How to Record Your Conference Presentation – ECIS 2020

Thank you for agreeing to present your research via video recording / PPT presentation to help make this conference exceptional, despite the unprecedented circumstances we all face. Here are a few tips and guidelines to help you as you create your video.

Specifics

- Video length – 8-10 minutes

- Must be rendered files only

- File name details must include - Paper Identifier #

  Example: ECIS20_manuscript_id_abc.[file type]

- Video Formats Accepted:
    - Preferred: MP4, MOV, MP3
    - Also accepted: 3gp, asx, avi, f4v, flv, mkv, wmv
    - Audio: aac, ac3, aiff, flac, m4a, mp3, wav, wma

- File Size: 1 GB or less

- File Recommend using screen capture recording applications such as with Zoom, Skype, Camtasia, PowerPoint, etc.

- **Video/PPT File Submission Deadline:** May 21, 2020

Format:

The most preferred format is a screen capture recording of your presentation using Zoom, Camtasia, Powerpoint, Skype or similar format. Please see the example here; (https://aisel.aisnet.org/amcis2019/adoption_diffusion_IT/adoption_diffusion_IT/3/)

Pre-production

You can film your presentation using your mobile phone's camera app or your laptop. (If you have Windows 10, you can easily use the included Camera app, which is also available for free from the Microsoft Store if it's not installed on your system.) If you use your phone, please be sure to record vertically and not horizontally.

Lights and sound

You want to make sure the lighting for your video isn't too dark or dim. You should also be careful to make sure it isn't so bright that it overpowers or washes you out. Try to get the image on your phone or camera to match what you'd look like if you were looking in your bathroom mirror. Aim to shoot during a time when you can use natural lighting. And, if possible, try to have a light source, such as a sunny window or bright lamp, behind the **camera** so that your face is lit.

Sound is of the upmost importance in this presentation. Make sure you're in a quiet area so you don't have to compete with other noises. Speak loudly, without yelling, and clearly. If you have a mic you can use, please consider using it.

Please add 5 seconds of quiet at the start and end of your video. This allows for better editing and sound adjustment on the production end.

Camera

In order to make sure the videos are consistent, please hold your camera in a vertical position (the same way you'd hold it while talking on it). Ideally, you should prop your phone up or have someone record you so both of your hands are free. This makes the video more stable and gives you freedom of movement. Do not record your video in 'selfie-mode' as this diminishes the quality of video.

Please also make sure the area behind you is clean, clear, and distraction-free. Try standing in front of something plain, such as a white or neutral colored wall, or a tasteful background with static art

Action!

Please incorporate the following language when recording your video, but feel free to make this your own. (Remember to speak slowly and clearly!)

"Hi! I'm [insert name] of [insert your organization name] and I am presenting [paper title] during the session [session title].

Once you have recorded your 8-10 minute presentation, please remember to close out your session with a thank you to the session chair and a reminder that questions will be moderated at the end of the presentations.

Post-production

Please upload your final file at https://ftpsite.aisnet.org/?page_id=23. We encourage you to submit as early as possible and not wait until the deadline as each video will be reviewed and may require re-submission if there are any issues.

Reshoot

It's possible your submission may need to be re-recorded, so if we ask for another version, please make every effort to redo and resubmit as soon as possible.

PPT Option

If you do not wish to submit a video, you also have the option to submit a PowerPoint presentation. The program chairs will share the template.

Upload File – Video/PPT

Click here to upload your final file no later than May 21.