Video Production for Online Presenters

Key requirements overview:
- Videos should be pre-recorded and submitted in a typical video format and resolution (MP4, MPG, M4V, MOV, AVI).
- Videos should strictly follow the duration limit(15 mins) that is specified. Videos that exceed the limit may be automatically be trimmed or excluded from the conference.
- Speech should be clearly audible and text should be readable.
- The official language of the ALAK Conference is English.

Recommended practices:
- Opening title. It is recommended to include the title at the start of the video.
- Third-party material and copyright. It is very important that you have the rights to use all the material that is contained in your submission, including music, video, images, etc.
- Display and Viewing Comfort. Pay attention to details such as flashing lights, unsteady camera, and loud sounds which may cause viewers discomfort.
- Speaker + Display. While "voice-over" presentation without seeing the presenter, only the display (e.g., Powerpoint) is not improper, most conference participants would prefer seeing the presenter as well as the display. Typical presentation software (Powerpoint, Keynote) allow recording presentations with microphone audio, but picture-in-picture (including a speaker view) is often better. You can either separately capture the speaker's video and

insert it using video editing software, or you can use Zoom, or similar software to directly record a picture-in-picture video. Some software, e.g. Flashback (free version too!) allows you to resize the image of the camera "on the fly" while recording, thus you can make the presenter's image larger or smaller against the main display (Powerpoint slide, etc).

- Appropriacy of content. Please ensure that content is appropriate in terms of rights and taste, does not contain inappropriate language, viewpoints or imagery and is unlikely to cause offence to any individuals or groups either present at the conference or beyond.

Video Submission

Upload your video at https://upload.cnue.ac.kr after you have successfully completed video production.

- The file length should comply with the session guidelines listed above(15 mins)
- File format: all major videos formats are acceptable, including mpg, mp4, wmv, and mov. Note that some formats (e.g., avi) may result in considerably-larger file sizes.
- Filename should be your full name of the lead presenter, e.g., JohnDoe.mpg (of course the file extension will be based on the type of file format you saved the recording in).
- Video upload must be completed **by Oct 7, 2023 KST (UTC +9:00).**