VIDEO RECOMMENDATIONS
MEDIA FOR ALL CONFERENCE & ARSAD 2021
http://jornades.uab.cat/media4all9
http://jornades.uab.cat/arsad/

(Updated 07.09.2020)

1 General aspects

- All videos will be offered on UAB's online platform (Moodle) during the conference. The videos will be uploaded to the Transmedia Catalonia YouTube channel and embedded in Moodle. They will also be included at UAB's open access repository after the conference (DDD, https://ddd.uab.cat/). This will allow to increase the dissemination of your presentation and provide you with a permanent link.

- The video must be recorded in landscape mode.

- Video size: a maximum of 350 MB.

- Video resolution: 1280 x 720.

- Make sure the video includes the paper title, authors, and a mention of the conference, both in the beginning and in the end of your presentation. You may use the PPT template provided here for M4ALL, and here for ARSAD.

2 Choose the kind of presentation you want to create

- Narrated presentation, including slides and the presenter's audio

- Address-type, including the presenter's image and audio (no slides)

- Mixed-type, including both the slides and the presenter's image and audio (split screen)

We strongly recommend that your image is visible to better engage with the audience.

3 Accessibility

- Describe the relevant visual elements on the presentation and provide the written information on the slides also orally. Don't forget to read out the title, author, etc., on the first slide.
- Subtitle the audio content (see subtitling guidelines in section 6).
- Avoid using complex language and structures.

4 Record the presentation

Please check how long you have been assigned for your presentation: either 10, 15 or 20 minutes (check the programme).

Plan the duration of your presentation accordingly, taking into consideration you do not need to use up all the time allotted to you. Shorter presentations may work better online.

<u>If your presentation is longer than your allotted time, it will not be accepted</u>.

1.1. Narrated presentation

You may want to use PowerPoint or Keynote embedded features or any screen-capture tool (like Loom, OBS Studio or QuickTime Player on MacOS) if your presentation is in PDF or in any other format.

1.2. Address-type presentation

There are 3 options for the recording:

- Using professional equipment
- Using a mobile phone camera
- Using the webcam on a laptop with free open-source freeware programmes such as Shotcut.

1.3. Mixed-type presentation

You may choose to record yourself as in the address-type presentation and do some editing with an editing tool such as Shotcut.

You can also select easier-to-use options such as Loom or Zoom, which allow you to record a screencast with a video in one go. Check our specific instructions on how to use Zoom in section 7.

Important advice:

√ Look at the camera when presenting. Position yourself so the camera is at eye level; not looking up or looking down.

√ The room in which you record should not be too small/big to avoid echo. The more curtains, rugs and furniture, the better.

√ Do not move when you are recording. Take off jewellery and read from a screen to avoid paper sounds. Silence phones and other electronic devices.

√ Read at a steady pace.

√ Choose a monochromatic background, preferably in lighter colours, e.g. light blue. You can record yourself in front of a white wall.

√ The lighting should be mellow, but sharp. Avoid direct sunlight and sudden changes.

√ Rehearse your presentation on camera with friends giving you feedback.

5 Send files

For each video, the following files (in the following formats) will need to be sent:

1. Video (.mp4)

2. English subtitles (.srt). See next section for guidelines.

Name the files as follows: FIRST AUTHOR SURNAME. If more than one author: FIRST AUTHOR SURNAME_SECOND AUTHOR SURNAME.

Send your files using WeTransfer or a similar platform to transmedia.catalonia@uab.cat.

Deadline to send your video presentations (audio remastering not guaranteed): 21st December 2020.

Important: Bridge Multimedia, M4ALL and ARSAD gold sponsor, has offered to improve the audio quality of the video presentations through a broadcast quality audio remastering process. This will be done on a first-come first-served basis. We encourage you to send your videos in October or by mid-November. Audio remastering is not guaranteed for any videos sent later on.

6 Subtitling recommended guidelines

1. Subtitles will be intralingual: English into English.

2. The file format must be .srt, which is compatible with [YouTube Studio](#).

3. Maximum number of characters per line: 36-40.

4. If you need to divide the subtitle into two lines, please bear in mind the following rules, which also apply for dividing text across subtitles:

   - Do not split words between the two lines

   - Break the lines after a punctuation mark in the text, if there is any

   - Break the lines before a conjunction

   - Break the lines before a preposition

   - Do not separate a noun from an article or an adjective

   - Do not separate a first name from a last name

   - Do not separate a subject pronoun, an auxiliary, a reflexive pronoun or a negation from the verb

   - Do not separate a prepositional verb from its preposition if possible

   - When two speakers are talking at the same time, use two lines (one line per speaker; never start the second on the same line) and transcribe them in chronological order. Each line should start with a hyphen (-) followed by a blank space.

5. Positioning: centre-justified at the bottom of the screen.

6. Font and size: Arial 30 (pixels, not points).

7. Duration

Minimum duration on screen: 1 second per subtitle event

Maximum duration on screen: 6 seconds per subtitle event

Maximum subtitling speed: 17 characters per second (we strongly recommend staying closer to 15 cps if possible).

Minimum gap between consecutive subtitles: 2 frames (or 80 ms).

8. Synchronisation

Synchronise the subtitles with the voicing (timed to the audio). Watch also the synchrony with the slides. You may extend a little bit the timecode at the end of a subtitle if more time is needed for reading-speed reasons.

9. Whenever possible, ensure that subtitles do not overrun shot changes.

10. Avoid presenting subtitles when other text is on the screen.

7 Short instructions on how to use ZOOM (based on Bridge Multimedia's Zoom Video Capture Tips)

a. Log in to Zoom.

b. Select "host a meeting" on the top right-hand side of the screen, select "with video on."

c. When Zoom launches, locate the settings icon in the top left-hand corner of the screen. Icon looks like a shield with a check mark in it.

d. Select "Video" from the main menu on the left-hand side of the screen.

e. In the video settings window, under "My Video" select "enable HD".

f. Select "Recording" from the main menu on the left-hand side of the screen.

g. In the recording settings window, select "Choose a location for recorded files when the meeting ends."

h. When you are ready to begin recording, select "record."

i. When you are finished recording, select "pause/stop recording."

j. Leave meeting.

k. You will be prompted to select the location to save your recorded file. Select a location you will be able to easily find.

8 Helpful links

- [Inclusive Design for Accessible Presentations](#)

- [How to record voice over with Shotcut](#)

- [How to record a presentation with Loom](#)

- [How to record a presentation with Zoom](#)

These guidelines have been inspired by the following sources:

- EASIT IO5 Video instructions

- 7th Symposium on Live Subtitling and Accessibility 2020 (https://medium.com/sigchi/a-remote-video-presentation-guide-93957c63aa7a)

- Bridge Multimedia: Zoom Video Capture Tips V5f 05/27/20