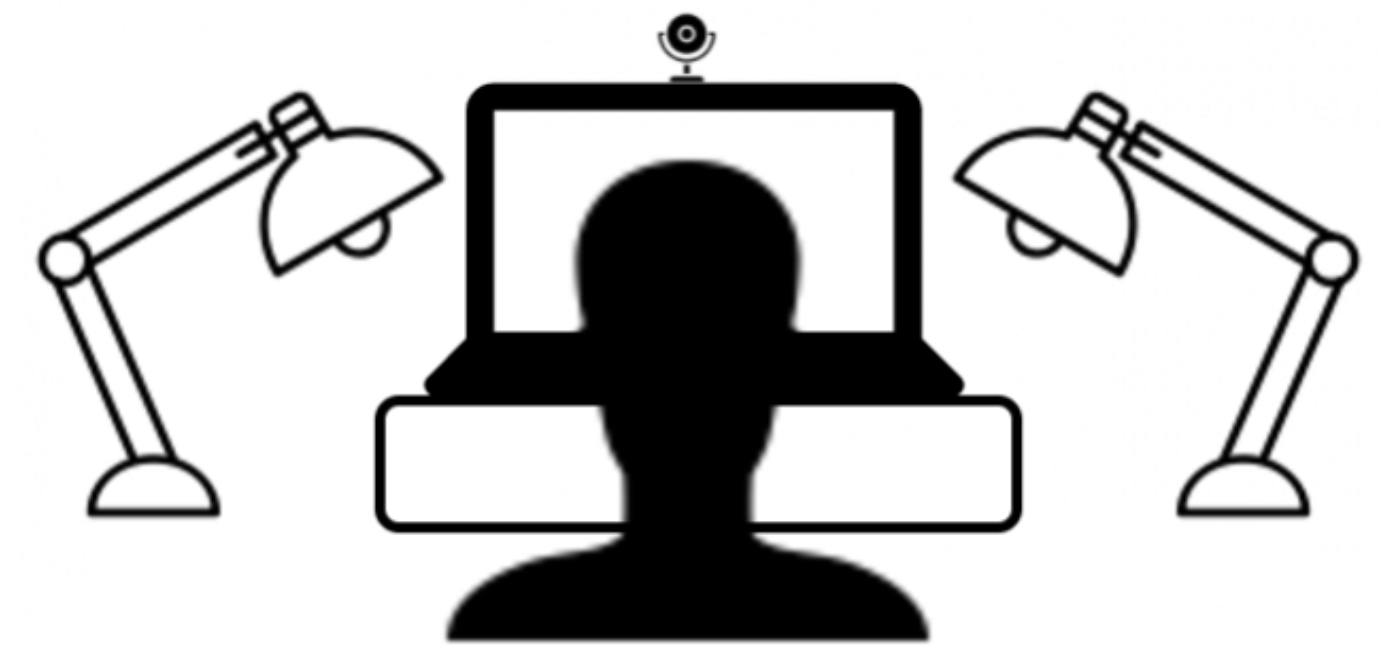
When you record, your light source should be in front of you.

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.



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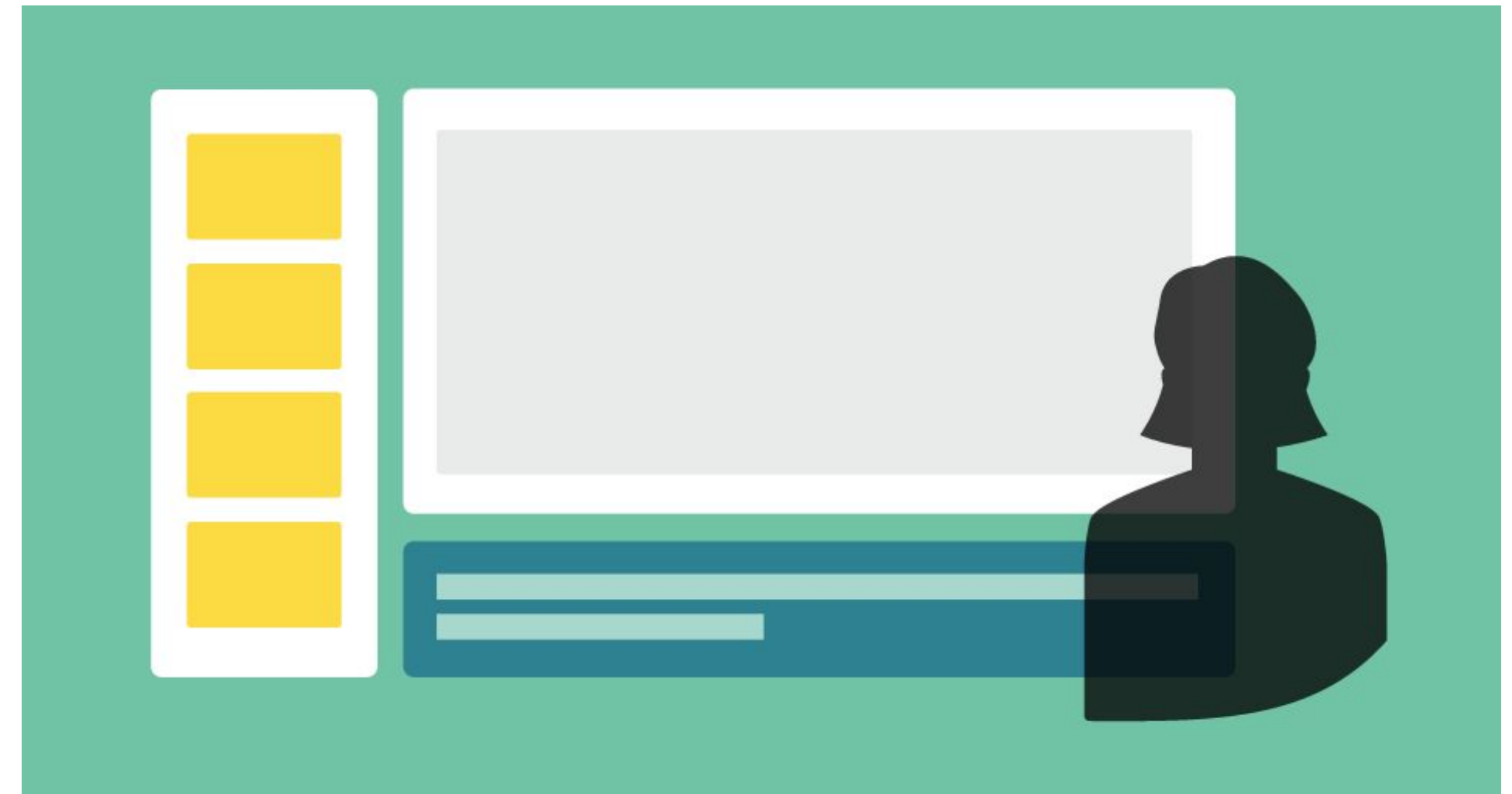
Environment

Select a room or place where you will NOT be distracted while you record.

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.



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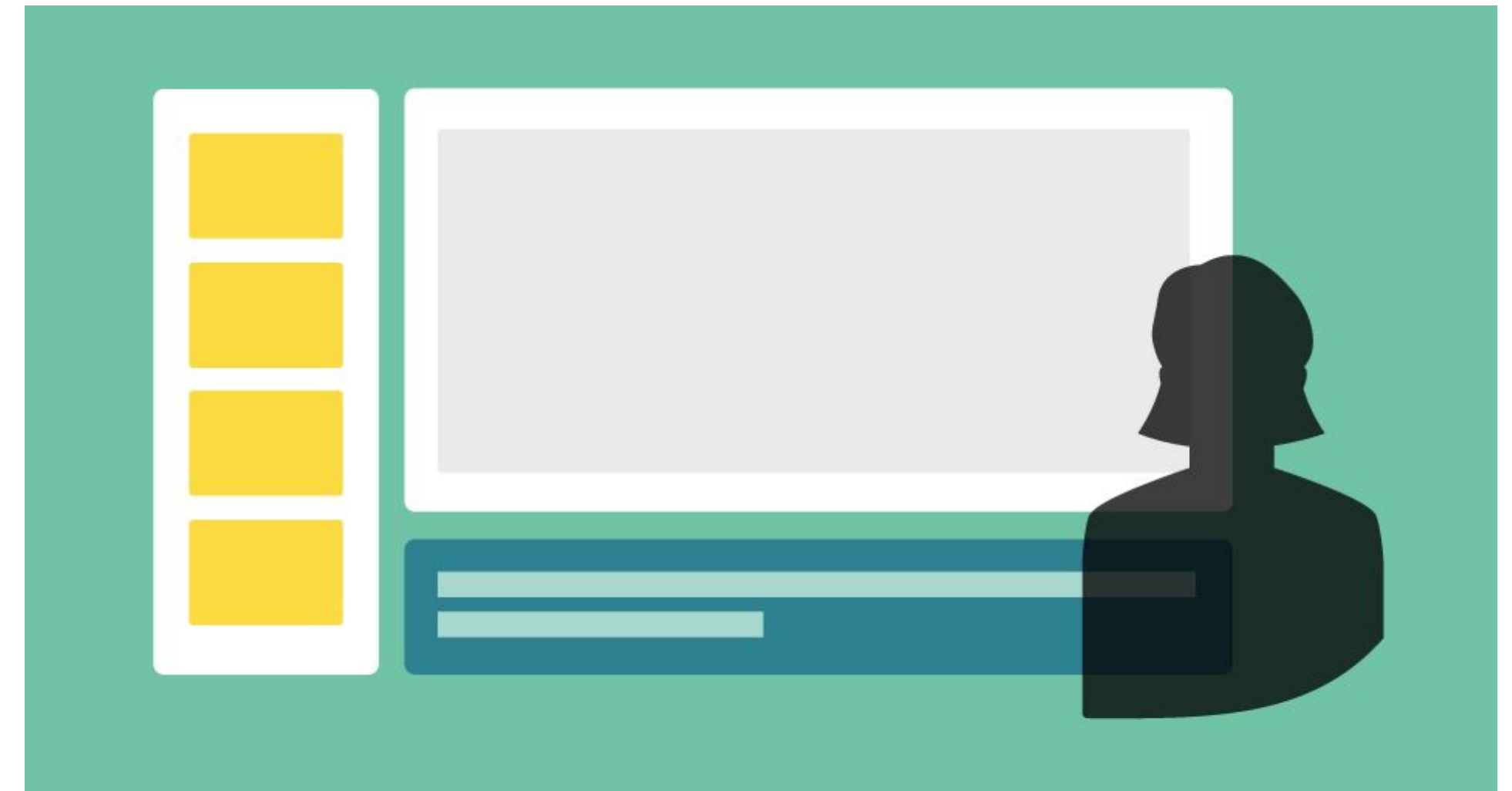
Backdrop & Attire u

Try to create a professional atmosphere.

The easiest way is to have all white background which usually means you need to find a spot with white wall and record there.

A nice bookcase in the background can also work well.

Although casual dress code is standard in the conference community, please keep in mind that appearance affects the presentation effectiveness.



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Audio



Having a dedicated microphone will make you sound a thousand times better.

That's why every presenter on TV uses a microphone of some kind.

If possible, please 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.



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Recording your presentation _____

For recording we recommend two tools that are explained in detail on the following pages.

Powerpoint recorder will be the easiest tool to use if you don't require editing or advanced features like adding overlays, cutting, speeding up or slowing down the video.

Please use **Screencast-o-matic** if you require advanced editing features. Paid licence of Screencast-o-matic that you will receive if you click on the link in the instructions includes a simple to use yet powerful video editor that will let you do editing tasks.

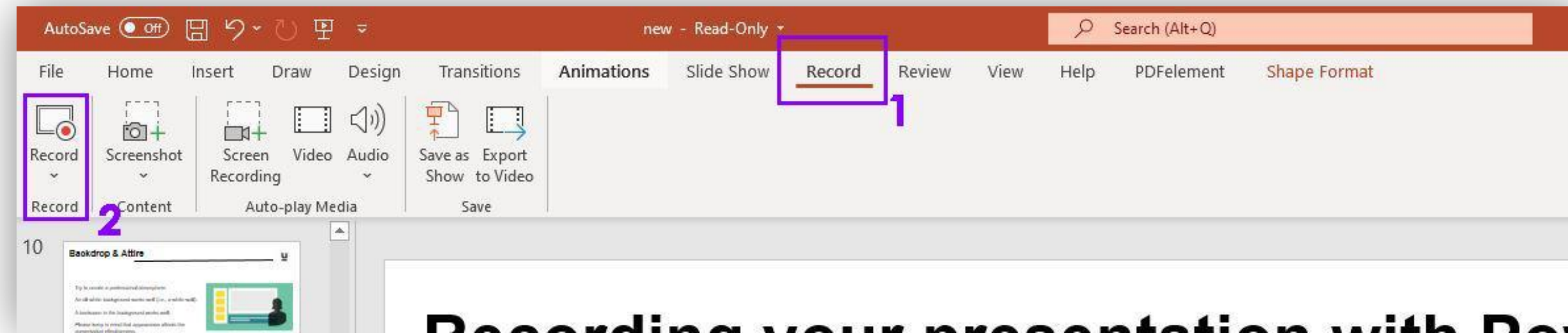
* There are many other tools for recording your presentation. You are more than welcome to use your preferred tool if you have one as long as you adhere to presentation format and guidelines.

Recommended:
Please use the virtual laser pointer (mouse) when presenting to highlight important information!

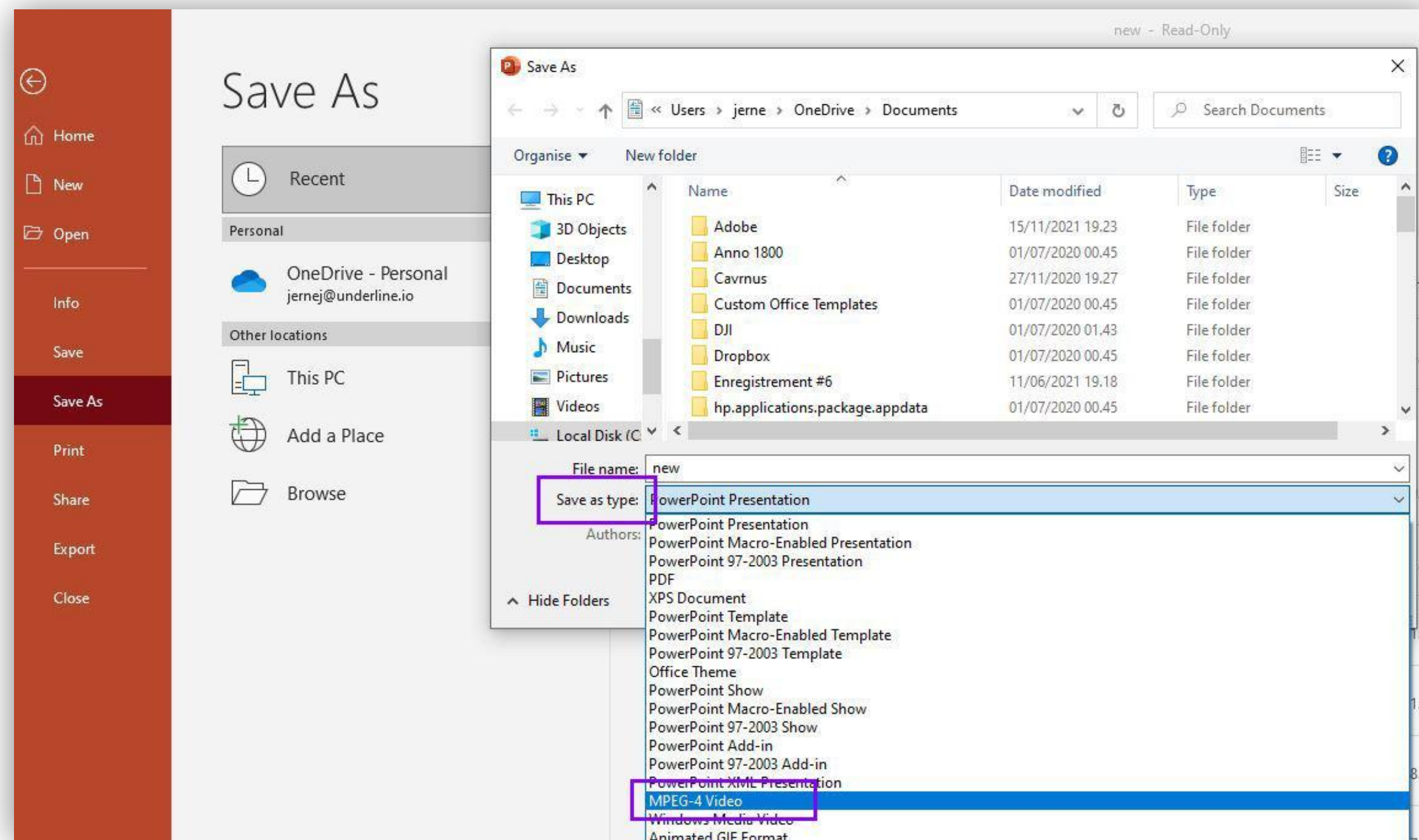
Recording your presentation with Powerpoint



To start the recording process click on the RECORD tab and then the record button:



After you are done with the recording please save it in the mp4 format:



Recommended:
Watch the “How to record with Powerpoint” video first:

<https://youtu.be/w4VXfBSLAYY>

Recording your presentation with Screencast-o-matic



Watch the “how to” video first:

<https://www.youtube.com/watch?v=SJEcbkDfq-Y>

After you view the video, access the Screencast-o-matic recording app on this link:

<https://screencast-o-matic.com/register?ph=cYewir6zd>

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

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

A screenshot of the Screencast-o-matic registration page. At the top, the logo 'SCREENCAST o MATIC' is displayed. Below it, the text 'Join millions of users in creating and sharing videos!' is shown. There is a 'Signup with Google' button with the Google logo. Below this, the word 'or' is centered. An 'Email' field contains the text 'alai2020@underline.io'. A checkbox labeled 'Get updates, tips, & exclusive savings.' is present. A large blue 'Create Account' button is at the bottom. Below the button, it says 'By clicking this button, you agree to our Terms of Service' with a link to the terms. At the very bottom, it says 'Already have an account?' with a 'Sign In' button.

SCREENCAST-O-MATIC FAQ



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 any of the major formats like mp4, avi, mov or m4v.

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 in screen size? For example, my screen is 1440p. Does that matter? Is it ok to record in 4k?

A: No limitations for recording. It can be recorded in 4k. However, broadcast quality on Underline is max full HD / 1920p.

Q: Is there a preference for where the webcam is during the presentation? Bottom right? Top right?

A: No preference, it can be moved. It is in bottom right by default so that's what's usually used.

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 works with Windows and MAC but 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.

Complete Presenter Form

Please upload your presentation and complete the Presenter Form at: [MMM 2022 Oral Presenter Form \(paperform.co\)/](https://paperform.co/MMM2022OralPresenterForm)

Be sure to register before completing this form as you will need to enter your Registration ID code to upload your presentation. Register at <https://magnetism.org/registration/>.

Important Note: You must use the same email address to register for the Conference as you do when uploading your presentation, and also when you create an Underline account for access to the Virtual Conference Platform.

If you did not use the Screencast-O-Matic software to record your video but instead used your own preferred platform, you will also need to upload your recording file on this form.

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MMM 2022 Oral Presenter Form

Designation ID* Dropdown ▼
Example: AOA-01 or APA-01. You can find this number in your acceptance E-mail from MMM2022

Presenting Author E-mail Address* Email ▼
This should be the Presenting Author for this paper. If you are not the Presenting Author and you are completing this form for them, please be sure to use the same E-mail address here that they used to register for MMM 2022. If you need to change the Presenting Author please contact info@magnetism.org.

TIPS AND EXTRA INFORMATION

It is highly recommended to turn your camera on when recording your presentation.

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 in any of the major formats like mp4, avi, mov or m4v.

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If you have any questions, please email us at

mmm2022@underline.io

We are happy to help!