

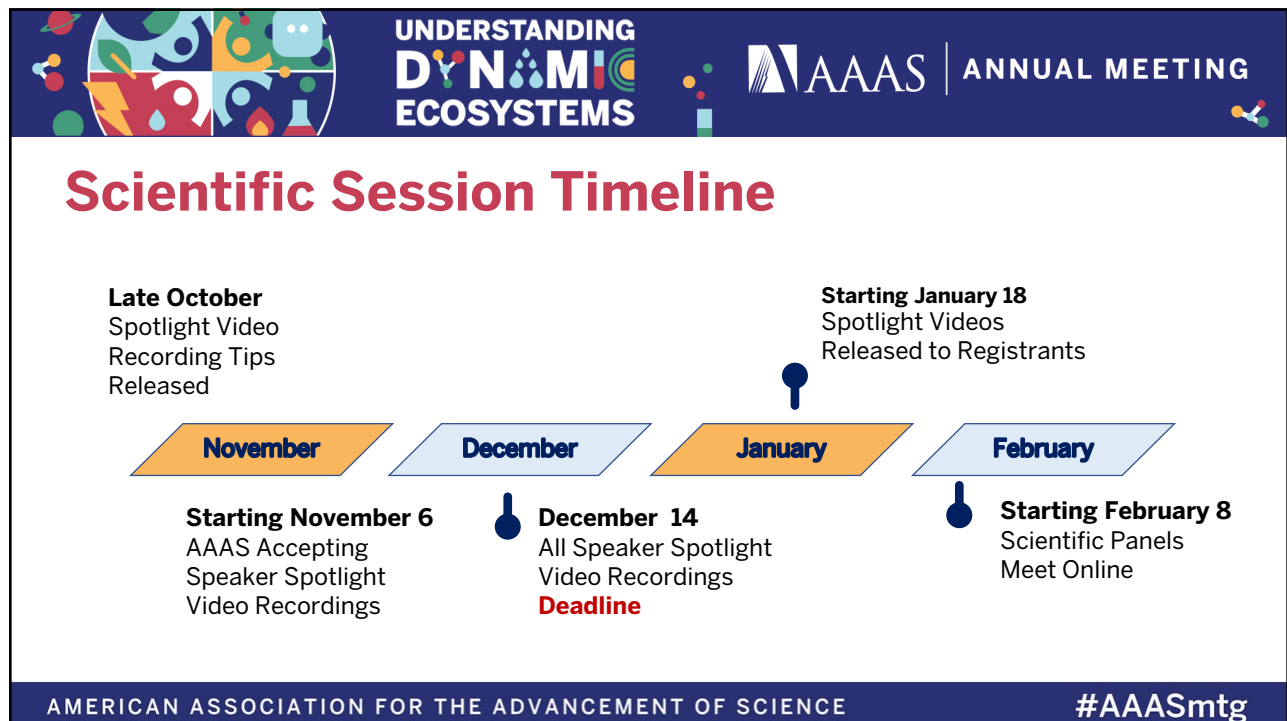


2021 AAAS Annual Meeting Spotlight Video Recording Tips


UNDERSTANDING
DYNAMICS
ECOSYSTEMS

#AAASmtg


1




2



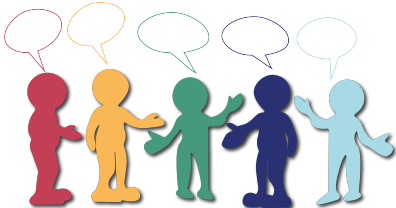
UNDERSTANDING
DYNAMIC
 ECOSYSTEMS


 AAAS | ANNUAL MEETING

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





AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE
 #AAASmtg

3



UNDERSTANDING
DYNAMIC
 ECOSYSTEMS


 AAAS | ANNUAL MEETING



Panelists Present for Spotlight Videos:


- The feature speaker
- The session moderator
- The assigned respondent for that speaker

AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE
 #AAASmtg

4




UNDERSTANDING
DYNAMIC
 ECOSYSTEMS


 AAAS | ANNUAL MEETING



PRESENTATION
 SLIDE






Each Spotlight Video Will be Comprised of:


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

AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE
 #AAASmtg


5



UNDERSTANDING
DYNAMIC
 ECOSYSTEMS


 AAAS | ANNUAL MEETING


Recording Checklist



- ☐ ORGANIZING YOUR CONTENT
- ☐ YOUR ZOOM ACCOUNT
- ☐ POWERING UP
- ☐ INTERNET CONNECTION
- ☐ YOUR VISUALS
- ☐ YOUR AUDIO
- ☐ RECORDING


AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE
 #AAASmtg

6






UNDERSTANDING
DYNAMIC
ECOSYSTEMS

AAAS | ANNUAL MEETING



PRESENTATION SLIDE



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

AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE


#AAASmtg

7






UNDERSTANDING
DYNAMIC
ECOSYSTEMS

AAAS | ANNUAL MEETING



PRESENTATION SLIDE



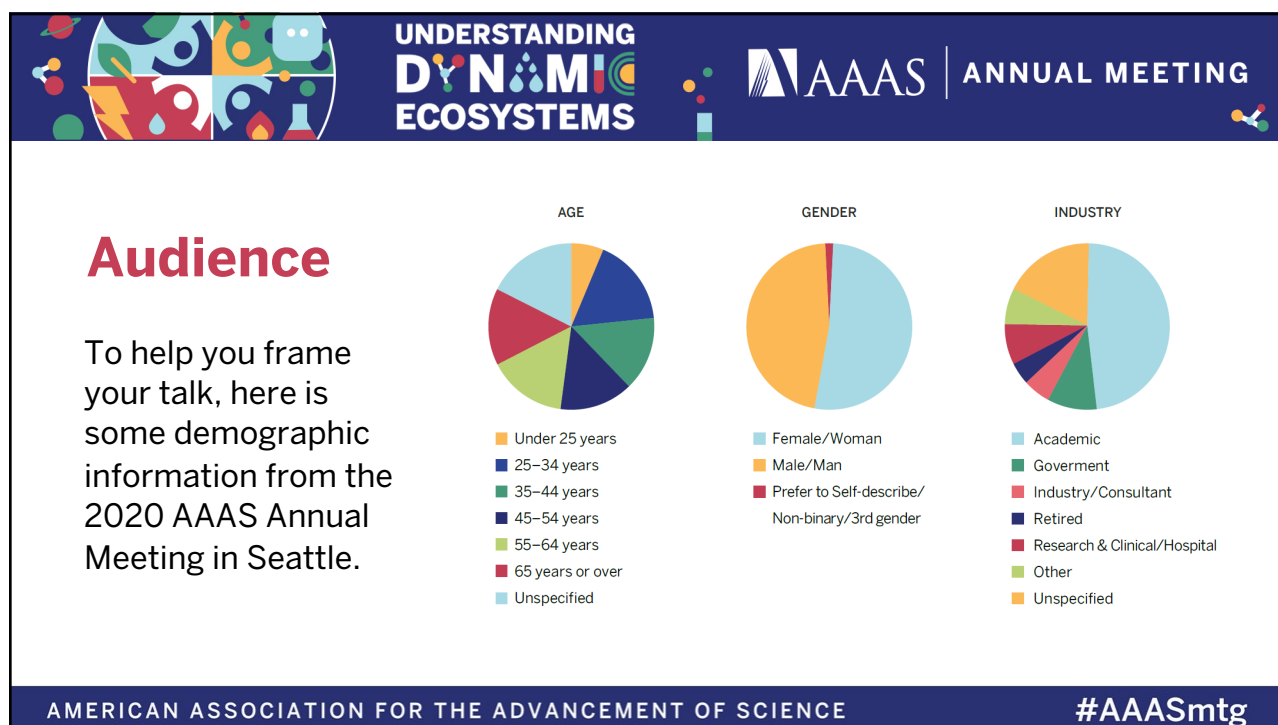
For consistency, scripted moderator language will be included with PDF instructions.

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

AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE

#AAASmtg

8



9

**UNDERSTANDING
DYNAMIC
ECOSYSTEMS**

AAAS | ANNUAL MEETING


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.


AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE


#AAASmtg

10



UNDERSTANDING
DYNAMIC
 ECOSYSTEMS


 AAAS | ANNUAL MEETING




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.

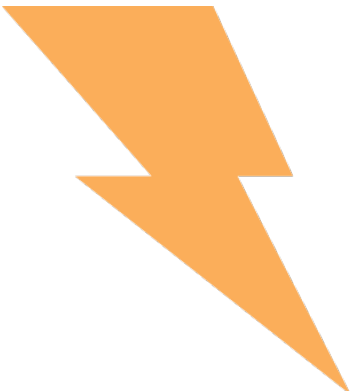
AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE
 #AAASmtg

11



UNDERSTANDING
DYNAMIC
 ECOSYSTEMS


 AAAS | ANNUAL MEETING




Power


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

AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE
 #AAASmtg


12



UNDERSTANDING
DYNAMIC
 ECOSYSTEMS



AAAS | ANNUAL MEETING




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.

AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE
 #AAASmtg

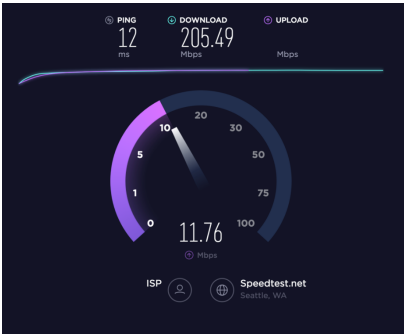
13



UNDERSTANDING
DYNAMIC
 ECOSYSTEMS



AAAS | ANNUAL MEETING




Test Internet Connection


- Visit **SpeedTest.net**
- Target speeds are the following:
 Download: > 5 Mbps
 Upload: > 5 Mbps

AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE
 #AAASmtg


14



UNDERSTANDING
DYNAMIC
ECOSYSTEMS



AAAS | ANNUAL MEETING




Avoiding Connection Issues


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

AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE #AAASmtg


15



UNDERSTANDING
DYNAMIC
ECOSYSTEMS



AAAS | ANNUAL MEETING




Avoiding Connection Issues


- **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 electro-magnetic interference.


AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE #AAASmtg

16



UNDERSTANDING
DYNAMIC
ECOSYSTEMS

 AAAS | ANNUAL MEETING



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.

AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE#AAASmtg

17



UNDERSTANDING
DYNAMIC
ECOSYSTEMS

 AAAS | ANNUAL MEETING




Test Microphone


- Visit [MicTests.com](https://www.mictests.com)

AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE#AAASmtg


18



UNDERSTANDING
DYNAMIC
 ECOSYSTEMS



AAAS | ANNUAL MEETING




NOT speaking? MUTE yourself

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


MAC

Windows

19



UNDERSTANDING
DYNAMIC
 ECOSYSTEMS



AAAS | ANNUAL MEETING

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

Webcam Information


Webcam Name:	Integrated Camera
Quality Rating:	281
Built-in Microphone:	None
Built-in Speaker:	None
Frame rate:	30 FPS
Stream Type:	video
Image Mode:	rgb
Webcam MegaPixels:	0.92 MP
Webcam Resolution:	1280×720
Video Standard:	HD
Aspect Ratio:	1.78
PNG File Size:	1.71 MB
JPEG File Size:	667.47 kB
Bitrate:	19.65 MB/s
Number of Colors:	70105
Average RGB Color:	
Lightness:	49.61%
Luminosity:	50.33%
Brightness:	49.80%
Hue:	38°
Saturation:	4.35%

AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE
 #AAASmtg

20




UNDERSTANDING
DYNAMIC
 ECOSYSTEMS


 AAAS | ANNUAL MEETING


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.




AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE
 #AAASmtg


21



UNDERSTANDING
DYNAMIC
 ECOSYSTEMS


 AAAS | ANNUAL MEETING

Background



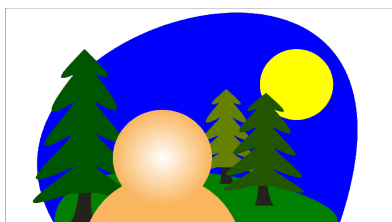
- Try to avoid busy-looking backgrounds.
- Get rid of any asymmetries or shapes that can appear to cut into your head/body.
- Remove or cover distracting objects or words behind you.

AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE
 #AAASmtg

22



Virtual Backgrounds



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

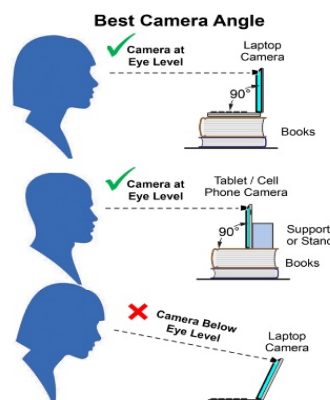
- Test – some web cameras will not support virtual backgrounds.
- Maximize space between you and the background.
- Choose a background that contrasts with your hair and your clothing.
- Virtual backgrounds work best with uniform lighting.
- Please, do not use video as your virtual background.




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.






UNDERSTANDING
DYNAMIC
 ECOSYSTEMS


 AAAS | ANNUAL MEETING


Lighting: Natural




- 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.

AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE
 #AAASmtg


25



UNDERSTANDING
DYNAMIC
 ECOSYSTEMS


 AAAS | ANNUAL MEETING

Lighting: Artificial



- 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.

AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE
 #AAASmtg

26



UNDERSTANDING
DYNAMIC
 ECOSYSTEMS


 AAAS | ANNUAL MEETING

Recording Instructions

Introductions, Thanks, and Keeping Things Moving



PRESENTATION
SLIDE

 UNDERSTANDING
DYNAMIC
 ECOSYSTEMS

 AAAS | ANNUAL MEETING




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

AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE
 #AAASmtg

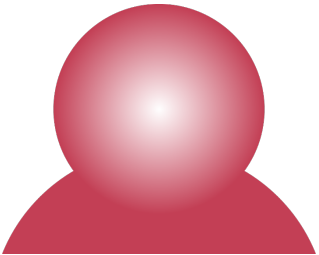
27



UNDERSTANDING
DYNAMIC
 ECOSYSTEMS


 AAAS | ANNUAL MEETING

The Moderator




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.

AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE
 #AAASmtg

28



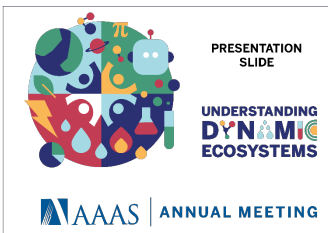
UNDERSTANDING
DYNAMIC
 ECOSYSTEMS



AAAS | ANNUAL MEETING

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

AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE
 #AAASmtg

29

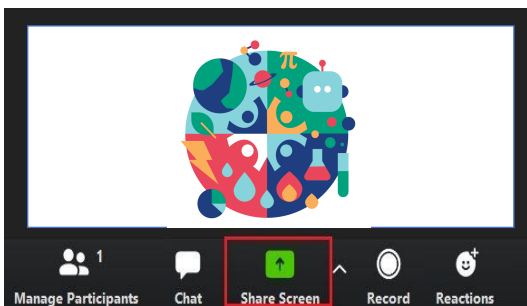


UNDERSTANDING
DYNAMIC
 ECOSYSTEMS



AAAS | ANNUAL MEETING


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.

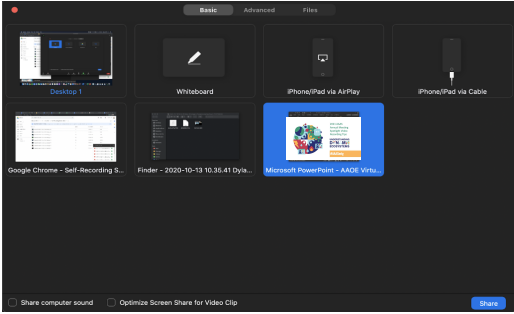
AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE
 #AAASmtg

30



UNDERSTANDING
DYNAMIC
ECOSYSTEMS


AAAS | ANNUAL MEETING




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.

AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE
#AAASmtg


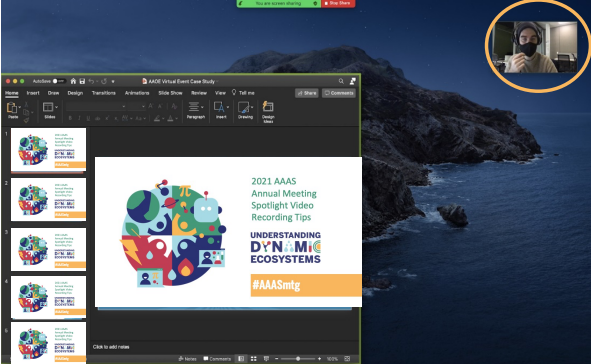
31



UNDERSTANDING
DYNAMIC
ECOSYSTEMS



AAAS | ANNUAL MEETING

After sharing your screen, you should have your slide presentation open and your camera in the top right corner of your screen like this.





AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE
#AAASmtg

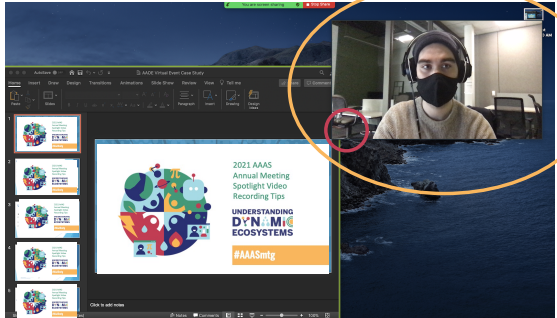
32



**UNDERSTANDING
DYNAMIC
ECOSYSTEMS**



AAAS | ANNUAL MEETING




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.

AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE
#AAASmtg

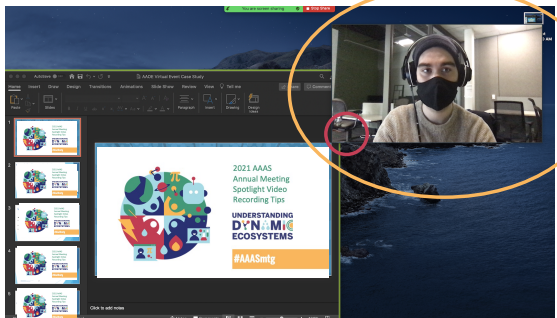
33



**UNDERSTANDING
DYNAMIC
ECOSYSTEMS**



AAAS | ANNUAL MEETING




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.

AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE
#AAASmtg

34



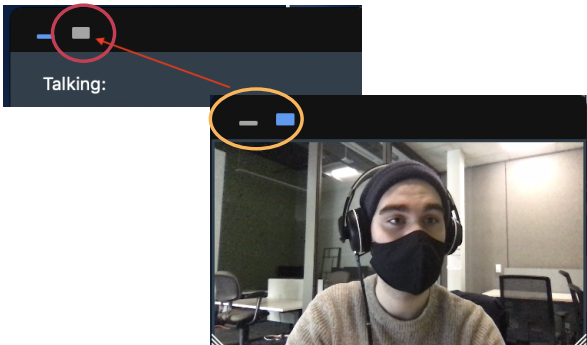
UNDERSTANDING
DYNAMIC
ECOSYSTEMS



AAAS | ANNUAL MEETING

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.


AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE

#AAASmtg

35



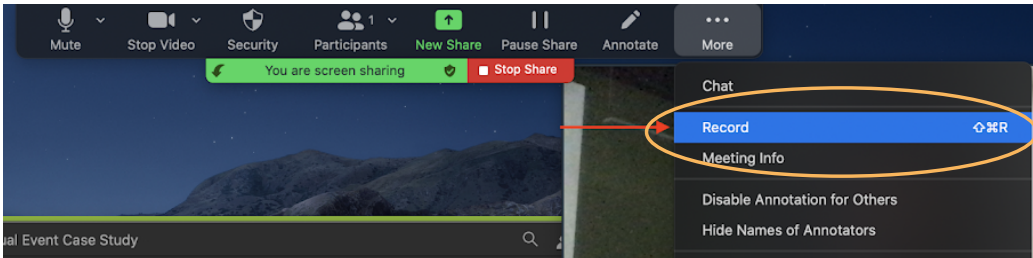
UNDERSTANDING
DYNAMIC
ECOSYSTEMS



AAAS | ANNUAL MEETING

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**.




AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE

#AAASmtg

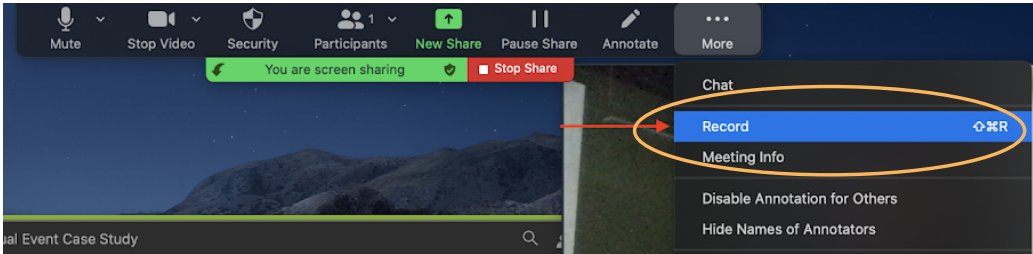
36



UNDERSTANDING DYNAMIC ECOSYSTEMS




AAAS | ANNUAL MEETING




NOTE: If you have a paid Zoom Account, you will have two options for recording. In this case, please click on **Record to Computer**.

AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE
#AAASmtg

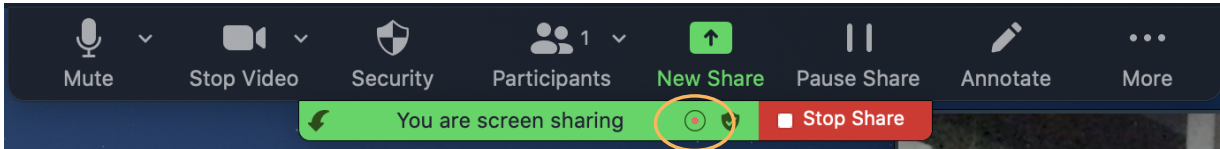
37



UNDERSTANDING DYNAMIC ECOSYSTEMS



AAAS | ANNUAL MEETING




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.


AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE
#AAASmtg

38

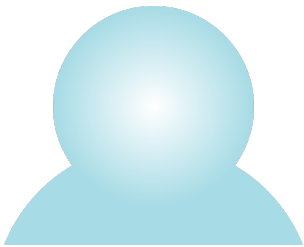


UNDERSTANDING
DYNAMIC
ECOSYSTEMS

AAAS | ANNUAL MEETING




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.


AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE#AAASmtg

39

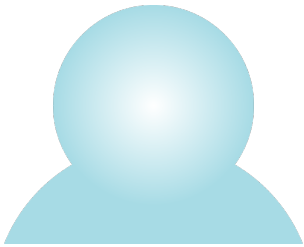


UNDERSTANDING
DYNAMIC
ECOSYSTEMS

AAAS | ANNUAL MEETING



Presentation Recording Notes




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.

AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE#AAASmtg

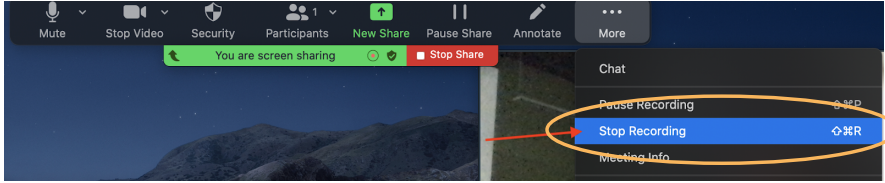
40



UNDERSTANDING
DYNAMIC
 ECOSYSTEMS



AAAS | ANNUAL MEETING




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.

AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE
 #AAASmtg

41



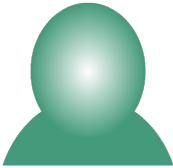
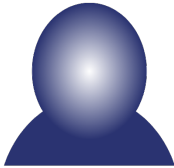
UNDERSTANDING
DYNAMIC
 ECOSYSTEMS



AAAS | ANNUAL MEETING

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

AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE
 #AAASmtg


42



UNDERSTANDING
DYNAMIC
 ECOSYSTEMS

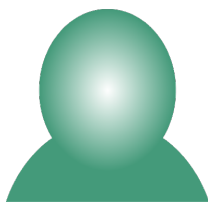
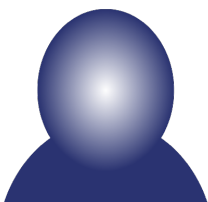


AAAS | ANNUAL MEETING




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.





AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE
 #AAASmtg


43




UNDERSTANDING
DYNAMIC
 ECOSYSTEMS



AAAS | ANNUAL MEETING






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.


AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE
 #AAASmtg

44



UNDERSTANDING
DYNAMIC
 ECOSYSTEMS


 AAAS | ANNUAL MEETING




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


AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE
 #AAASmtg

45



UNDERSTANDING
DYNAMIC
 ECOSYSTEMS


 AAAS | ANNUAL MEETING



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.


AAAS Recordings - File Request

Add files


or drag stuff here


AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE
 #AAASmtg


46



UNDERSTANDING
DYNAMIC
ECOSYSTEMS

 AAAS | ANNUAL MEETING





**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**

AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE

#AAASmtg