2021 AAAS Annual Meeting
Spotlight Video Recording Tips

#AAASmtg

Scientific Session Timeline

Late October
Spotlight Video Recording Tips Released

Starting November 6
AAAS Accepting Speaker Spotlight Video Recordings

November

December

Starting January 18
Spotlight Videos Released to Registrants

Starting February 8
Scientific Panels Meet Online

January

February

December 14
All Speaker Spotlight Video Recordings Deadline
Each Scientific Session Will Have:

- **3 spotlight videos:**
  - Released in late January
  - Focusing on the individual speaker’s work

- **1 live virtual panel**
  - Gathering in February
  - Participants will focus on how their work relates to the other panelists’ findings

Panelists Present for Spotlight Videos:

- The feature speaker
- The session moderator
- The assigned respondent for that speaker
Each Spotlight Video Will be Comprised of:

- Recordings of the speakers, respondent, and moderator
- Conference graphics
- Speaker PowerPoint slides

Recording Checklist
- ORGANIZING YOUR CONTENT
- YOUR ZOOM ACCOUNT
- POWERING UP
- INTERNET CONNECTION
- YOUR VISUALS
- YOUR AUDIO
- RECORDING
Scripting Your Video

A Video for each speaker should include:

0:00-0:01  Moderator Introductions
0:02-0:12  Speaker presents findings and data
0:13-0:19  Respondent asks questions about presented finding
0:19-0:20  Moderator concluding remarks

For consistency, scripted moderator language will be included with PDF instructions.

Spotlight videos over 25 minutes will be edited to meet time constraints at AAAS' discretion.
Audience

To help you frame your talk, here is some demographic information from the 2020 AAAS Annual Meeting in Seattle.

Other Considerations:

- Focus on a few key points you want your audience to remember and build the rest of your information around those.
- Choose your words carefully and make sure that concepts are explained for non-specialists.
- Using verbal tools, such as examples, stories, and analogies can illustrate key messages more clearly than overly technical information.
Preparing Your Presentation Slides

- Font size larger than 16 point.
- Use fonts with consistently thick lines.
- Provide captions for any videos shown.
- Use a high color contrast for text and background of slides such as dark text on a light background.

Power

- Connect to a power source.
- Make sure your laptop/device is fully charged.
- Make sure your wireless keyboard and mouse are fully charged.
Internet Connection

A stable, high quality internet connection is critical for Zoom. This will affect the quality of the presentation recording as well as captured discussion.

Test Internet Connection

• Visit SpeedTest.net

• Target speeds are the following:
  Download: > 5 Mbps
  Upload: > 5 Mbps
Avoiding Connection Issues

• For connection stability, plug your computer directly into your router using an Ethernet cable – if possible.

• If you must use WIFI, turn off other devices that may be sharing the same signal, such as phones, tablets, and video game consoles.

• Free the router – make sure it’s out of a cabinet and in an open location high in the room (not low to the ground).

• Turn off all other applications on your computer that you won’t need for the virtual event.

• Avoid using the microwave and other sources of electromagnetic interference.
Test Microphone

- Make sure your audio output is high quality.
- Microphone should be 6-12 inches from your mouth.
- A standalone microphone provides better quality than built-in computer mics.

Test Microphone

- Visit MicTests.com
NOT speaking? MUTE yourself

And turn off ALL notifications on computer (emails, etc.)

MAC
Windows

Test Web Camera

- Visit WebcamTests.com
- Target/Recommended specs are the following:
  - Stream Type: video
  - Resolution: 1280×720
  - Video Standard: HD
  - Bitrate: 15 MB/s and above

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Position Yourself

- Stand up, if possible.
- If you prefer to sit, lean forward.
- Avoid slouching away from the camera.
- Wear solid-colored clothing, avoiding green.
- Try to limit the amount of room above your head.

Background

- Try to avoid busy-looking backgrounds.
- Get rid of any asymmetries or shapes that can appear to cut into your head/body.
- Remove or cover distracting objects or words behind you.
Virtual Backgrounds

Natural backgrounds work best for presentations. However, if you feel it’s necessary to use a virtual background, do the following:

- Test – some web cameras will not support virtual backgrounds.
- Maximize space between you and the background.
- Choose a background that contrasts with your hair and your clothing.
- Virtual backgrounds work best with uniform lighting.
- Please, **do not use** video as your virtual background.

Placing Your Web Camera

Your camera should be at eye-level or slightly higher, within two feet of you for optimal framing.

Place any notes near the camera so you are not looking down reading.
Shoot in a well-lit area; if possible, find a location with access to diffuse natural light that you can control and positioned towards your face.

Avoid sunlight, which causes dramatic shadows on or washes out your face.

Prevent yourself looking silhouetted – avoid bright lights or windows behind you.

Placing lights on both sides of computer and directed above create a studio effect.

Lighting that is LED based is preferable, it does not get too hot for the presenter to use.

Use a softened, diffused lamp (lampshades do the trick) placed at a 45° angle in front of you will eliminate most shadows on your face.
Recording Instructions
Introductions, Thanks, and Keeping Things Moving

A video for each speaker:

- 0:00-0:01: Moderator Introductions
- 0:02-0:12: Speaker Presents findings and data
- 0:13-0:19: Respondent ask questions about presented finding
- 0:19-0:20: Moderator thanks panelists, and promotes upcoming live sessions

For the spotlight videos, the moderator introduces each speaker and respondent and brings the video to a close.

For consistency, a standardized script will be made available.

Moderators should record their introductions and closings as the speakers do. This is detailed in the slides below.
Recording Instructions:
Speaker presents findings and data

A video for each speaker:

0:00-0:01: Moderator Introductions
0:02-0:12: Speaker Presents findings and data
0:13-0:19: Respondent ask questions about presented finding
0:19-0:20: Moderator thanks panelists, and promotes upcoming live sessions

Zoom Recording Instructions

- Start the Zoom meeting.
- Turn on and test your microphone.
- Turn on your camera find the best background for filming (see above for tips).
- For the recording, your slides and camera will both need to be visible. Make sure you have opened your slide presentation first. In the toolbar, click on the green “Share Screen” button.
After clicking on the “Share Screen” button, you will be provided with options of which screen to share.

Chose your slide presentation to begin sharing.

After sharing your screen, you should have your slide presentation open and your camera in the top right corner of your screen like this.
Once you’ve adjusted your presentation, you will need to make your camera larger on the screen.

In the bottom left of your camera box (red circle), click and drag to make your camera frame as large as it can be.

Your slide presentation should only take up about half of your screen.

Your slides do not need to be in Full Screen Presentation View—we only need to see the slides as a reference point for the video editors.
If you do not see your camera in the top right corner, please hover your cursor over the “Talking” bar in the top right corner.

There should be two icons that appear above this bar. The larger of the two rectangles will say “Show Thumbnail Video.”

Click on this to make your camera appear.

Hover your cursor at the top of your screen near the green “You are Screen Sharing” bar and the Zoom toolbar will appear.

At the far right of the toolbar, click on More and a list of options will appear. Once you’re ready to begin your presentation, click on Record.
NOTE: If you have a paid Zoom Account, you will have two options for recording. In this case, please click on Record to Computer.

After clicking record, your screen sharing bar should look like the screenshot above with a red recording icon.

Once you’ve confirmed that this icon has appeared, you can begin delivering your presentation.
Presentation Recording Notes

- Deliver your presentation as if you are delivering it to a live audience.
- Avoid speaking in a monotone or speaking too quickly.
- Make sure to pause after explaining each visual so that individuals will have a chance to process the information.
- Gesture purposefully for emphasis.

AND...
If you need to restart a slide, a sentence, take a drink of water, please wait for three seconds before beginning again. This will give ample time for the editors to cut out any pauses or restarts.
After finishing your presentation, hover your cursor at the top of your screen and click on More to get the list of options to appear.

Chose Stop Recording to finish your presentation recording.

Recording Instructions:
The Respondent Asks the Speaker Questions

A video for each speaker:

0:00-0:01: Moderator Introductions
0:02-0:12 Speaker Presents findings and data
0:13-0:19 Respondent ask questions about presented finding
0:19-0:20 Moderator thanks panelists, and promotes upcoming live sessions
The discussion between the Speaker and the Respondent should be synchronously recorded (the same way as the speaker presentation).

Each should record themselves, and send their personal MP4s and MP3s to the DropBox File Request.

Once the conversion process is complete, a folder containing the recording files will open.

**NOTE**: By default, the audio/video file will be named Zoom_0.mp4.

The audio only file (M4A) is named audio_only.m4a.
After the files have converted, please rename them based on this convention:

AM21_[Session ID]_[First 3 words of the session title]_[The Speaker’s Last Name].[File Extension]

**Example:**
AM21_4660_TheEcosystemIn_Jones.mp4

You will be sent a Dropbox File Request email to deposit the folder with your recording files. AAAS staff will check them before sending along to our editors.
Thank you in advance for your time, energy and attention

Speaker recordings will start being received:
November 6, 2020

Speaker are due:
December 14, 2020

Completed spotlight videos will be released to registrants starting
January 18, 2021