



SIGGRAPH ASIA 2021 TOKYO

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

sa2021.siggraph.org



Step-by-Step Pre-recording Guide

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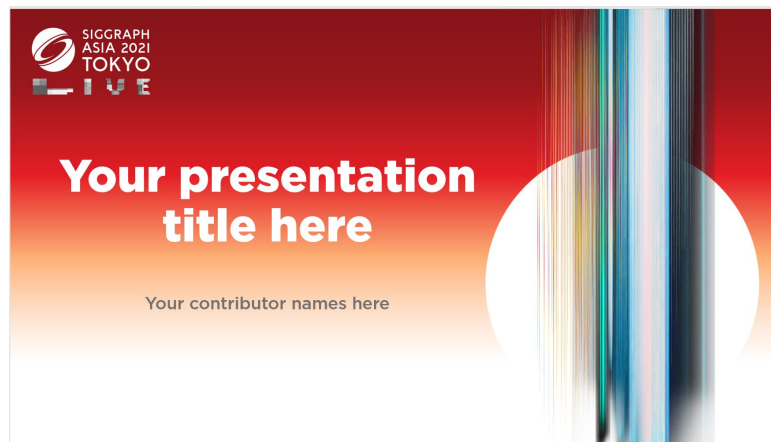
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Title Slide & Introduction



All videos must begin with the SIGGRAPH Asia slide template below with your submission title. The template can be found in the [Speaker Preparation](#) section of the SIGGRAPH Asia 2021 web site.

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



Presentation Slides



- IF you are using **presentation slides** to accompany your showcase, we welcome **PowerPoint** and **Keynote** formats.
- All presentations should be created in a **16:9 ratio @ 1280x720 resolution**
 - In PowerPoint, this is accomplished by selecting: Design/Slide Size: 16:9
 - In Keynote: View/Show Inspector/Document/Slide size: 1280x720
- Please ensure that the **SIGGRAPH Asia logo is displayed** on your video.
- Embedded videos are welcome. However, we will need a copy of the video file to be submitted with the presentation. The video should not require a click to start. In order to achieve that, make a copy of the slide, then on the second slide, have the video start automatically. The best file type for video is mpeg4. These formats are also acceptable: quicktime (.mov), prores, h.264





- Online audiences tend to have short attention spans. For a better presentation, there are several guidelines that we request you adhere to while creating your slides:
 - **We recommend using images and graphs** to advance your point. Be sparing with text.
 - **Avoid static slides.** Even the most technical data can be brought to life with animated graphics.
 - Feel free to include any combination of slides, video of the contributor(s) (obeying all appropriate local social distancing regulations), etc.
 - Limit to three bullet points per slide and elaborate on them during your presentation.
 - **20 pt font is the smallest font acceptable.** Fonts are the most common problem with presentations. Please use **standard fonts** when possible.
- Ensure that attendees can read all content on your slides. Make sure your self view is visible as a floating window in the top right corner of your screen, as viewers need to see a large view of your presentation and a smaller view of you as a speaker. You can drag the corners of your self view window to make it bigger or smaller as needed.

Content



- All of your materials must respect copyrights for all content: music, images, and videos. We cannot show copyrighted material without permissions.
- Feel free to include any combination of slides, video of the contributor(s) (obeying all appropriate local social distancing regulations), etc.
- SIGGRAPH Asia will not be able to provide video editing services.
- All submissions should be in good taste for an audience of varied cultures and backgrounds, and absolutely must comply with ACM's Anti Harassment Policy.
- While SIGGRAPH Asia does all it can to protect the intellectual property of contributors and requests that attendees refrain from recording sessions or taking screenshots, we cannot guarantee that all attendees will abide by our guidelines. If you have sensitivity about any of your content being shared without your permission, we recommend watermarking your presentation to identify the content as your intellectual property.
- Visit the Speaker Preparation page on the SIGGRAPH Asia 2021 web site for details (<https://sa2021.siggraph.org/en/submissions/information-for-speakers>) to access the slide template and tips for your presentation.

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 your other programs (e.g. Outlook, Slack, etc.) and **turn off all notifications** so that you aren't disrupted during recording.



Technical 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 have access to. (We realize that this may be difficult given ongoing restrictions on movement, but we appreciate if you could do the best with what you currently have.)
- Video file size: 1.8 GB or less*

*If you have any questions, please drop us an email at siggraph_asia@koelnmesse.com.sg.

Video Communication Fundamentals



Visuals

- Use compelling visuals to engage your audience.
- Good design will capture their attention & provide anchor points to assist in recall.

Be Concise

- Keep the content as concise as possible.
- Extraneous content creates visual clutter that prevents your audience from latching onto your message.
- Try to limit the amount of text on each slide when possible.
- Please keep in mind that you want your slide content to be easily readable.

Be Engaging

- Include your entire audience. Audiences engage when they have a personal connection to your content & when they can see themselves in your examples, demos, and photo selections.



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.

Alternatively, you may also use the SIGGRAPH Asia backgrounds [here](#).

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

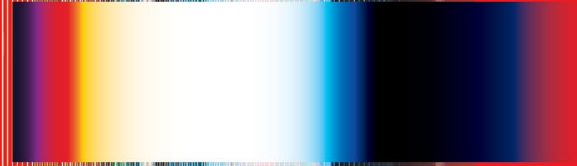
REMINDER



- SIGGRAPH Asia 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.
- 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 your video



Recording with Zoom – Create a Zoom account

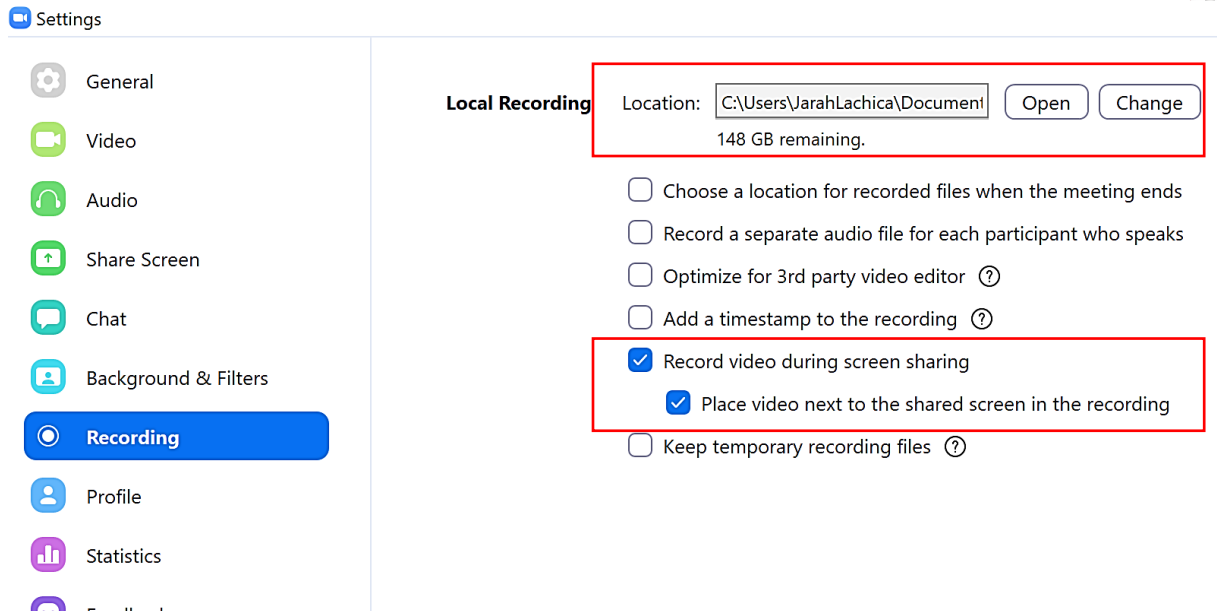


If you don't have a zoom account, follow these instructions to create one:

1. Go to <https://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 <https://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 with Zoom

- Start a 'New Meeting'
- Go to your 'Video Settings' and select on Recording
- Select the folder you want the video to be saved in
- Make sure the following boxes are ticked:



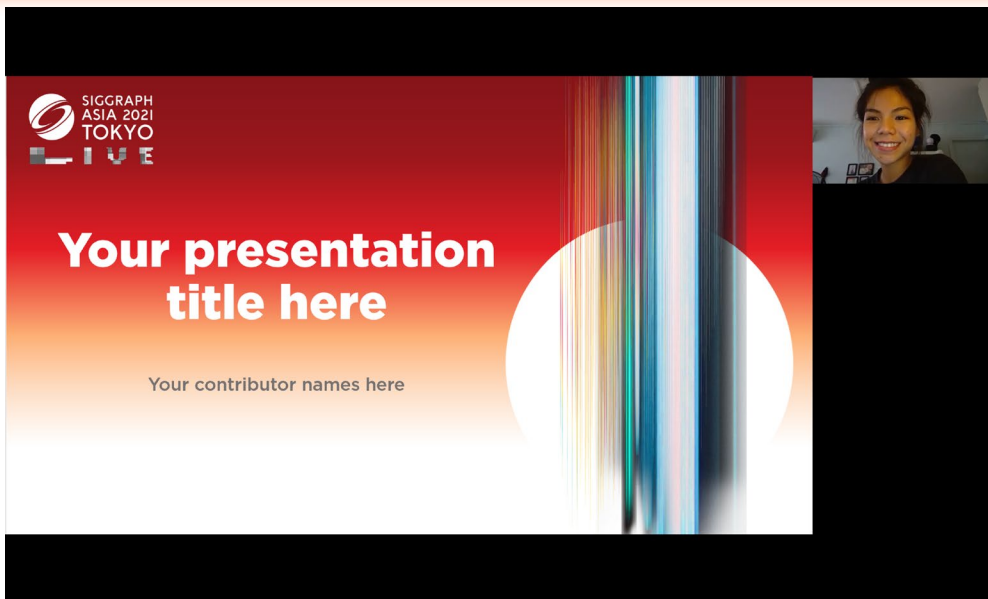
The screenshot shows the Zoom 'Settings' window with the 'Recording' tab selected. The left sidebar lists various settings categories, with 'Recording' highlighted in blue. The main area is titled 'Local Recording' and contains the following options:

- Location:** A text box showing 'C:\Users\JarahLachica\Documents' with 'Open' and 'Change' buttons. Below it, it says '148 GB remaining.' This entire section is highlighted with a red box.
- ☐ Choose a location for recorded files when the meeting ends
- ☐ Record a separate audio file for each participant who speaks
- ☐ Optimize for 3rd party video editor ?
- ☐ Add a timestamp to the recording ?
- ☒ Record video during screen sharing
- ☒ Place video next to the shared screen in the recording
- ☐ Keep temporary recording files ?

The last two options, 'Record video during screen sharing' and 'Place video next to the shared screen in the recording', are highlighted with a red box.

Recording with Zoom

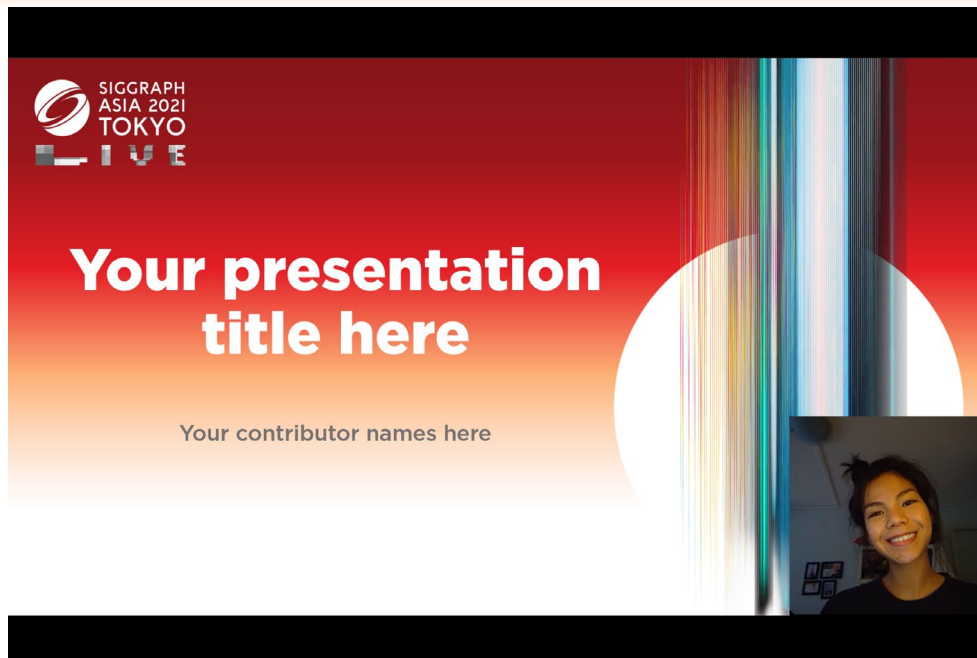
- When you are ready, put the presentation in slide show mode (F5) and click on 'Share Screen'
- Start recording (**Alt + R** or **Start recording** under the More button)
- When you're done recording, stop the recording **Alt + R** or **Stop recording** under the More button)
- The recording will save to the folder you selected earlier on. You can search your computer if it doesn't appear there.



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 with PowerPoint

- Click on the Slide Show tab, and select 'Record Slide Show' -> 'Record from Beginning'
- Make sure your Camera and Microphone are enabled
- When you are ready, you can start Recording
- When you are done, save your presentation as .mp4 or .wmv
- The video recording will be saved in your folder of choice. Before loading it on the platform, be sure to check the audio and video are in sync.



Uploading your video



All submitted videos will be subject to review & approval by SIGGRAPH Asia 2021 before being considered final. If additional edits are required to your video, you will be contacted by a SIGGRAPH Asia 2021 committee member.

Refrain from uploading your video to any other web sites or social media channels until after SIGGRAPH Asia 2021 concludes.

Details on how to upload your video will be released in the coming weeks.





**Thank you for
being a part of
SIGGRAPH Asia 2021!**

Should you have any questions, please drop us
an email at siggraph_asia@koelnmesse.com.sg.