



Speaker's Guide

In this guide, we try to detail the step by step to achieve the best result in recording your talk or in your Live stream, covering various topics and giving various tips.

Streaming in different formats

Opening - Live TV type broadcast, with guests via web, fixed times.

Main Plenary - Live TV broadcast, with web guests, Round Tables, KeyNote Speakers.

Virtual Plenary - Rooms with Zoom-type Live Themed Workshops or similar with various presentations, questions and answers.

Poster Technical Sessions - Exposure of a pdf file and an explanatory introductory 5-minute audio, separated by categories.

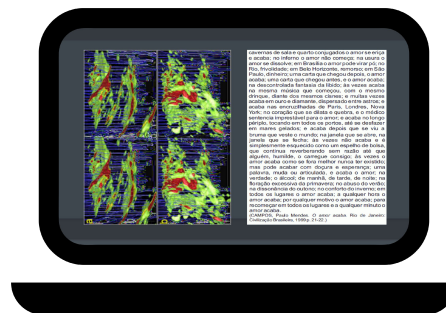
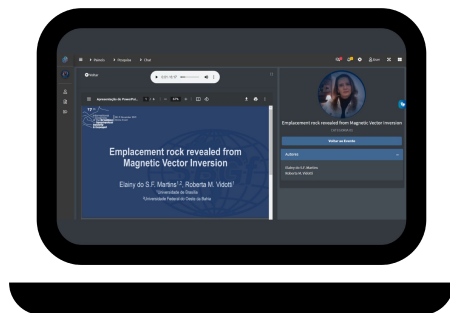
Oral Technical Sessions - Core of the scientific congress, pre-recorded videos 15 minutes, separated by categories.



How your presentation should be

It is important to point out that the focus of the presentation are the **technical slides**, which should be well prepared for a better visualization. The presenter, in general, appears in a smaller proportion on the screen, or at the beginning, to introduce himself. However, it will depend on how the recording is made and the presentation is configured.

The two presentation **templates** for use: light background and dark background. It should be downloaded from the Congress' website, on the Call for Papers page.



What to submit

What authors should submit:

Poster presentation: a pdf file with the presentation; an audio with **5 minutes** explaining the work and a face photo, which could be a selfie.

Oral presentation: a **15 minutes** recording of the technical presentation that can be done in PowerPoint, Teams, or other programs.



Equipment

Desktop

Live stream with webcam on PC or with monitor that already contains a camera.



Notebook

Use your laptop device to make your live broadcast.



Camera

You can use digital camera to shoot your recorded presentation.



Smartphone

Your live recording or streaming can be done by iOS or Android phone



Note: Smartphone and Camera are not good options for recorded presentation because the presenter has to be able to show slides, but they can be an option for a roundtable debater (although they also make technical presentations with slides). For recording, we recommend the Desktop or Notebook, so that the author can share their slides.

Prepare your smartphone for shooting



If you have little memory on your smartphone, we advise you to free up space or use another smartphone for this activity.

Memory



Leave your smartphone's battery on full charge and unplug it. If it's a smartphone, turn on airplane mode.

Battery



It is important that you always wipe the lens with a cloth that does not hurt and does not scratch. The ideal is always to use a dry and clean cloth

Lens

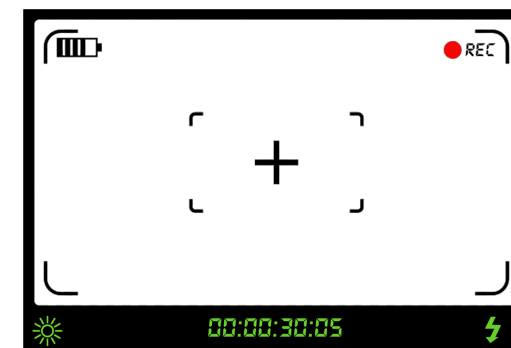
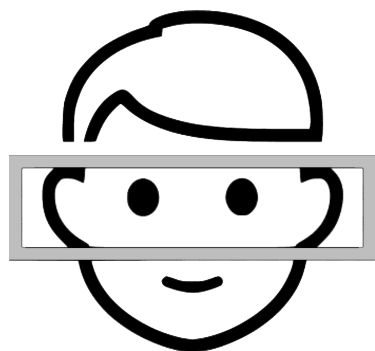
Videos

Correct framing for shooting

Keep the equipment with the lens at eye level. Eye contact helps the audience connect with your message. In addition to being a strategy that demonstrates professionalism, it conveys confidence and security to the viewer. Another important point is to always look at the camera lens and never at the screen.

If you look at the screen, that is, stand looking at yourself while filming, your gaze will not be on the spectators, and may generate disconnection. Try to be centered and as close to the wall as possible, avoiding distractions and facilitating your communication.

The lectures will be broadcast via streaming. Movies on this platform are always displayed horizontally. To avoid displaying the video vertically with black bands on both sides, we ask that the recording be done horizontally.



Device stability for shooting

Videos

You can use a common tripod like the models used by photographers and a universal adapter to attach your device to the tripod or purchase a mini tripod for your desktop. In the absence of a tripod, don't worry! Stack some books or boxes where your equipment may be arranged in a way that does not fall. Run tests until the framing is right (at eye level), and that's it!

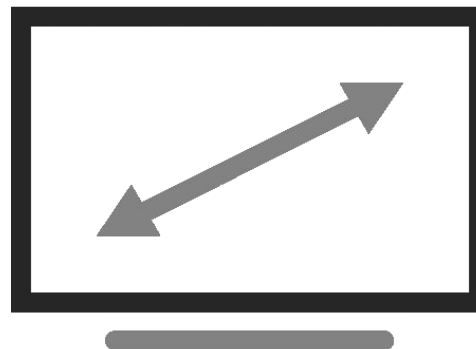
Your device has autofocus for photography and shooting. Before recording, try to tap the screen by selecting your face as a point of interest, thus setting the focal point for recording and avoiding the loss of the same.



Video format for recording or live streaming

Videos

All display and capture systems will work in Widescreen format (16:9). Thus, all videos, slides and the like, should be produced in this format. The suggested resolution is 1920 X 1200 (WUXGA).



Internet for interaction with the moderator

Videos

You will need to check the connection speed of your internet. It must fit a quality standard compatible with that of the generation in the studio so that we have a connection without crashes or bottlenecks in audio and video.

To measure the speed of your internet go to : <https://www.brasilbandalarga.com.br>



Sound with quality and no noise

The location chosen for recording or transmitting should be quiet and calm, avoiding noise, wheezing and interference from ambient sounds.

The space should be as quiet as possible thus avoiding unwanted noises at the time of recording. Pets should stay in another environment. Mobile phones should be silenced – of everyone who is at the recording/transmission location. Bells and intercoms, if possible, should also be turned off or muted, so we avoid distractions and noises that can hinder the recording.

For the audio capture of your lecture, we have a few options. The first and most common is the use of an already available feature, the microphone built into your Desktop or Notebook. Another feature is the headset with microphone that ensures the recording of a clean audio and synchronized with your recording. There is also the option of using external microphones such as lapel; Audio Technica ATR3350 or Rode Smartlav Lavalier.

However, the focus is on the Slides and not the presenter. Therefore, it is important that the quality of any and all sounds included in your presentation are carefully selected.

Audio



Proper use of light

Look for an environment with good clarity.

Using a stronger bulb in your chandelier can help with ambient light. Preferably use a front light.

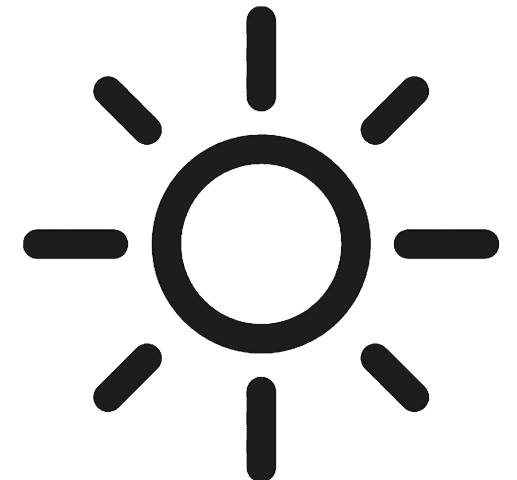
As the recording or transmission will be during the day, if you have a window in the chosen location, you can take advantage of ambient light.

The window should be behind the equipment, helping to avoid shadows. don't leave the window behind you.

We also suggest the use of Ring Light with support for the device; selfie light or mini led.

Artificial lighting is indicated for closed places without ambient light incidence.

Lighting



The best environment

Choose a comfortable place, preferably with a white wall in the background, or neutral in color and without many details.

Give preference to a clean place. Avoid places with too much information.

The space should be as neutral as possible, avoiding objects that might divert your viewer's attention. People in the house must stay in another environment. Televisions in the room must be turned off to avoid disturbing the lighting when recording.

You can use a background for your scenario. There are streaming platforms with this technology but it is also possible to edit with some known software.

Assess the environment and, if you have any questions, contact us.

Scenery



Plain costumes for better presentation

Do not wear striped clothes.



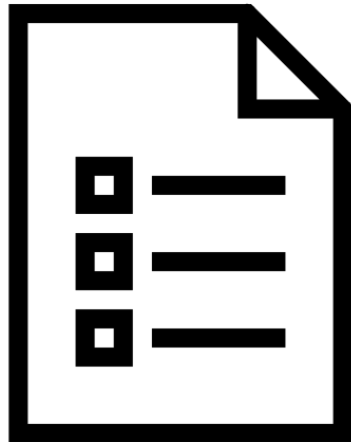
Do not wear clothes with prints.



Clothing

Content at the right time

For a better use of your presentation time, we advise you to prepare a script for recording or broadcasting, even if the topic is your domain.

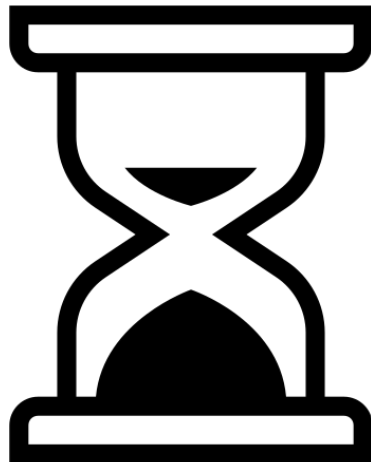


Screenplay

The importance of meeting the deadline

The deadline for sending material is, without fail, October 8th, 2021. In this way, we guarantee that all your content will be exposed without any flaws or lacks.

The files must be uploaded directly on the Congress website, through the address <https://sbqf.org.br/congresso/registration>

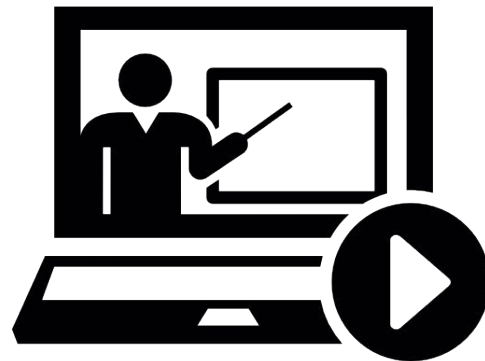


Time

Fine-tuning the live input

The connection test will be done on the 7th of November. Already schedule your time.

Here it is worth noting that, if we have observed all the necessary aspects and resources described in the pre-production, your recording/transmission will be facilitated and our objective will have been achieved. Deliver high-value content to our audience with high-resolution, high-fidelity sound and image capture.



Test Day

Possibilities for your scene

It is possible to background your scene using backgrounds found in different applications. The platform used at the congress will be the Zoom, where this possibility is found..

You can download the event template directly from the congress page.

If you want greater perfection in your cut on the backdrop, you can hire a chroma key edition.

There is also a background removal way to apply your favorite scenery using programs like Wondershare Filmora9; VSDC; Final Cut Pro; Premiere Pro; Camtasia Studio; VideoStir; Movavi video editor; Unscreen (Online); KineMaster; Chromavid; among others.



Tips

Help for your presentation

For any questions or assistance, we will be here, entirely at your disposal, to help you with whatever you need..

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