SIGGRAPH ASIA 2020 VIRTUAL

Pre-recorded sessions:
From 4 December 2020

Live sessions:
10 — 13 December 2020

SA2020.SIGGRAPH.ORG
#SIGGRAPHAsia | #SIGGRAPHAsia2020

Speaker Guidelines

Key Information

- Firstly, thank you for being a part of SIGGRAPH Asia! We are excited to see your submission showcase.

- Please read this document in its entirety as it contains crucial information about your video presentation at SIGGRAPH Asia 2020.

- Please adhere to the technical requirements for your presentation materials for them to be loaded onto our virtual platform seamlessly.

Title Slide & Introduction

All videos must begin with the SIGGRAPH Asia slide template below with your submission title. The template can be found in the Speaker Preparation section of the SIGGRAPH Asia 2020 web site.

Make sure to start your video by introducing yourself with your name, affiliation, and the title of your presentation.

Presentation Slides

- IF you are using **presentation slides** to accompany your showcase, we welcome **PowerPoint** and **Keynote** formats.

- All presentations should be created in a **16:9 ratio @ 1280x720 resolution**
  - In PowerPoint, this is accomplished by selecting: Design/Slide Size: 16:9
  - In Keynote: View/Show Inspector/Document/Slide size: 1280x720

- Please ensure that the **SIGGRAPH Asia logo is displayed** on your video.

- Embedded videos are welcome. However, we will need a copy of the video file to be submitted with the presentation. The video should not require a click to start. In order to achieve that, make a copy of the slide, then on the second slide, have the video start automatically. The best file type for video is mpeg4. These formats are also acceptable: quicktime (.mov), prores, h.264

Presentation Slides

- Please note that your presentation slides (in PDF format) and presentation video will be made available for download to attendees. <u>Please do not disclose material that is of confidential in nature.</u>

- If you do not want us to load your presentation slides, please let us know.

Content

Online audiences tend to have short attention spans. For a better presentation, there are several guidelines that we request you adhere to while creating your slides:

- **We recommend using images and graphs** to advance your point. Be sparing with text.

- **Avoid static slides.** Even the most technical data can be brought to life with animated graphics.

- Feel free to include any combination of slides, video of the contributor(s) (obeying all appropriate local social distancing regulations), etc.

- Limit to three bullet points per slide and elaborate on them during your presentation.

- **20 pt font is the smallest font acceptable.** Fonts are the most common problem with presentations. Please use **standard fonts** when possible.

Content

- Make sure your self view is visible as a floating window in the top right corner of your screen, as viewers need to see a large view of your presentation and a smaller view of you as a speaker. You can drag the corners of your self view window to make it bigger or smaller as needed.

- All of your materials must respect copyrights for all content: music, images, and videos. We cannot show copyrighted material without permissions.

- SIGGRAPH Asia will not be able to provide video editing services.

- All submissions should be in good taste for an audience of varied cultures and backgrounds, and absolutely must comply with ACM's Anti Harassment Policy.

- While SIGGRAPH Asia does all it can to protect the intellectual property of contributors and requests that attendees refrain from recording sessions or taking screenshots, we cannot guarantee that all attendees will abide by our guidelines. If you have sensitivity about any of your content being shared without your permission, we recommend watermarking your presentation to identify the content as your intellectual property.

- Visit the Speaker Preparation page on the SIGGRAPH Asia 2020 web site for details (https://sa2020.siggraph.org/en/submissions/information-for-presenters) to access the slide template and tips for your presentation.
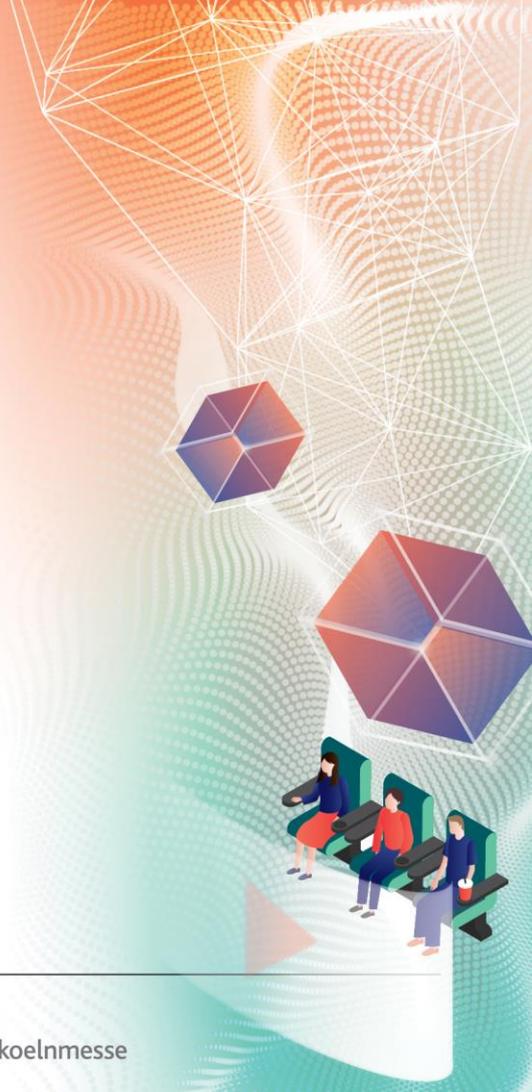
REMINDER

- SIGGRAPH Asia strongly recommends that you show yourself in the video using instructions in this document. Showing your face throughout the presentation will be more engaging for attendees.

- Make sure your self view is visible as attendees need to see both a view of your presentation and a view of you as a speaker.

Video Communication Fundamentals

Visuals

- Use compelling visuals to engage your audience.
- Good design will capture their attention & provide anchor points to assist in recall.

Be Concise

- Keep the content as concise as possible.
- Extraneous content creates visual clutter that prevents your audience from latching onto your message.
- Try to limit the amount of text on each slide when possible.
- Please keep in mind that you want your slide content to be easily readable.

Be Engaging

- Include your entire audience. Audiences engage when they have a personal connection to your content & when they can see themselves in your examples, demos, and photo selections.

Remember....

- That your audience is likely at home, watching you on a small screen. Sessions are much more intimate and on demand.

- To speak with energy & with a normal tone of voice, as if you are holding a conversation with colleagues.

- To express your personality! Facial expressions & body language will help add impact to your content.

- To keep your content tight, focused & avoid repeating yourself.

- To look into the camera instead of yourself on the screen & maintain eye contact to help in connecting digitally with others.

Technical Requirements

- **Laptop or computer with functioning webcam or microphone.** A test of video and audio on Zoom can be done here: https://zoom.us/test

- **External microphone and headphones/earphones are highly recommended.** These will provide cleaner audio as compared to your laptop's built-in microphone and speakers. Please ensure to test that the microphone and headphones/earphones are being picked up by the laptop.

- Internet connection with a **minimum upload speed of 25mpbs**. The following website can be used to test your internet speed: https://www.speedtest.net/. A hardwired connection to your modem is best, but Wi-Fi can be boosted by sitting in the same room and close to your wireless modem.

- **Minimize the number of devices connected to your Wi-Fi.**

- **Minimize the number of applications open** on the computer you're presenting from as well. This will ensure you have enough dedicated RAM and internet bandwidth so that your video does not "freeze" while you're speaking.

- Close out Outlook and **turn off all notifications** so that you aren't disrupted during recording.

Recommendations

Environment:

Please ensure that you are presenting in a quiet environment. Avoid noise to prevent distractions during your presentation.

Lighting and Exposure:

Please ensure that there are no bright lights **BEHIND** you. Backlight makes it harder for most cameras to focus.

Do ensure that you have sufficient (and not too much) light in front of you – A desk lamp or a window (if it is daytime for you) will be great.

Dress Code:

The best clothing choices for the camera are solids. While some patterns and prints work, it is best to avoid checkers, plaids, and busy patterns. Business/Smart casual is recommended.

Recommendations

Camera Angle and Background:

Camera should be at eye-level height. Avoid having the camera pointing up at your chin, as per default laptop webcams. You can use books - or an ironing board with adjustable height - to get your camera at eye level.

For backgrounds, less is more. A cleaner background will keep your audience focused. Alternatively, we can provide an SIGGRAPH Asia background for you to use.

Composition:

It is ideal that you occupy 1/3 of screen space. We should see some of your shoulders up to the top of your head.
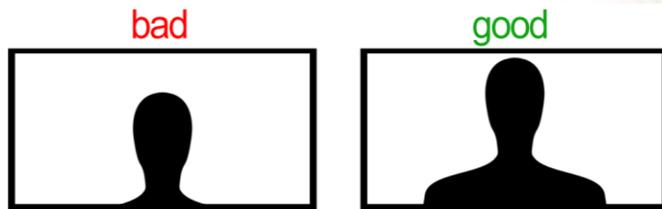
Figure 1: Ideal Speaker-to-Screen Composition

Technical Requirements

- Video format: .mp4 is preferred

- Frame rate: 30fps

- Aspect ratio: 16:9/Widescreen

- Resolution: 1920x1080 (i.e., 1080p HD)

- Audio: Please try to record in a quiet room, with the highest quality microphone to which you can get access. (We realize that this may be difficult given ongoing restrictions on movement just do the best you can)

- Video file size: 1.8 GB or less*

If you have any questions, please drop us an email at siggraph_asia@koelnmesse.com.sg.

Thank you for being a part of SIGGRAPH Asia 2020!

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