SIGGRAPH ASIA 2021 TOKYO

CONFERENCE   14 - 17 DECEMBER 2021
EXHIBITION   15 - 17 DECEMBER 2021
TOKYO INTERNATIONAL FORUM, JAPAN

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LIVE

Speakers' Technical Requirements and Recommendations

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Key Information

- Firstly, thank you for being a part of SIGGRAPH Asia 2021.

- Please read this document in its entirety as it contains technical requirements and recommendations for a smooth delivery of your participation at the event.

- If you have any questions before and after the conference, please email us at siggraph_asia@koelnmesse.com.sg.

Technical Requirements

- **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.

Remember...

- That your audience is likely at home, watching you on a small screen. Sessions are much more intimate and on demand.

- To speak with energy & with a normal tone of voice, as if you are holding a conversation with colleagues.

- To express your personality! Facial expressions & body language will help add impact to your content.

- To keep your questions tight, focused & avoid repeating yourself.

- To look into the camera instead of yourself on the screen & maintain eye contact to help in connecting digitally with others.

Recommendations

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.

Recommendations

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.
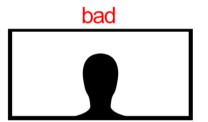

Figure 1: Ideal Speaker-to-Screen Composition

Thank you for being a part of SIGGRAPH Asia 2021!

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