

RECORDING PRESENTATIONS



secOT57
C^{LINE}NGRESS

In order to broadcast the presentations of the ONLINE SECOT 2020 Congress a mixed transmission will be utilised. Each session will feature one part which is recorded (the presentations) and which will be emitted on the scientific programme schedule, followed by a further live part (debate) carried out via a videoconferencing system.

The process, which each speaker should know about, consists of two phases:

- Uploading the presentation (just the document) to an administrative file.
- Recording the audio and the video, which the technicians will later install in the document uploaded to the administrative file.

1st: Before the recording: Upload the files

Before recording, your presentations need to be uploaded to the Administrative Files. You will receive an email with your username and password in order to access the website. Once on the website, you will see the list of presentations in which you are participating. You will be able to upload your presentations from one place only. The deadline to hand in your presentation will be the 17th of July 2020 at 18:00.

Advice on your presentation:

- The format of the presentation must be 16:9. You can download the template [here](#).
- Only send the presentation.
- The sound and the video will be recorded afterwards by a computer technician who will contact you in order to schedule the recording.
- The minimum size of the font is 12
- Avoid including small images or low quality ones.
- It is not advised to use brightly coloured font, given that it is difficult to read on a screen.

2nd: Recording the presentations. Audio and Video

The recording dates of the presentations will be between the 24th of July & the 3rd of August. The speaker will receive an email with the time and date proposed to carry out the recording of their presentations, as well as the website that they must access. In the same email, there will be a contact telephone number and an email address to resolve any doubts that you may have about the recording process itself. The recording will be done with the help of a computer technician who will control the production of it. In order to optimize times, the recording of ALL the presentations, which have the same speaker, will take place on the same day.

In order to record the presentation, it will not be necessary to install any software on the speakers' computer. The recording will be done via a link, which the organization will send to the speakers and which will link them to the recording platform. It is recommended to use the Google Chrome internet browser throughout the entire process, given that it has demonstrated that it is a secure system.

CHARACTERISTICS OF THE SOFTWARE USED IN THE RECORDING ROOM AND TECHNICAL SPECIFICATIONS

Operating systems: Windows 10, Macintosh Mojave 10.14.3

Presentation Software: Office PC 2016, Office Mac 2016, Adobe (.pdf), Keynote 9.0

The speaker must:

- Have a computer with a camera, microphone and internet connection (They will not be able to use a Tablet or Smartphone.)
- Have previously handed in their presentation in the permitted formats: Powerpoint and Keynote.
- Access the recording platform on the date and time indicated.
- The speaker will have a remote presentation clicker on their mobile phone connected via internet to their presentation.

ADVICE DURING THE RECORDING

Duration: Take into account that the duration of the recording cannot exceed the maximum time authorised by the Scientific Committee of the Congress: The exposition will last for the time listed in the programme. In order for the entire congress to function adequately, remember that the times of the presentations are not extendable and that the organization has systems available which impede the continuation of a presentation once it has surpassed the assigned time.

Cadence: It is fundamental to maintain the rhythm of a calm presentation, with a calm tone of voice without jolts, neither rising nor lowering the diction. Make pauses between each slide and try to pronounce carefully. Keep hydrated at all times. All of the above will make the exposition easier to understand.

LIVE CONNECTION DURING THE CONGRESS IN ORDER TO RESOLVE ANY DOUBTS THAT ARISE ABOUT YOUR PRESENTATION FROM THE PARTICIPANTS IN THE CONGRESS

Throughout the course of the session, the audience will be able to ask questions via a chat system. These questions will be received by a moderator, who will select and transfer the questions that they consider to be the most interesting and convenient to each of the speakers. Once the broadcast of the recorded presentations has finished, there will be a live connection with the panelists of the session in order to deal with the questions posed online by the participants. It will be a multi-camera connection, so that the participants can see all the panelists from the session.

TESTING SYSTEM AND TESTING THE PRESENTATIONS PRIOR TO THE CONGRESS

The speaker will receive an email with the instructions (website which they will need to connect to) A few days before the Congress, the service of professional technicians will contact the speakers to do a final test, audio and video as well as a connection test. It is recommended that all the speakers always use the same device in the tests that they will in the live presentations.