

Conf-IRM 2020

Guidelines for recording and submitting your recorded presentation.

Timelines:

- Please submit your presentation no later than **Wednesday, 20th May 2020**.
- If you anticipate a delay, please contact the conference organizing chair - Carrie Sanchez at csanchez@fiu.edu

Preparing to Record

- Get familiar with the technology you will be using to record and present. Learn what your audio and visual resources are and how to best operate them.
- Two platforms we recommend for recording presentations are Zoom and PowerPoint
- Identify a location best suited for the recording. An ideal space will:
 - Be quiet and absent of any background noise or interruptions
 - Have direct or natural lighting to light your face. No backlighting
 - Position the camera at eye level so that you are looking straight at your audiences
- Outline your presentation in advance to avoid missing key facts with in the 15-20 minute presentation time limit
- Prepare your wardrobe and plan to dress professionally

Ready, Set, Record!

We recommend designing a recording where there is a main screen presenting your content while video of the presenter is visible in a smaller sub-screen (also known as picture in picture format).

When recording, be sure to remember:

- Check your on-screen lighting and composition
- Speak clearly and enunciate
- Keep water nearby. Staying hydrated will keep your voice clear and strong
- Take breaks as needed
- Record multiple takes and edit together the best parts

Submitting your Recording

- The maximum allowed presentation video length is 20 minutes
- You can save your video presentation in *one of the following* video formats: MP4, M4V, MPG, WMV, MOV, AVI, 3GP, FLV, MKV, MTS, VP6, WMA, M4A, AAC, MP2, MP3
- The max length of time for videos is 20 minutes
- Go to [We Transfer](http://www.wetransfer.com) (See www.wetransfer.com) to upload your recording and submit to: PerezLui@fiu.edu and Puentes@fiu.edu. This is a free service.
- In the message section, include the name of the presenting author and the title of the paper. Also include the email address where you would like presentation comments to be sent after the conference.

Questions and Contacts

- Luisa Perez, FIU Business Director of Marketing and Communications (PerezLui@fiu.edu)
- Celene Torres, Senior Special Events Manager (CeTorres@fiu.edu)

If you have any questions regarding your presentation, please contact one of the members of the FIU organizing team: Luisa Perez or Celene Torres