GUIDELINES FOR
ORAL VIDEO PRESENTATIONS

You are required to prepare a 10-minute pre-recorded presentation of your paper. All presentation videos will be available on the online platform starting on Monday, 14 June and will remain available online throughout the entire conference to provide enough time for all attendees to view and enjoy the presentations at their convenience.

Deadline for uploading your video presentation:

Tuesday, 1 June

(23:59 Honolulu, Hawaii, USA)

Uploading instructions will be sent on or before Friday, 28 May.

Your presentation file **MUST** follow these five (5) requirements:

- be an MP4 video file (**NO** other video formats are acceptable)
- be 10 minutes maximum

- be 200 mb or **LESS**
- widescreen format
- include the conference border (see below)

Font sizes on slides should be comparable to 18 points Arial (20 points Calibri) or larger for participants on mobile devices. We recommend you use a sans-serif typeface.

A presentation video example is available on the [website](#).

Conference Border

We suggest that you use the conference border at the bottom for the entirety of your presentation. You can download the PowerPoint file from the conference [website](#). To update your presenter information in the slide, go to the slide master via the top bar in PowerPoint: view - master - slide master. Select the top image on the left panel and then you can edit your name and oral session number. Refer to the conference program for your assigned session paper number. (NOTE: once the program finalized, an email will be sent to all presenting authors) Don't forget to go back to normal view once you update your presenter information.
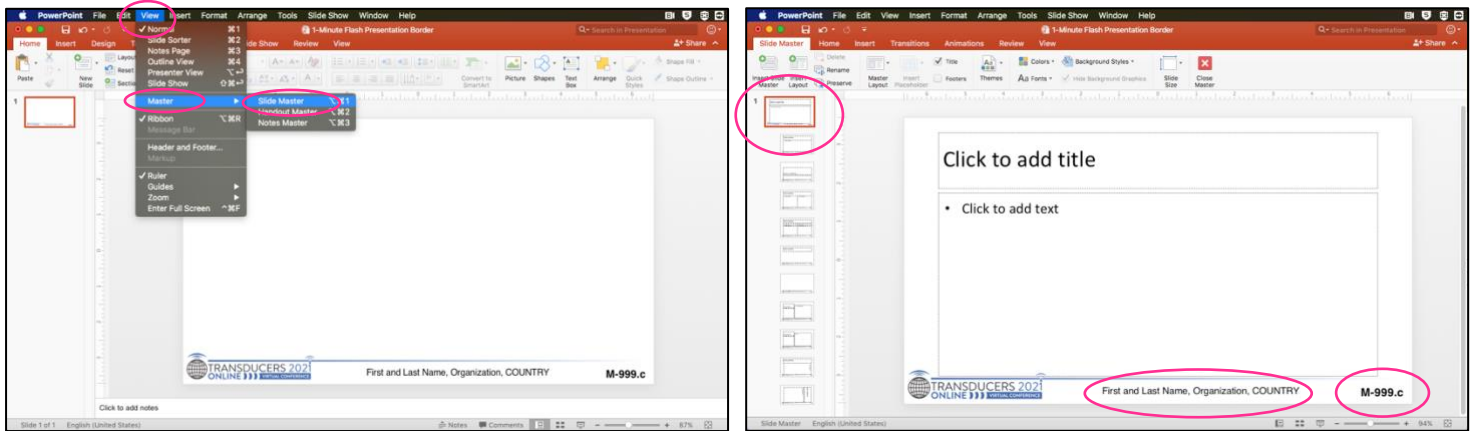
Questions may be sent to: authors@transducers2021.org.

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The following pieces of advice may help in preparing and recording your video.

- Ensure the area to be recorded in is well lit with no bright lights in the video frame.
- When recording your face, consider the level of your camera. Placing it at eye level is usually better than shooting from below.
- Make sure your entire face is visible and that you are not continuously moving your head!
- Record your video in a time or place with no background noise, and no risk of other persons or pets coming into the field of view of the camera!
- There are no restrictions on the media that you can use, but keep the audio and visual features on-topic. Ensure they support your message instead of distracting from it.

The following information is to assist in planning the content of your video.

- This link provides advice from the University of Sussex for their Three Minute Thesis competition:
  http://www.sussex.ac.uk/internal/doctoralschool/researcherdev/threeminthesis/preparing3mt

1. Write down what you want to say:

Speak and write for your audience who will not be experts in your specific area of research. To do this you should:

- Think of a way to attract the attention of your audience and get people interested in your research, avoid jargon and academic language.
- Imagine that you are explaining your research to a (not scientific) friend or family member.
- Do not dumb down or devalue your research, what you are doing is exciting and you should convey enthusiasm for your subject.

2. Have a clear outcome in mind: Know what you want your audience to take away from your presentation.

3. Tell a story, think out of the box, and be creative:

You may like to present your work like a story, with a beginning, middle and an end. It is not easy to condense your research into 10 minutes, so you may find it easier to break your presentation down into smaller sections. Try writing an opener to catch their attention, then highlight your different points, and finally have a summary to restate the importance of your work.

4. What not to do:

Do not write your presentation like an academic paper. Try to use shorter words, shorter sentences and shorter paragraphs. You can use humor, however be careful not to dumb down your presentation or say something that may not be understood by someone from a different culture.

5. Revise:

You may like to proof your presentation by reading it aloud, firstly to yourself and then to an audience of friends/family. This allows you to not only check your grammar and writing style, but also to receive critical feedback and test the cohesion and clarity of your story. Do not be afraid to ask your audience if your presentation clearly highlights what your research is about and why it is important. Practice your text, speak clearly and use variety in your voice (fast/slow, loud/soft). Do not rush - find your rhythm. Remember to pause at key points as it gives the audience time to think about what you are saying.

There are many ways to create and edit your video.

- PowerPoint can make a video from a presentation. Select 'Slide Show', 'Record Slide Show', then save as an MP4.
- OBS Studio which is a free and open source software for video recording and live streaming:
  https://obsproject.com/.
- Screen recording tools. This site provides examples of free tools that you can use:
  https://www.techradar.com/news/the-best-free-screen-recorder,
- Recording video of any kind and editing it using video editing tools like Adobe Premier, and Apple iMovie.

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PowerPoint Presentation Guidelines

1. In order to maximize the visibility of your presentation, we recommend that you use color carefully to direct the audience's attention to different areas and to highlight specific points.

2. Use a simple, high color contrast design, and avoid adding unnecessary visuals. Too many images and colors can draw attention away from your points. Choose images that have a purposeful messages and are relevant to your presentation. Keep in mind that less is more.

3. Color may be used in schematics, graphs, illustrations and photographs when it adds to the clarity of the presentation.

4. Not all colors are equally visible. Bright red, blue, green and orange are easiest to see. Avoid yellows and light or pastel colors that are not easily seen on a clear background, except possibly as a local background in a boxed area.

5. Use extra-wide line widths for color lines.

6. Be sure to leave a 10% safety margin on all sides of your slides.

7. Placing an institutional logo in the border is acceptable, so long as it doesn't consume valuable screen area.

8. Arial or Helvetica font is strongly preferred. These fonts have an equal line width for all parts of all characters and projects clearly. Furthermore, they are available on Microsoft PowerPoint. The "redeeming" feature of fonts like Arial, Helvetica, etc in this context is that they are sans serif fonts, which are better suited for presentation slides than, e.g., Times or other fonts with serifs. The recommended font sizes are:

    - 36 point for titles   - 26 point for major bullets
    - 30 point for sub-titles   - 24 point for indented bullets

    We recommend that you do NOT use a font size smaller then 18 point.

9. Keep each slide simple. It is better to use a large font and two slides than to use a small font in order to squeeze your message into one slide!