

String Band Summit 2022 – Remote presentation guidelines.

[adapted from guidelines by the [Society for American Music](#)]

Presenters for the String Band Summit who will not attend in person are asked to create a video of their presentation and submit it ahead of time. Remote presenters are required to register and will join the conference via Zoom link (link is sent to you when you register – make sure you choose the “remote/virtual option”!). Follow the guidelines below and submit your video by April 4, 2022.

There are at least three styles you can choose from for your presentation video:

- you speaking directly to the camera with no slides, or
- slide deck presentation with you speaking to the camera in an embedded (picture-in-picture) window
- slide deck (e.g., PowerPoint) presentation with a voice-over (the *least-desired* option)

Many tools are available for creating a presentation video, including:

- the Record Narration feature of Microsoft Powerpoint (Google Slides, Prezi, and other slide deck-oriented presentation tools have a similar feature);
- screen capture tools, both web- and computer-based, such as Screencast-O-Matic and Camtasia;
- tools included with your institution’s learning management system;
- the webcam video capture tool on your computer (Photo Booth on Mac, Camera on Windows)
- Zoom (see the SAM tutorial [HERE](#)).

No matter what tool you use, keep the following in mind as you prepare your video.

Visual

- If you will be visible in the presentation video, choose a neutral background with minimal distractions. While we cannot always modify our locations, do ensure that what viewers will see is suitable for the audience. For instance, make sure light is shining AT you, not from BEHIND you.
- Similarly, if you are visible, dress appropriately and avoid busy stripes and prints.
- If you use the Zoom backgrounds for your webcam video, avoid the moving ones as they can be visually distracting.
- Viewers may be watching on a smaller mobile device or a laptop screen that is considerably smaller than the screens on which we normally project our presentations at the conference. Choose fonts that will be visible and make them large enough to be seen in the smaller formats.

- Simple presentation formats and color schemes will work better in the smaller viewing environments.

Audio

- If possible, choose a location with the “driest” acoustics. Books, carpets, drapes, and other materials are good sound absorbers. Facing the corner of a room is also helpful.
- Minimize extraneous external sounds such as birds chirping, kids playing, dogs barking, cell phones ringing, squeaky chairs, etc. Laptop keyboards can sound loud in a recording so either tap quietly as you change slides or use an external keyboard or mouse that you can place away from the microphone.
- Test your microphone. Laptop microphones have substantially increased in quality in the last few years, but if you are not satisfied with the sound, consider using an external microphone that you can place closer to you and further away from your system.
- If your presentation includes a YouTube (or similar service) video, consider embedding the video in your presentation to reduce technical issues and the awkwardness of switching tools.
- If your video will include audio from a source other than your microphone, such as an audio clip or a YouTube video, ensure that your capture tool is recording the system audio through the system rather than capturing that audio through your microphone. You can ensure the best quality by recording with headphones and your speakers turned off.
- Conferencing software such as Zoom can flatten the emotional character of the presenter’s demeanor on camera so consider enlivening your voice as appropriate and making eye contact with the camera if you are visible.

File Preparation

- Play your video and ensure that the video and audio are acceptable.
- Make sure that your video does not exceed the maximum length for your type of presentation (e.g., standard paper presentations are no longer than 20 minutes).
- The file that you upload MUST be an MP4 file.
- Send the file to Lee Bidgood via Dropbox (to address blidgood@gmail.com) OR contact Lee (bidgood@etsu.edu) to set up a file transfer using the ETSU dropbox system – *please submit your video by April 4, 2022.*

Presentation / Session

- Your video will be played at the in-person session. Please be present on the Zoom meeting (we will send a link after you register for the Summit) in advance of the assigned session time. Please be present for the entire session so that you can be introduced along with other presenters, and so that you can participate in the question and answer session.