

Deadline for video submission: Monday 27th Sept, 16:00

Please ensure you sign up for the event here: <https://hopin.com/events/masts-2021-annual-science-meeting>

TALKS: Your recording must be a maximum of 6 minutes long

EPOSTERS: Your recording must be a maximum of 3 minutes long

Ensure you don't waste time on your intro, the audience want to hear the new and exciting science you are bringing to the session!

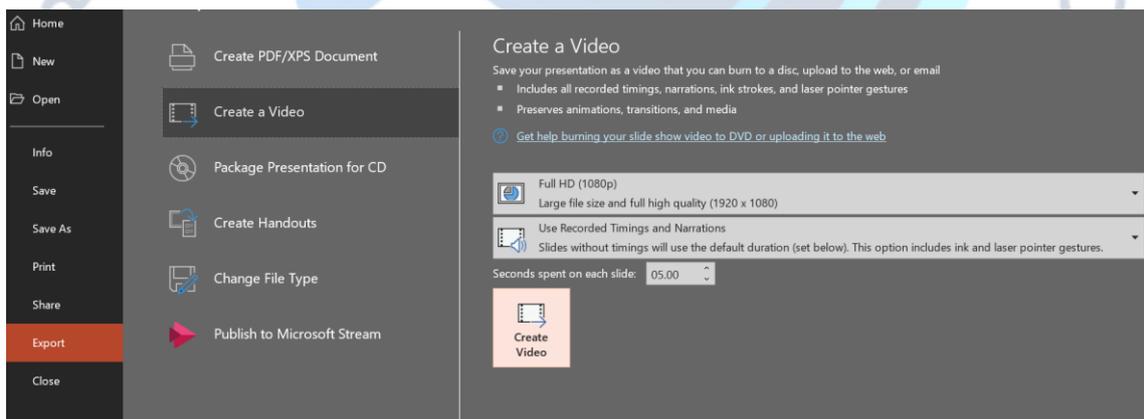
Contents

HOW YOU CAN RECORD YOURSELF	1
HOW TO SUBMIT A VIDEO	2
CHOOSE YOUR LOCATIONS CAREFULLY - VISUAL	3
CHOOSE YOUR LOCATIONS CAREFULLY – AUDIO	3
BE PREPARED	4
FRAMING.....	4

HOW YOU CAN RECORD YOURSELF

To record yourself at your computer over your presentation you can use some of the following recommendations:

- Using a **Windows computer and powerpoint?**
Please watch this video here on how to do this:
<https://www.youtube.com/watch?v=D8JV3w4TOVw>
 - Make sure to **export** the recordings of you into a video so that the file you send is an MP4, not a powerpoint.



- **Using a mac and powerpoint?**
Read here: [https://www.ou.edu/cas-online/website/documents/Narrated%20Powerpoint%20\(Mac\).pdf](https://www.ou.edu/cas-online/website/documents/Narrated%20Powerpoint%20(Mac).pdf)
- **Have MS Teams or a Zoom account?**
An easy way to record one's presentation is to have a meeting by yourself, share your screen and then click record. For zoom the file will be saved onto your computer in a folder called Zoom, with MS Teams the video recording will appear in your MS Stream account, a link should be sent to you via email from Microsoft.

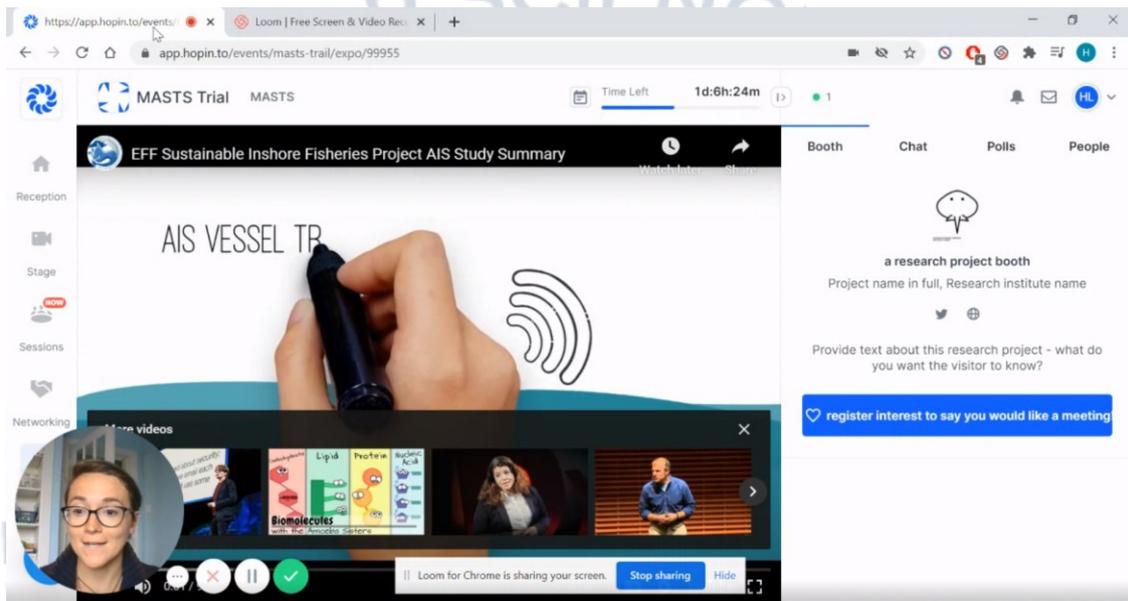
Deadline for video submission: Monday 27th Sept, 16:00

- **The website Loom** offers easy recording of presentations. Just create an account and you are good to go. <https://www.loom.com/screen-recorder> you can edit (via trimming) your talk to make sure you fit within the 6 minute max time limit and you can remove sections in the middle (you might choose to resay something).

Have the camera function turned on so we see you at the bottom of the video in the circle (optional).

Select the screen you want to record

Click “hide” on the Loom for Chrome bar at the bottom and the three dots next to your webcam video hide the stop, pause and tick symbols. (you can always start recording and then edit out the start of the video when you hide everything).



A loom recording of Hannah talking about a website. If the bubble with three dots next to the camera is clicked, the control will be hidden from the recording view.

Unsure about how to record your presentation on your device? Check out YouTube for helpful tutorials on what works best for your device.

Many computers include a basic free video editing software so you may be able to combine multiple clips together if you choose to record your talk away from your presentation. Have a search in your computer’s programmes to see if one is included.

HOW TO SUBMIT A VIDEO

Wherever your video is saved please ensure the organisers can download the video as sending video files is often not feasible to due to large file sizes.

1. **WeTransfer** <https://wetransfer.com/>
Create a free account, upload your video and then send the files to masts_asm@st-andrews.ac.uk
2. **Dropbox, One Drive, Google Drive etc**

Deadline for video submission: Monday 27th Sept, 16:00

Ensure your video is fully uploaded and synced, once done click Share and share the video with [email] and ensure the settings allow downloading (often applicable to OneDrive)

Tips for Recording Key:

- A. Know what you are going to say and show.**
- B. Understand the limitations of the equipment you are using.**
- C. Put yourself in the place of the people that will be viewing.**
- D. Take your time to get it right, rehearse and don't be afraid to do it again.**
- E. Get a volunteer or two to act as a real audience – they can be critics, but they also focus your attention and direct your presentation.**
- F. Remember you have an obligation to share your research, nobody has an obligation to watch it – make it as user friendly and easy to watch as possible.**

CHOOSE YOUR LOCATIONS CAREFULLY - VISUAL.

You are unlikely to get a perfect 'studio' location but you should be able to find somewhere that does the job, so always check location and any problems prior to shooting to get the best choice.

- 1)** Light levels – high spots and shadows can all affect the look of a video, both negatively and positively. The quality of light can also alter the final images. If there is a white balance setting on your camera it is usually easiest to select auto. How many Zooms have you attended where someone is sitting with the light behind so all we see is a silhouette? Not so easy with mobiles so experiment for the best results.
- 2)** Backdrop - is it appropriate, does it distract the viewer? It is an easy mistake to concentrate on the look of the subject rather than the context. For example, take time to check if there is something coming out of the top of your head or if there is anything going on in the background that draws the eye away from the subject.
- 3)** Related is how you position your recording device. If you are using a laptop try and raise it up so you are not looking down all the time. Think how the audience sees you. If you want to record yourself on your phone or with a camera try and use a tripod or some other way of holding the camera/phone steady. If a colleague is holding the device get them to brace against a wall, piece of furniture, tree or whatever is handy. Shaky videos induce nausea akin to motion sickness.

CHOOSE YOUR LOCATIONS CAREFULLY – AUDIO

Remember a video is as much about sound as it is about the visual images you capture. Most beginners tend to concentrate on images at the expense of sound. Ambient sound can provide a good backdrop and enhance a video, but distracting/overpowering sound does not!

- 4)** Ideally use an external microphone. Many modern headphones connected to a laptop have a microphone integrated and work very well. Mobile phones can work well if there is little background noise.
- 5)** If using a camera or mobile phone without external mic, always wear headphones so you can gauge the balance between speaker and any background sounds. Balance the sounds as you set up the recording – this may mean moving the camera closer to the subject, further from yourself.
- 6)** It is always a good idea to record a short piece and then play it back before you continue, just so you have confidence in your recording (sound and visual).

Deadline for video submission: Monday 27th Sept, 16:00

- 7) If you are outside, even the slightest breeze can sound like a roar in playback, and be aware of extraneous sounds like tractors, planes, motorbikes, sirens etc.
- 8) If inside try and find a 'soft' environment. Curtains, soft furnishings, bookcases full of books all absorb reflect sound. Many offices are 'hard' – try and avoid sitting with a table between camera speaker, or facing a wall.
- 9) Many electrical items emit various purring, bleeping or humming sounds, which you are accustomed to and will 'not hear' – computers, fluorescent lights etc. Sit and listen – it is amazing how the brain wipes out what the recorder will pick up. If possible turn things off.
- 10) Turn off mobile phones (except the one you might be using to record yourself) – they send out search signals which will be picked up by the recording. Mute laptop notifications.

BE PREPARED.

Make sure you are ready for the recording.

- 11) Have you got all of the equipment you need?
- 12) Are all batteries charged (spare?), do you have all the leads?
- 13) I always default to a mains supply where possible.
- 14) **DON'T FORGET TO TURN THE CAMERA/VIDEO ON and PRESS RECORD.** It is so easy to do an entire talk with the camera on pause!

BE PREPARED AGAIN!

- 15) Do you know what you are going to say?
- 16) Do you look smart?
- 17) Avoid anything that might interfere with recording – noisy jewellery, 'loud' clothing etc.
- 18) Take your time, do not rush but plan your timing and pace for the time slot available.
- 19) Rehearse to get it right
- 20) Try and avoid notes, as the rustle of turning pages is annoying
- 21) If you are 'narrating' a Power Point it is usually best to overdub your commentary onto the PowerPoint rather than recording the whole thing – light and sound levels constantly change.

FRAMING. Your final images will be framed within a rectangle.

- 22) Record all your material in **landscape** format (computers tend to favour landscape, phones portrait and tablets either). Landscape will fill most of the screen, but be aware of where you should be in the frame – central, to one side or the other, as a small image within a larger frame.
- 23) Face on is the natural angle to film from, but if you have a tripod and an assistant an angled face can often look much more interesting and engaging – as if the viewer is eavesdropping.
- 24) If you are recording your self be aware of camera angles – we do not want to view the inside of your nose! Be aware of foreshortening effects which can exaggerate the shape and size of your face.

FIRST TAKE IS BEST. Try and get what you want at the time of recording. It is a common fallacy to think that everything can be made alright in the editing process. It works better, looks and sounds better and saves a lot of time if you come away with a near finished piece. Treat it as if you were doing a live presentation– you only get one chance to get it right

ENJOY THE PROCESS. If you don't enjoy it no one else will!