

Tutorial for video recording

This tutorial aims at guiding the participant to record his/her presentation to the INTERCORR WCO 2021, to be held on July 20th to 23rd, 2021.

GENERAL GUIDELINES

The presentations below shall follow the instructions included here in

- a) Technical papers: oral and posters.
- b) Technical-business lectures.

Recommended app

Zoom (see detailed instructions in ANNEX I); or
OBS Studio (see detailed instructions in ANNEX II).

Language: the paper presentation recording must be done in **English**.

Slide template — click: <https://abraco.org.br/icc-congress2021/en/paper-submission/>

The first slide of the presentation must have the title and authors of the paper.

Recording time (video length)

- a) ORAL Technical paper

The video shall have a total time of 15 minutes at the end of the recording.

- b) POSTER Technical paper

The video shall have a total time of 5 minutes at the end of the recording.

- c) Technical-business lecture

The video shall have a total time of 15 min (bronze category) and 30 minutes (platinum, gold, and silver category) at the end of the recording.

Cautions on the recording

- a) Elaborate a light PPT presentation, with figures and tables which allows the contextualization of the theme and the understanding by the participant.
- b) In final slide, make available your contact (email, website, others).
- c) Prepare notes of the main points of each slide to guide you during the recording.
- d) Use a timer to help you to manage the presentation time

Attention: videos must be recorded in full, without amendments. The material will not be edited to clear errors at the beginning and at the end of the recording. The recorded files must be sent by the Wetransfer system or equivalent to suportetecnico@equalizee.com.br.

Deadline to submit the recording: up to May 24th, 2021.

Doubts, information or suggestion

In case of any doubts, please send an e-mail to:

suportetecnico@equalizee.com.br
eventos@abraco.org.br

Annex I

VIDEO RECORDING ON ZOOM

1 PREPARATION

1.1 You will need the following to record the video:

1.1.1 Notebook

1.1.2 Microsoft PowerPoint

1.1.3 Zoom (<https://zoom.us/meetings>)

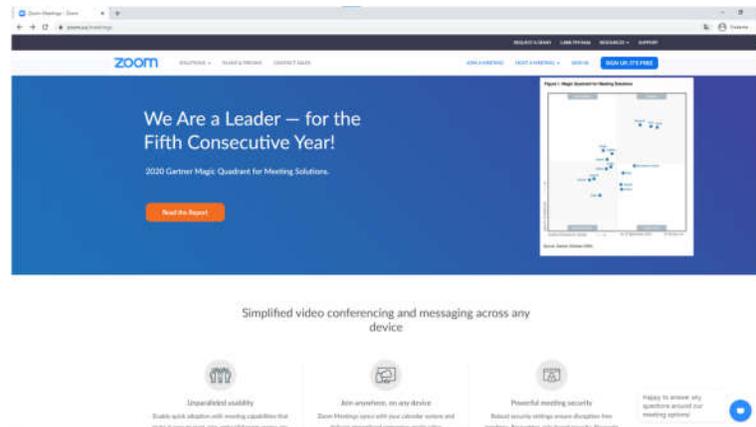
1.1.4 Webcam

1.1.5 Microphone

1.1.6 PowerPoint Presentation

1.2 Elaborate the presentation according to the congress instructions.

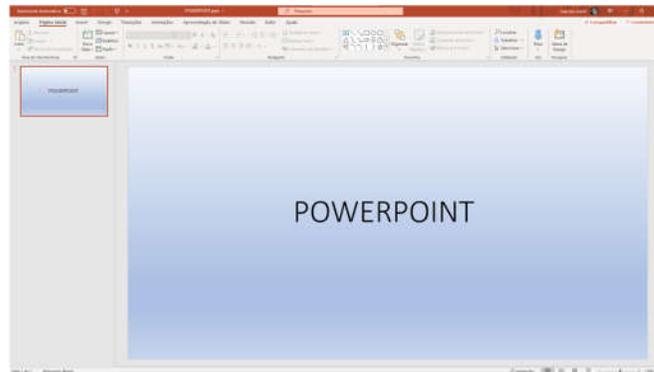
1.3 If you have not PowerPoint and Zoom software installed on your computer, please install them.



- 1.4 Create a folder in your computer to save the files of the congress.
- 1.5 Choose a quiet room with a good illumination.
- 1.6 Stand in front of the main light source of the room, it can be a window or a lampshade.
- 1.7 Avoid light color walls on the background.
- 1.8 The webcam shall be at the eye level, if necessary, put a book under the notebook to adjust the height.
- 1.9 Connect the microphone to the notebook.

2 Recording

- 2.1 Open the file of your paper power-point presentation.



- 2.2 Start the presentation in full screen and then, minimize the software.
- 2.3 Click [link](#) to open to ZOOM platform and sign in.

Sign In

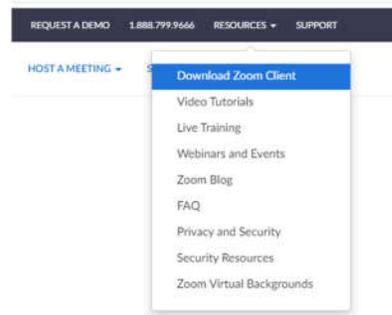
Email Address

Password [Forgot password?](#)

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Stay signed in New to Zoom? [Sign Up Free](#)

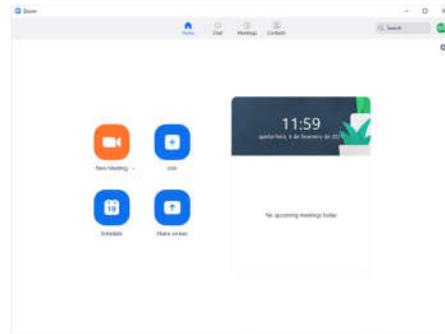
2.4 Download the app in your computer and install it.



2.5 Open Zoom software and login using the option SIGN IN.

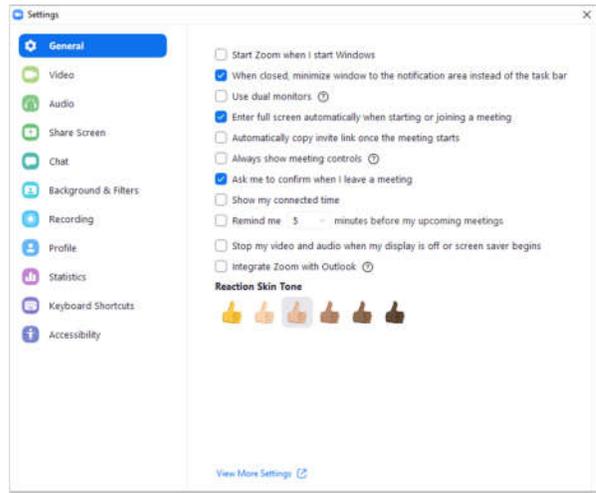


2.6 On the home screen, click on the icon  at the upper-right corner.

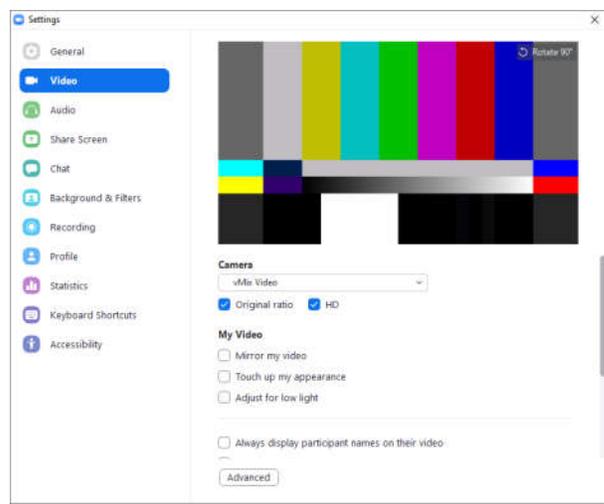


2.7 In the left side choose tab GENERAL and active the options:

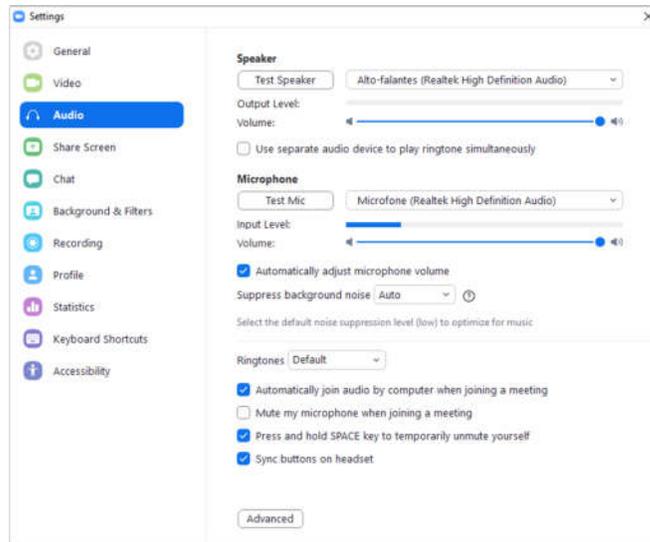
- When closed minimize window to the notification...
- Enter full screen automatically...
- Ask me to confirm when I leave a meeting.



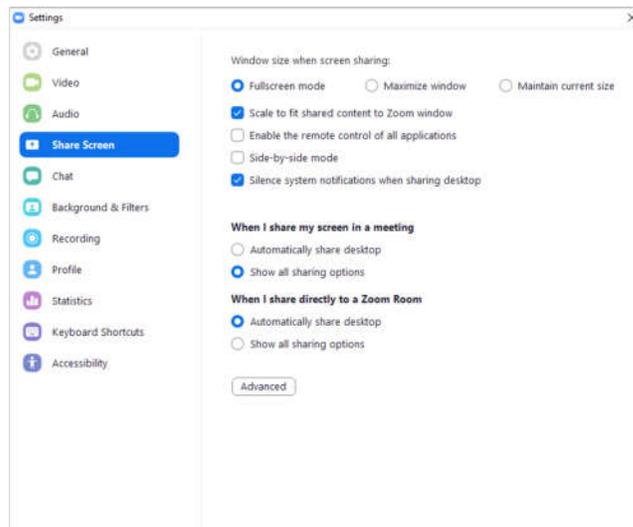
2.8 Go to tab VIDEO and, in the option CAMERA, choose your WEBCAM. Click on options ORIGINAL RATIO and HD.



2.9 In tab AUDIO, test your microphone in option TEST MIC

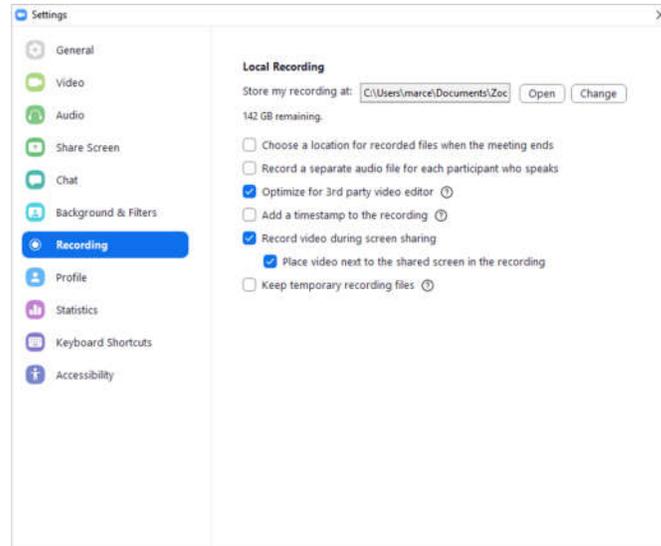


2.10 In tab SHARE SCREEN, make sure that it is like appearing in this screen below.

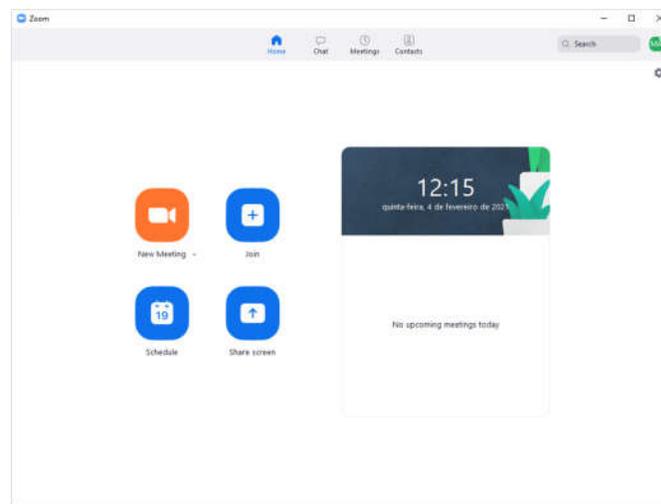


2.11 In tab RECORDING, go to the option STORE MY RECORDING AT and choose the folder where the recording will be save. Make sure that the following options are selected:

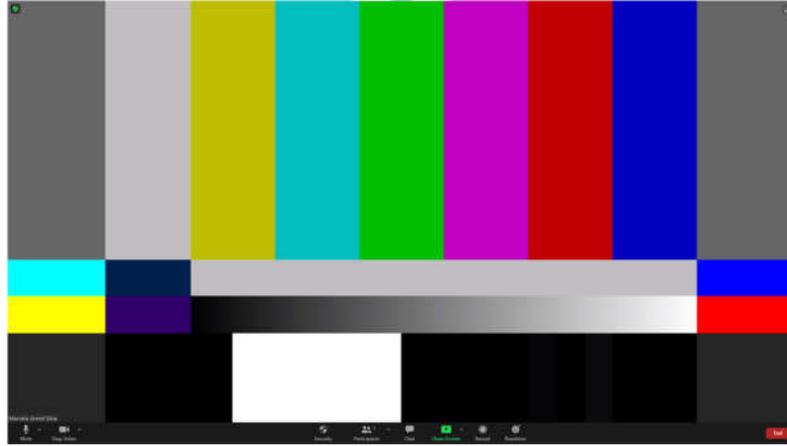
- Optimize for 3rd party;
- Record video during screen sharing;
- Place video next to the shares screen.



2.12 Close the window SETTING and return to the home screen. Choose the option NEW MEETING.

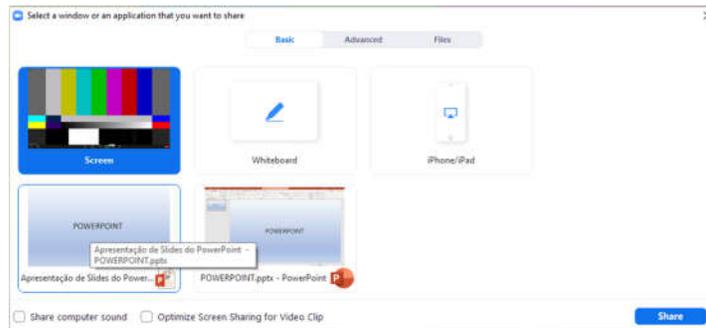


2.13 On the recording screen, see if the microphone and camera are turned on in the left lower corner.



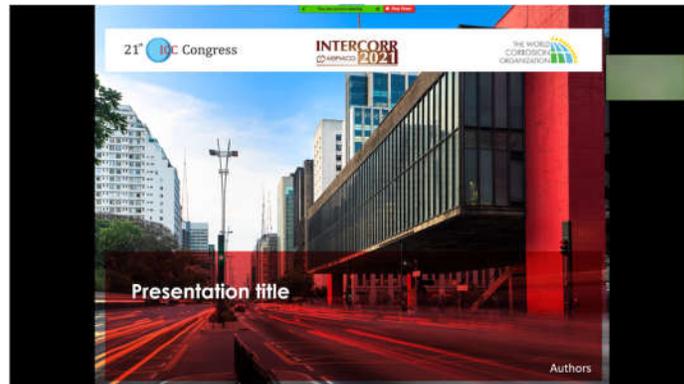
2.14 In the bottom of the page, choose the option SHARE SCREEN.

2.15 Choose the window where PowerPoint is in full screen and click on SHARE.



2.16 The computer screen will be like this:

PowerPoint in the background and webcam appears in a small side window.



2.17 Click on RECORD or press ALT+R.



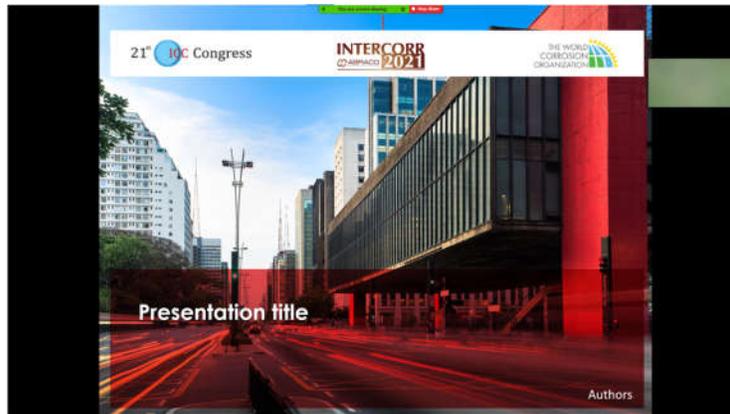
2.18 Start your presentation. **CAUTION:** when you reach the last screen do not click on next. If this happens, the sharing screen will be turned off.

2.19 Wait for 5 seconds after the end of the presentation, click on STOP RECORDING or ALT+R.

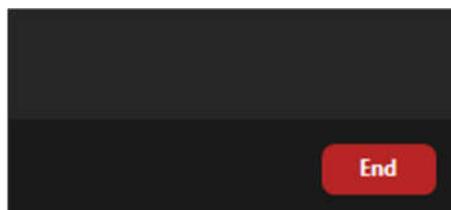


2.20 turned off the POWERPOINT presentation in full screen, minimize the software, and go to ZOOM.

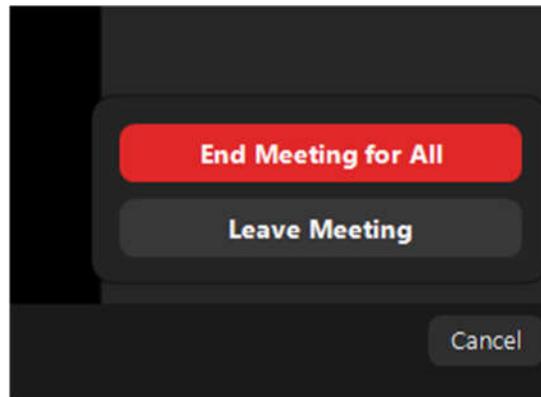
2.21 If PowerPoint still is in full screen, click on STOP SHARE.



2.22 In the right lower corner click on END.



2.23 Click on Leave Meeting



2.24 Wait for some minutes until Zoom converts and save your recording. The final file will be in the folder that you choose.

2.25 Go to the folder of the congress and watch the recording, if all is correct, change the name of the file with YOUR NAME + PAPER NAME.

To send us your video, you must access the secure website

<https://wetransfer.com/>

Annex II

VIDEO RECORDING ON OBS

3 PREPARATION

3.1 You will need the following to record the video:

3.1.1 Notebook

3.1.2 Microsoft PowerPoint

3.1.3 OBS Studio <https://obsproject.com/download>

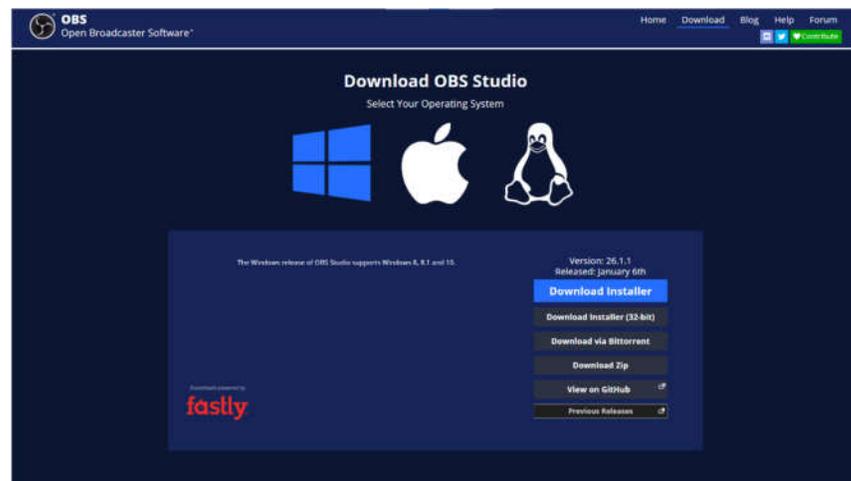
3.1.4 Webcam

3.1.5 Microphone

3.1.6 PowerPoint Presentation

3.2 Elaborate the presentation according to the congress instructions.

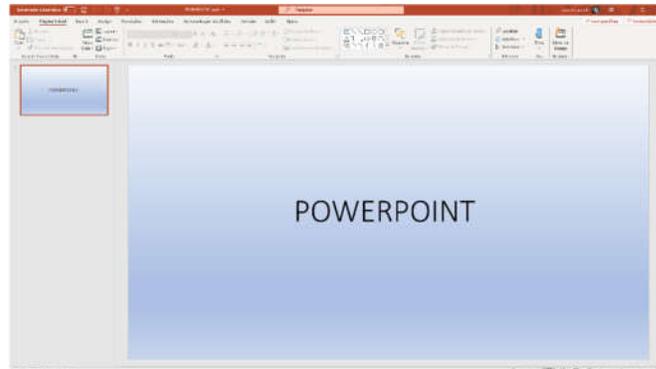
3.3 If you have not PowerPoint and OBS Studio installed on your computer, please install them.



- 3.4 Download the OBS template from this link:
<https://www.dropbox.com/sh/dknt8kb832r80vi/AADN3DHs4iltq4QOyyJuXEI1a?dl=0>
- 3.5 Create a folder in your computer to save the files of the congress.
- 3.6 Choose a quiet room with a good light.
- 3.7 Stand in front of the main light source of the room, it can be a window or a lampshade.
- 3.8 Avoid light walls in the background.
- 3.9 The Webcam shall be in the same eye level, if necessary, put a book under the notebook to adjust the height.
- 3.10 Connect the microphone to the notebook.

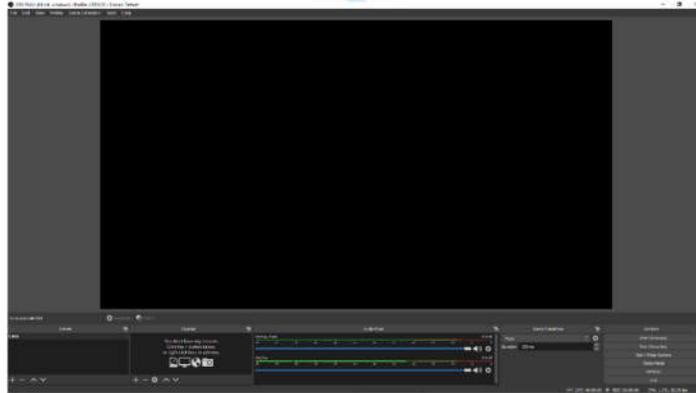
4 Recording

- 4.1 Open the file of your paper power-point presentation.

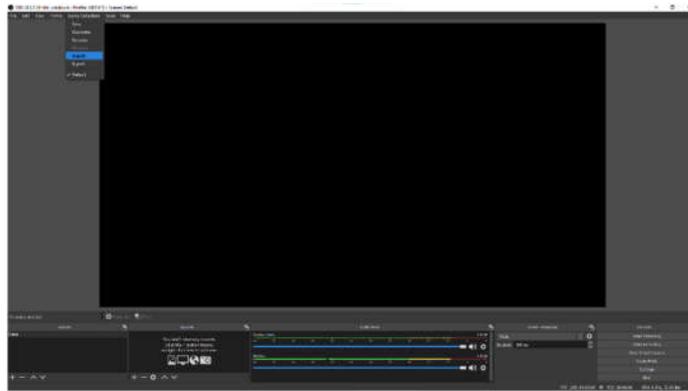


4.2 Check if it is okay.

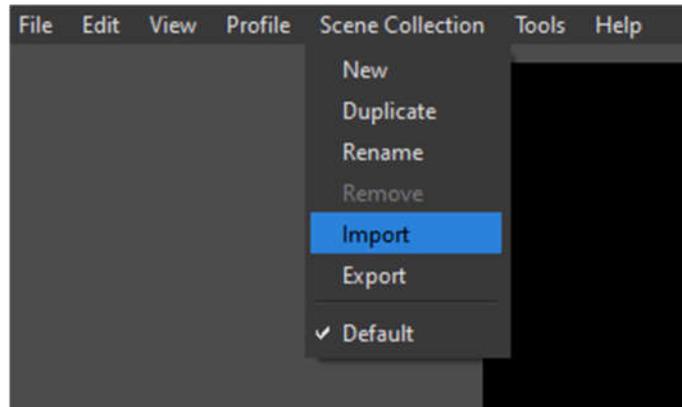
4.3 Start the OBS Studio.



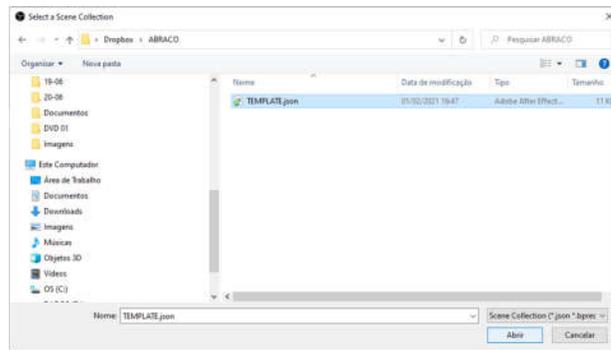
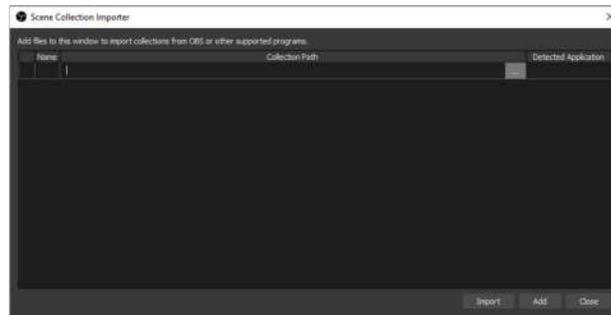
4.4 On the top of the screen, click on the menu Scene Collection.



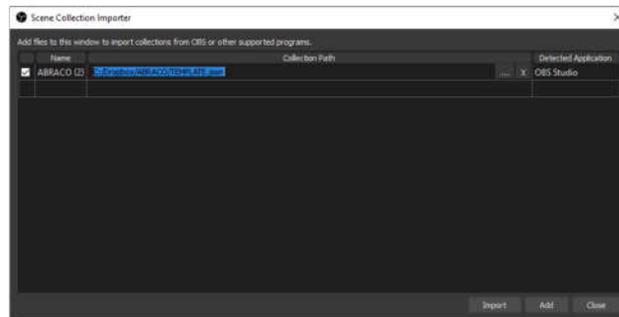
4.5 Select the option IMPORT.



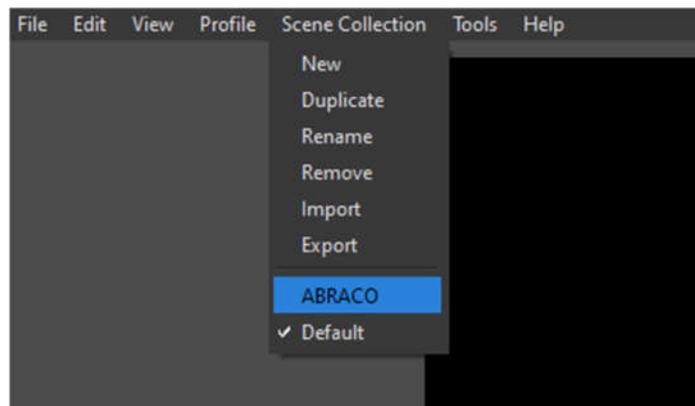
4.6 Go to the folder where you downloaded your presentation.



4.7 Click on IMPORT.



4.8 Go again to the menu Scene Collection and choose the option ABRACO.

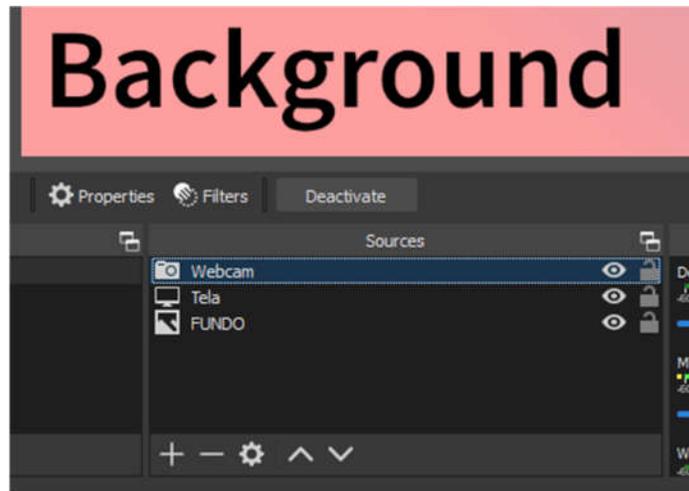


- 4.9 If it is all correct, it shall appear the screen shown below: your Webcam shall appear in the right window and an image with repetition (echo) of desktop shall appear in the left window. **You can skip to the step 4.14.**

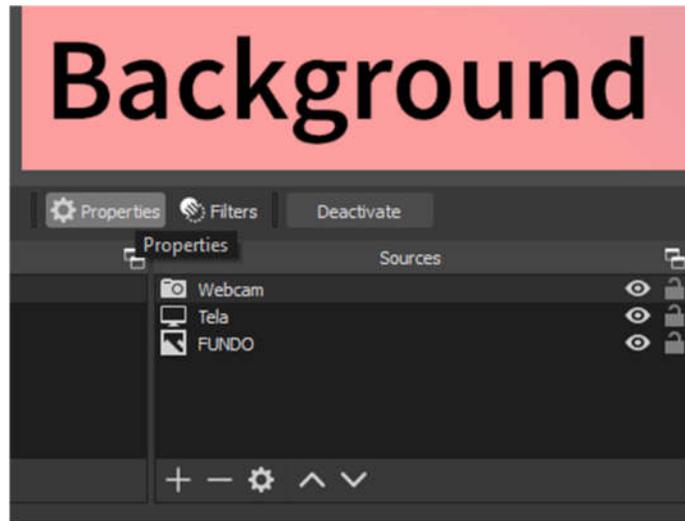
If this does not happen, we will have to set up your webcam and capture of desktop.



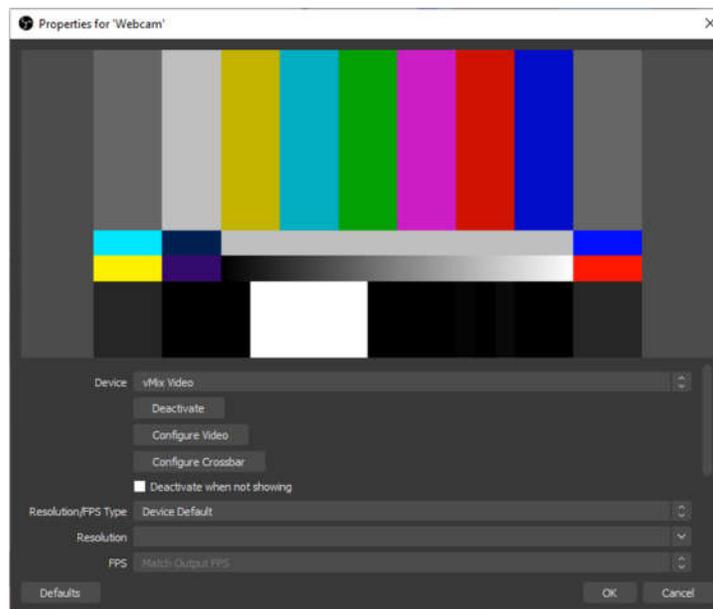
- 4.10 Go to the left lower corner of the screen, in the tab SOURCES and click on WEBCAM.



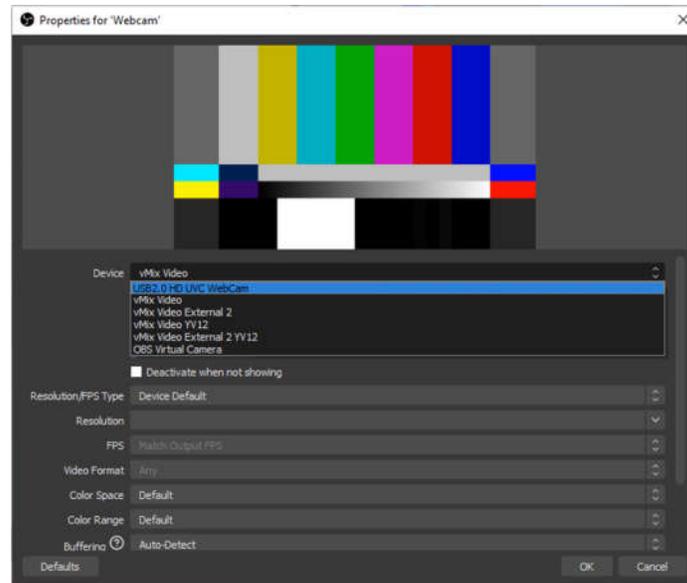
4.11 Click on Properties.



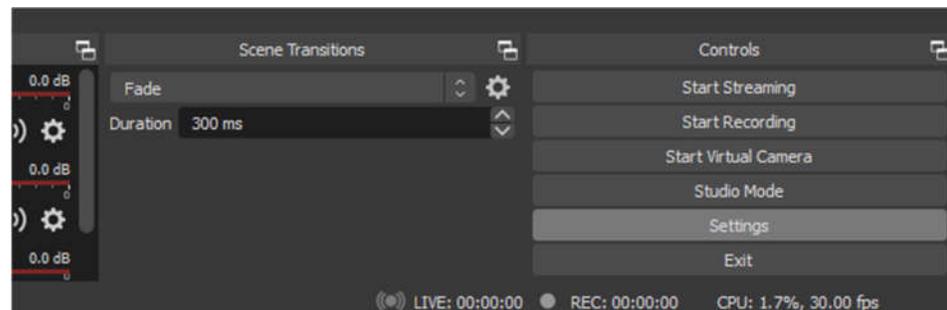
4.12 Within the window Properties click on DEVICE.



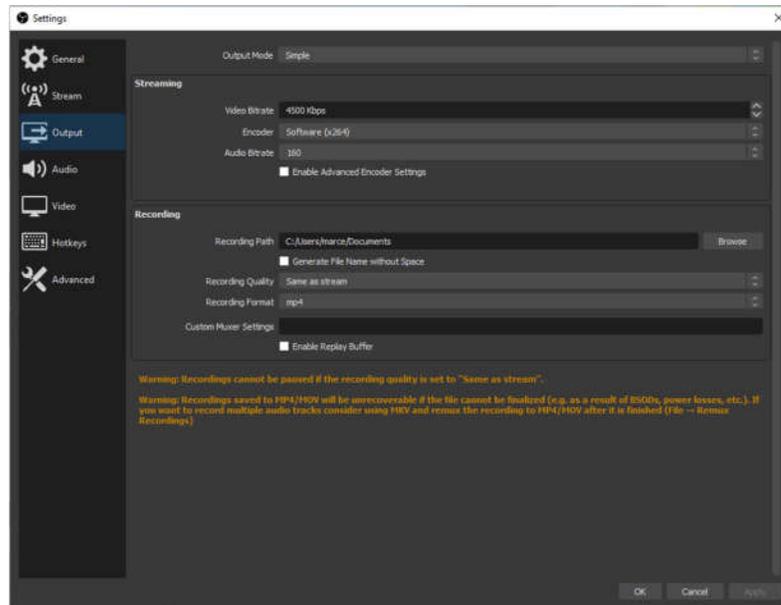
4.13 Choose your standard Webcam, generally it is identified as UVC Webcam, if its image appears click on OK. Otherwise, try other options listed on Device. If these actions did not work, probably your computer has not a Webcam. If it is an external unit, check whether the cable is unplugged. If you were not successful, look for a technical assistance of the manufacturer of your equipment.



4.14 Go to the right lower corner of the screen and click on SETTINGS.



4.15 On the window SETTING, choose the option OUTPUT at the left side.

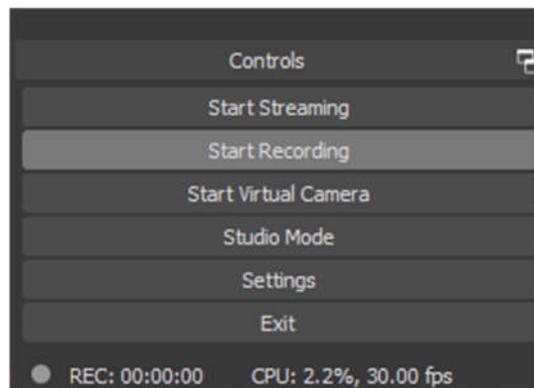


4.16 On the RECORDING PATH, choose the folder where the recorded video will be saved. Put it in the same folder of your presentation to make the organization easier.

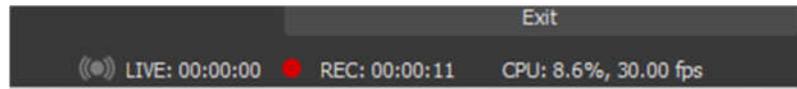


4.17 Click OK to save the setups.

4.18 Click START RECORDING in the right lower corner of the main screen.



4.19 In the lower bar, a red indicator will appear next to the word REC.

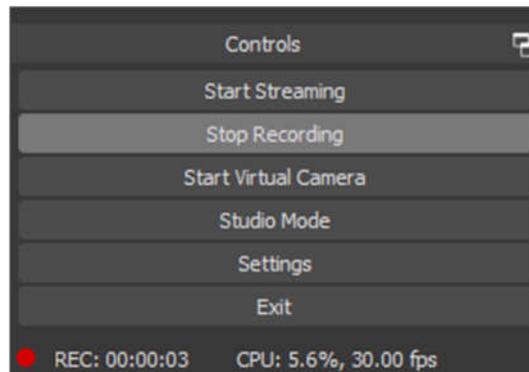


4.20 Minimize OBS and go to PowerPoint.

4.21 Start your presentation in full screen clicking on F5 key.

4.22 Perform your full presentation. The computer monitor will show only the PowerPoint presentation, but in the background, OBS will record the presentation together with the image of the Webcam.

4.23 As you finish your presentation, it is time to stop the recording. As you finish your presentation, stop the recording. Minimize PowerPoint, open the OBS Studio, and click on STOP RECORDING.



4.24 Go to the folder of the congress and watch the recording, if all is correct, change the name of the file with YOUR NAME + PAPER NAME.

To send us your video, you must access the secure website
<https://wettransfer.com/>