Step-by-Step Session Recording

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SIGGRAPH strongly recommends that you show yourself in the video using instructions in this document. Showing your face throughout the presentation will be more engaging for attendees

Reminder

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using instructions in this document. Showing your face throughout the presentation will be
more engaging for attendees.

Make sure your self-view is visible as attendees need to see
both a view of your presentation & a view of you as a
speaker.

Captioning

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All video presentations for SIGGRAPH 2022 <u>must include closed captioning</u>.
This requirement was outlined in the Call for Submission and acceptance emails.

Please provide an .mp4 video file <u>AND</u> a separate VTT or SRT caption file.

Carefully review the communication which outlined your program's video deadline.

If you need a Zoom line in order to record your video and capture the closed captioning,
SIGGRAPH can make one available to you. Email virtualconf@siggraph.org to request the Zoom line.

Video Requirements

❑ Video format: .mp4 is preferred

❑ All content must have closed captioning. You <u>must provide a separate VTT or SRT file</u>.

❑ Frame rate: 30fps

❑ Aspect ratio: 16:9/Widescreen

❑ Resolution: 1920x1080 (i.e., 1080p HD)

❑ Audio: Please try to record in a quiet room, with the highest-quality microphone to which you can get access.

This slide presentation includes instructions for using Zoom and YouTube, which meet all video technical requirements but you can use whichever software you have to capture video that can achieve these requirements.

Title Slide & Introduction

All videos must begin with the SIGGRAPH slide template below with your submission title. The template can be found in the Speaker Preparation section of the SIGGRAPH 2022 web site.
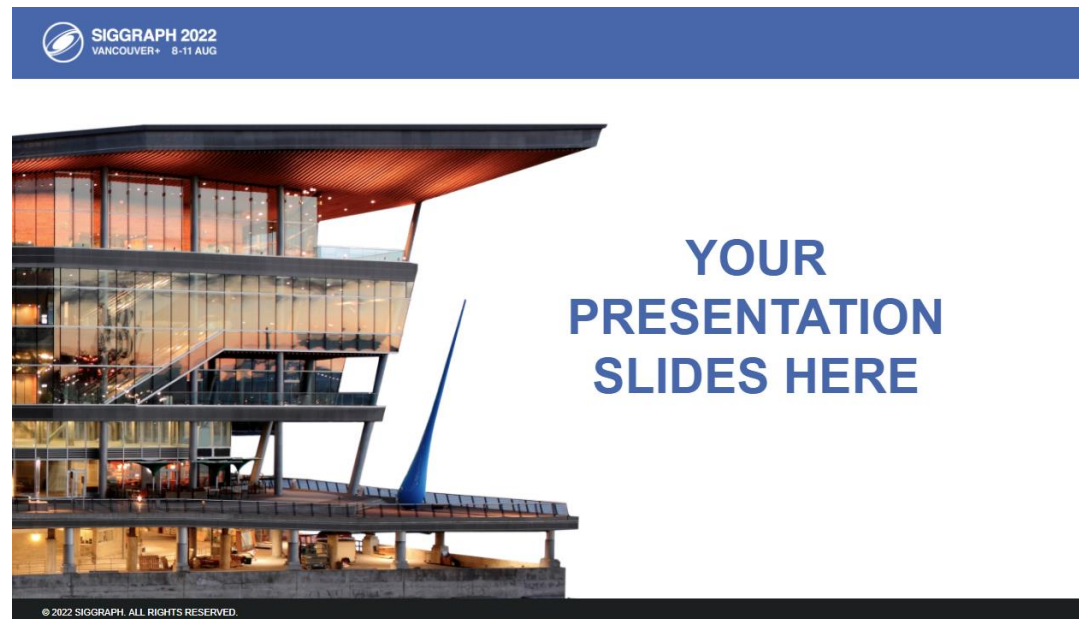
Make sure to start your video by introducing yourself with your name, affiliation, and the title of your presentation.

Using Zoom to Record

Requesting a Zoom Line

If you need a Zoom line in order to record your video and to capture the closed captioning, SIGGRAPH can make one available to you.

Email virtualconf@siggraph.org to request the Zoom line.
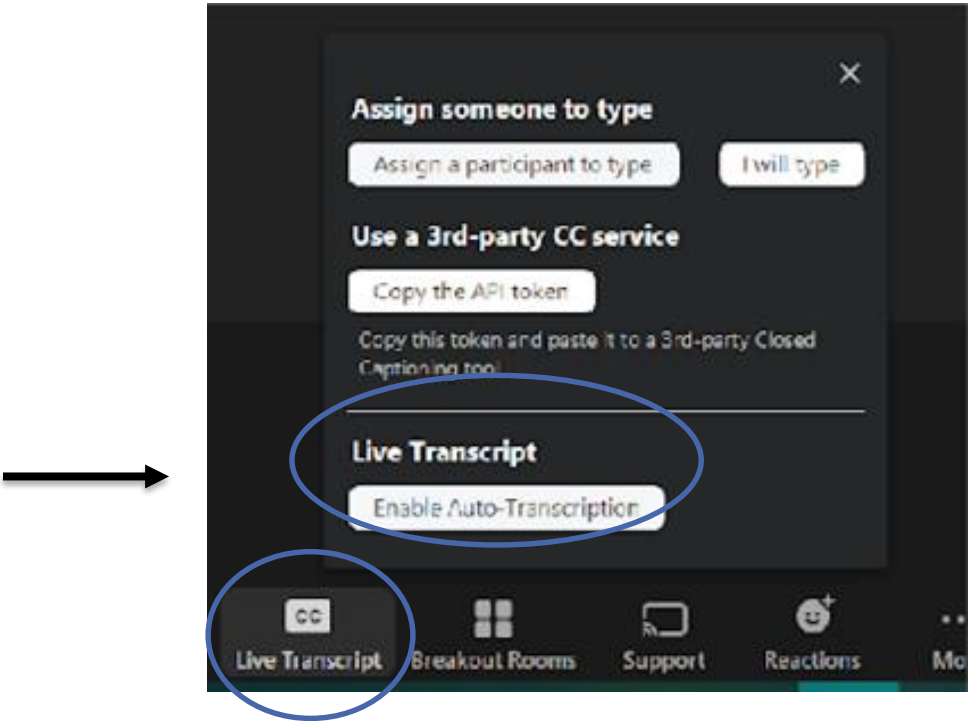
Recording in Zoom: Option 1

1. Create a Zoom meeting

2. Share your presentation & start your video feed. You can adjust your video position on the slide by clicking on the box and moving it around to your desired location. You can adjust the size of the video by clicking on the lower left corner and pulling the video down and to the left or up and to the right.

3. Put the presentation in slide show mode (F5) and start recording (**Alt + R** or **Start recording** under the **Mor**e button)

4. If you are capturing closed captioning while recording, click Live Transcript in the navigation. (see next slide for more details)

5. When you're done recording, stop the recording (**Alt + R** or **Stop** recording under the **More** button)
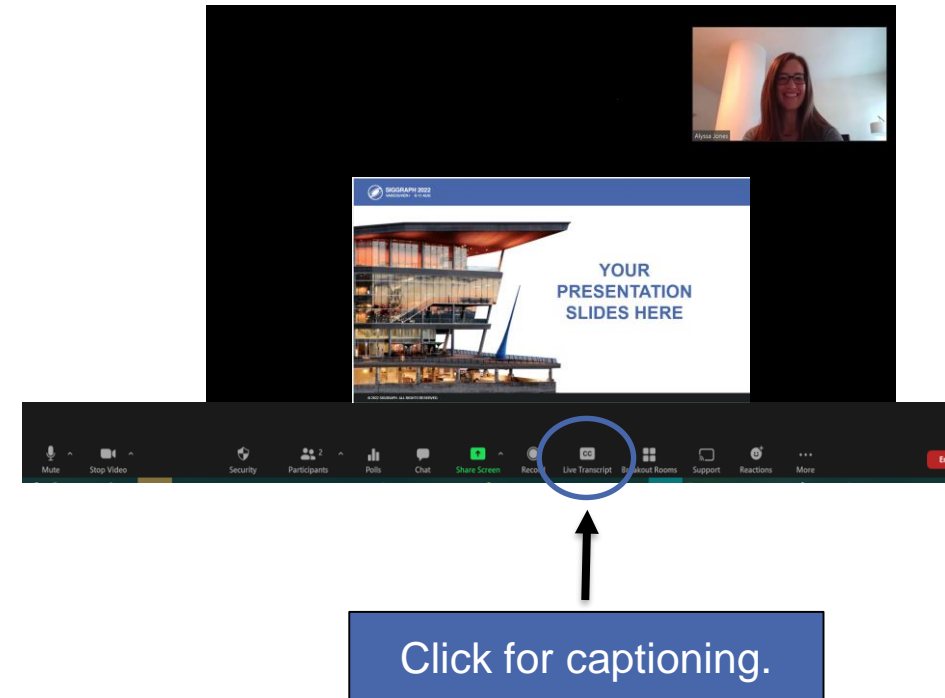
Click for captioning.

Make sure your self-view is visible as a floating window in the top right corner of your screen, as viewers need to see both a view of your presentation and a view of you as a speaker.
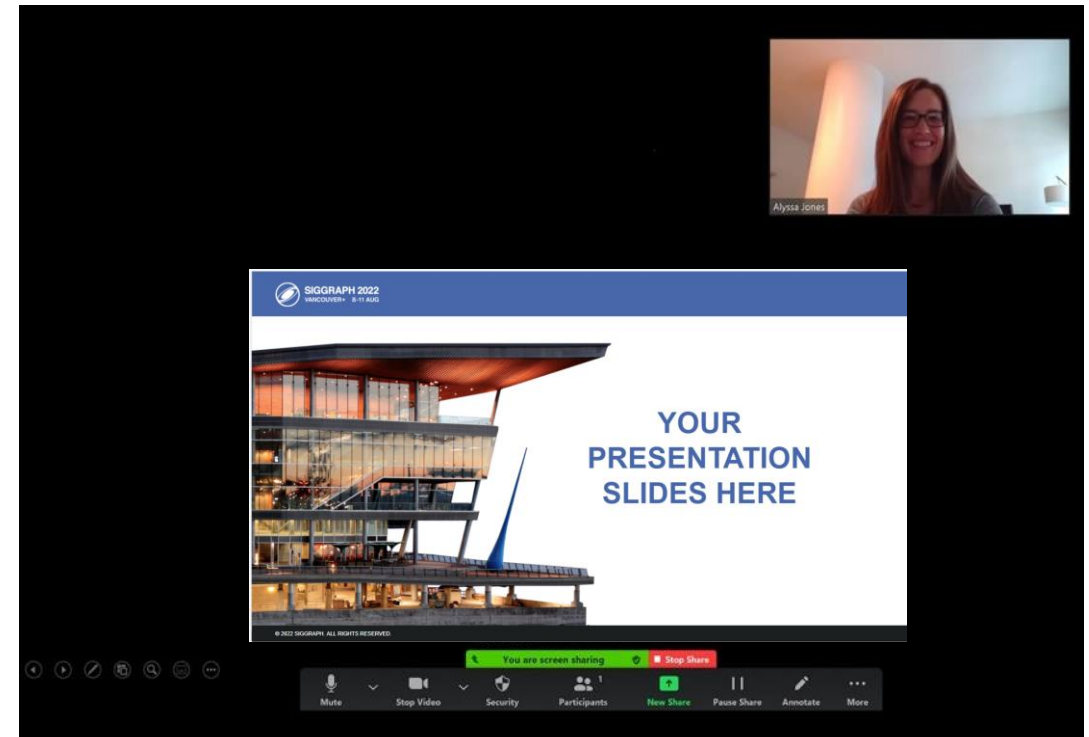
Recording in Zoom: Option 1

More on closed captioning:
upon clicking Live Transcript on the Zoom navigation, you'll receive the pop up below.
Select **Enable Auto-Transcription**
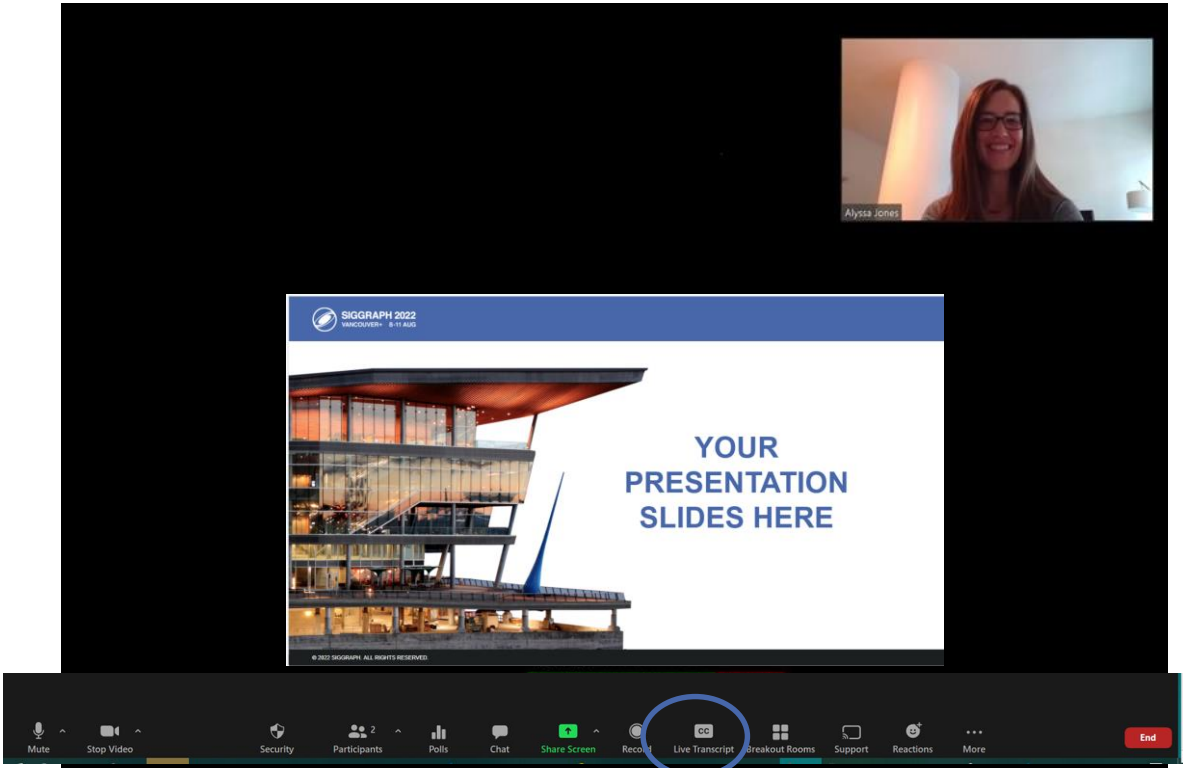
Click to enable captioning.

Recording in Zoom: Option 1

6. At anytime, if you need the buttons at the bottom and they've disappeared, roll your mouse over the green "You are screen sharing" bar and it will reappear.

7. End the meeting and Zoom will save the recording either to your computer or the cloud which you will determine when you hit Stop.

8. The recording will save to your Zoom folder which should be in your Documents folder. You can search your computer for "Zoom" if needed.

Make sure your self-view is visible as a floating window in the top right corner of your screen, as viewers need to see both a view of your presentation and a view of you as a speaker.

Recording in Zoom Side By Side Mode: Option 2

1. Create a Zoom meeting

2. Log into the Zoom meeting on **two different devices**. Device 1 should host the meeting and be the device that you use to show video and record sound. Device 2 should be used to share your slides and should log in as a participant. You will most likely have to grant participants access to share screen under the **Security** button from Device 1.

3. Set the Zoom window to **full screen**
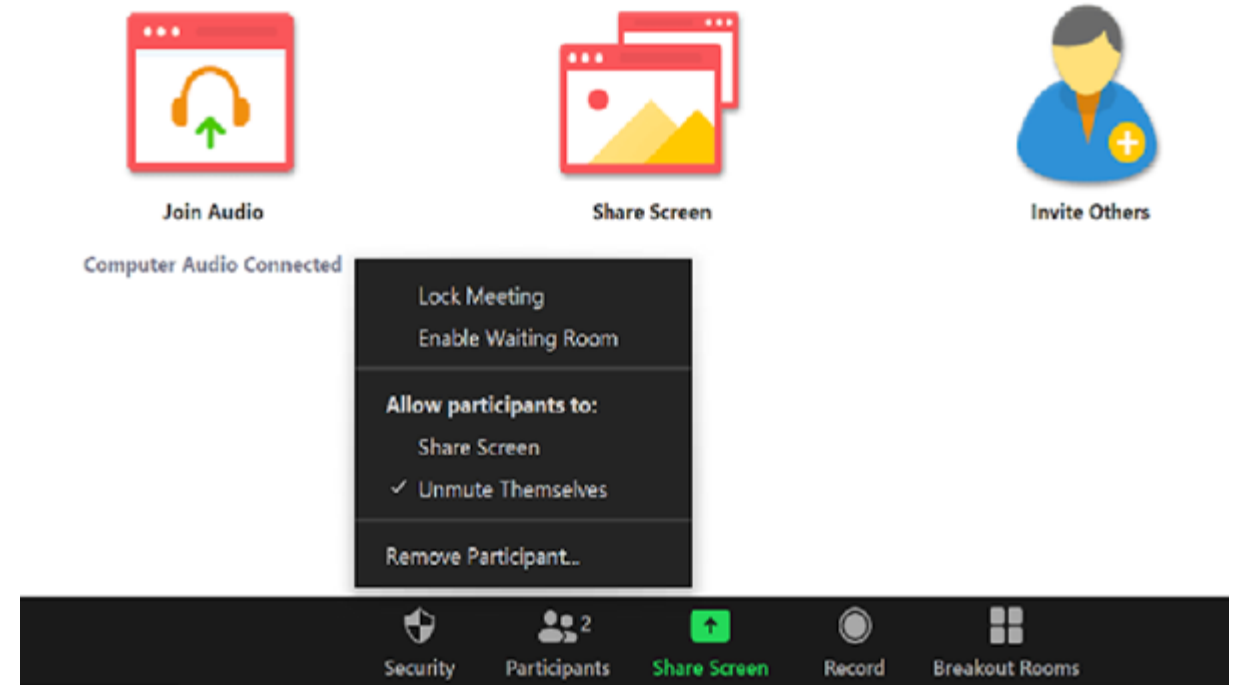
Recording in Zoom Side By Side Mode: Option 2

4. Make sure both devices have the **Side by side mode** checked under the **Shared Screen** options in **Settings**. You can also select that under the View Options tab at the top of the screen.

5. Select the **Gallery View** option at the top of the screen

6. When selected it will show Speaker View

7. There will be a bar between the two boxes that can be moved to the left or right to change the size of the host video box. Size the video to your desired proportions. Please keep in mind that you want your slide content to be easily readable.

8. If you are capturing closed captioning while recording, click Live Transcript in the navigation. (see slide #10 for more details)

9. When you're all set up and ready, hit **Record**.
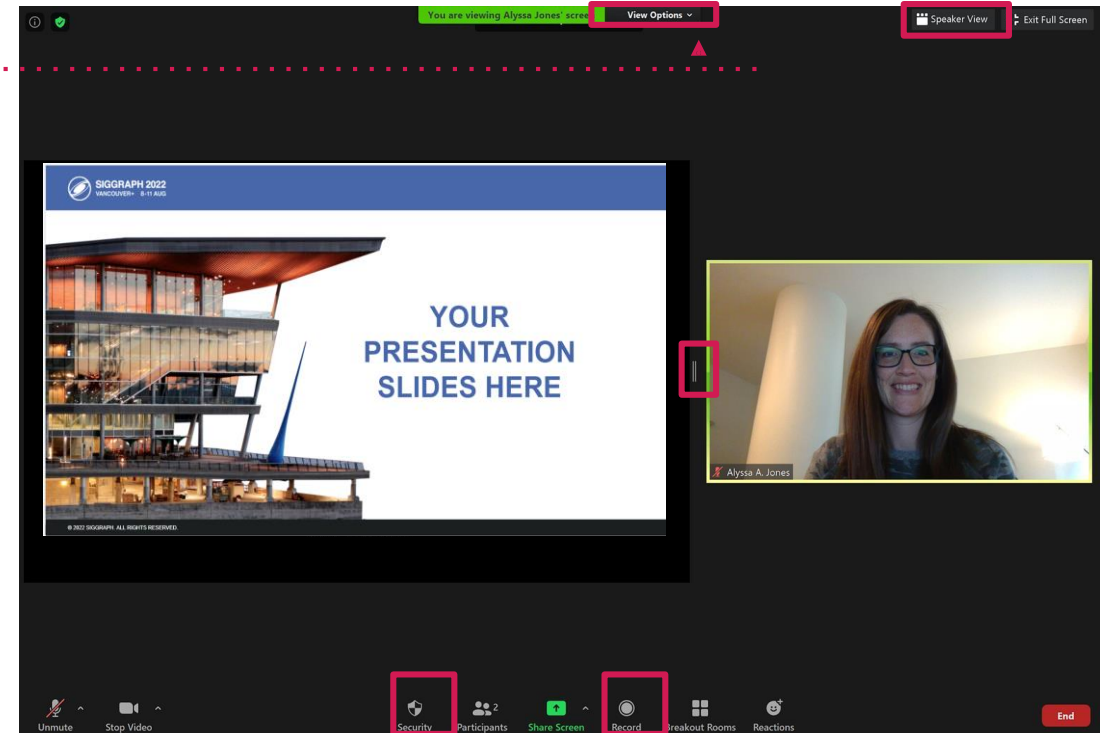
Make sure your self-view is visible as a floating window in the top right corner of your screen, as viewers need to see both a view of your presentation and a view of you as a speaker.

Recording in Zoom Side By Side Mode: Option 2

10. When you are done recording, hit Stop Recording.

11. End the meeting and Zoom will save the recording either to your computer or the cloud which you will select when you hit Stop.

12. The recording will save to your Zoom folder which should be in your Documents folder. You can search your computer if it doesn't appear there. Note: if you enabled the Live Transcript to capture subtitles during your recording, Zoom will provide you with an .mp4 file as well as a VTT file. **You will need to upload both the video and captioning file to Linklings.**
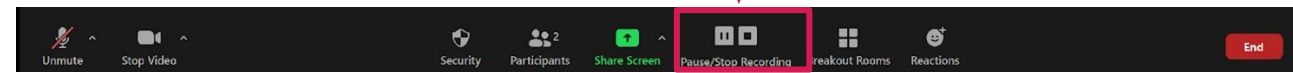
Recording in Zoom With Multiple Speakers

1. To record with two or more speakers, create a Zoom Meeting.

2. Identify who will share the presentation and who will record the presentation. If possible, have the speaker who isn't sharing their screen, record the meeting. This will record the meeting in the side by side mode seen to the right.

3. Everyone should turn on their video and unmute while talking.

4. Be aware that Zoom can only pick up one microphone at a time, so avoid talking on top of each other and try to remain muted when not speaking to avoid unintentionally covering up the person speaking.

5. Make sure that Gallery View is selected in the upper right corner so Zoom stacks the videos of each speaker participating.

6. When you are done with your session, stop the recording and end the meeting. This will save the recording on the computer of the one who was recording.
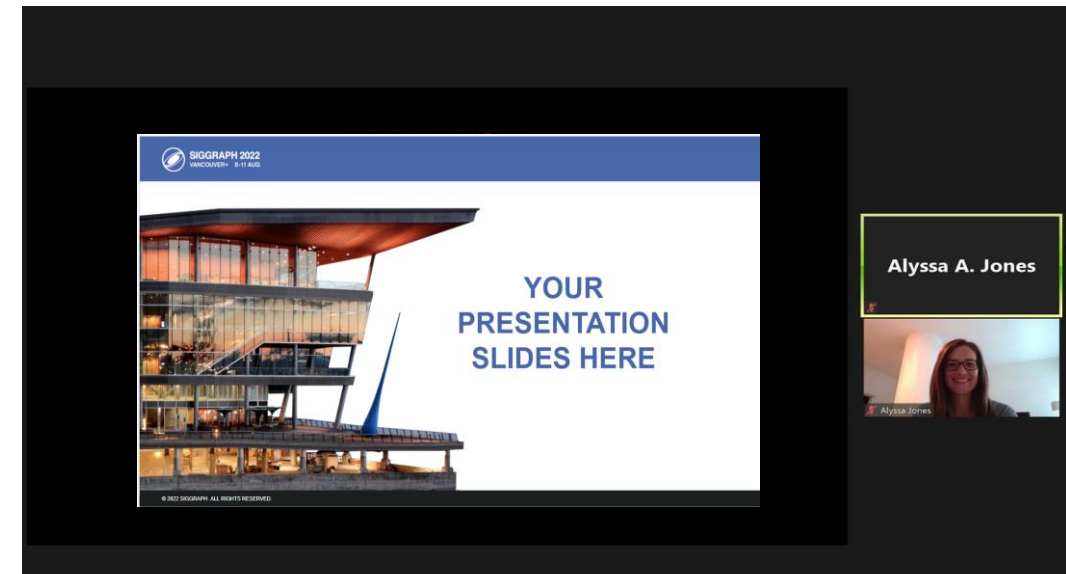
Using YouTube to Add Captions

YouTube for Adding Captions

❑ If you record your video using a tool that doesn't allow you to capture the closed captioning, you can add them after the fact in YouTube.

❑ Upload a video to YouTube.
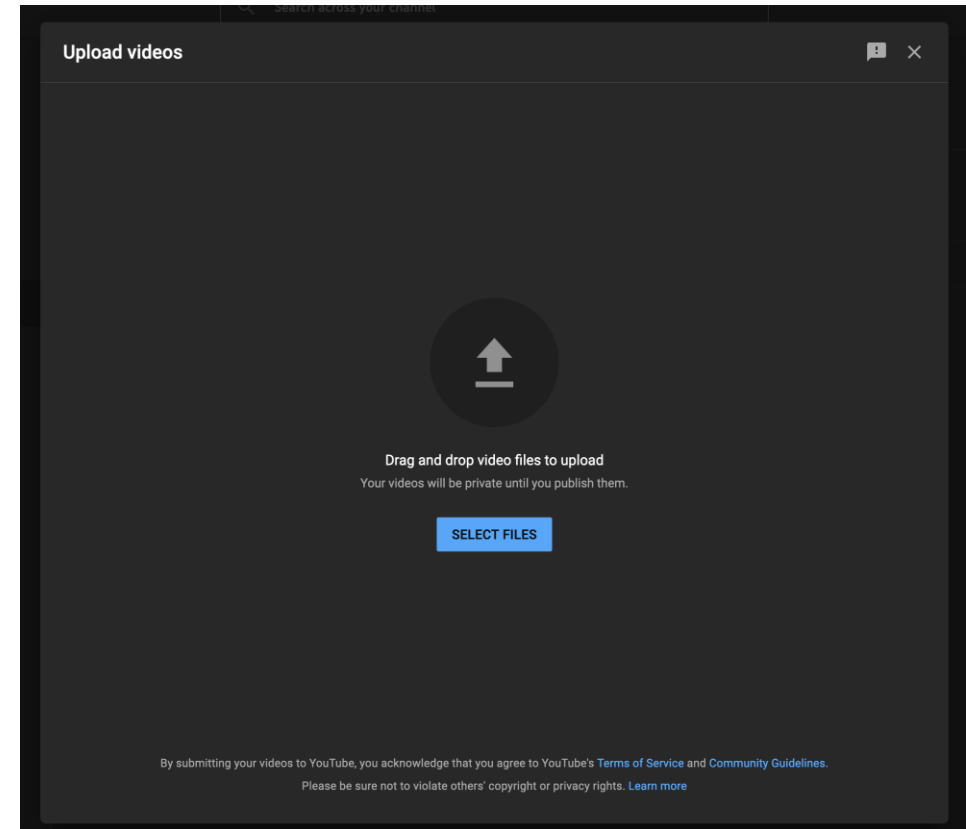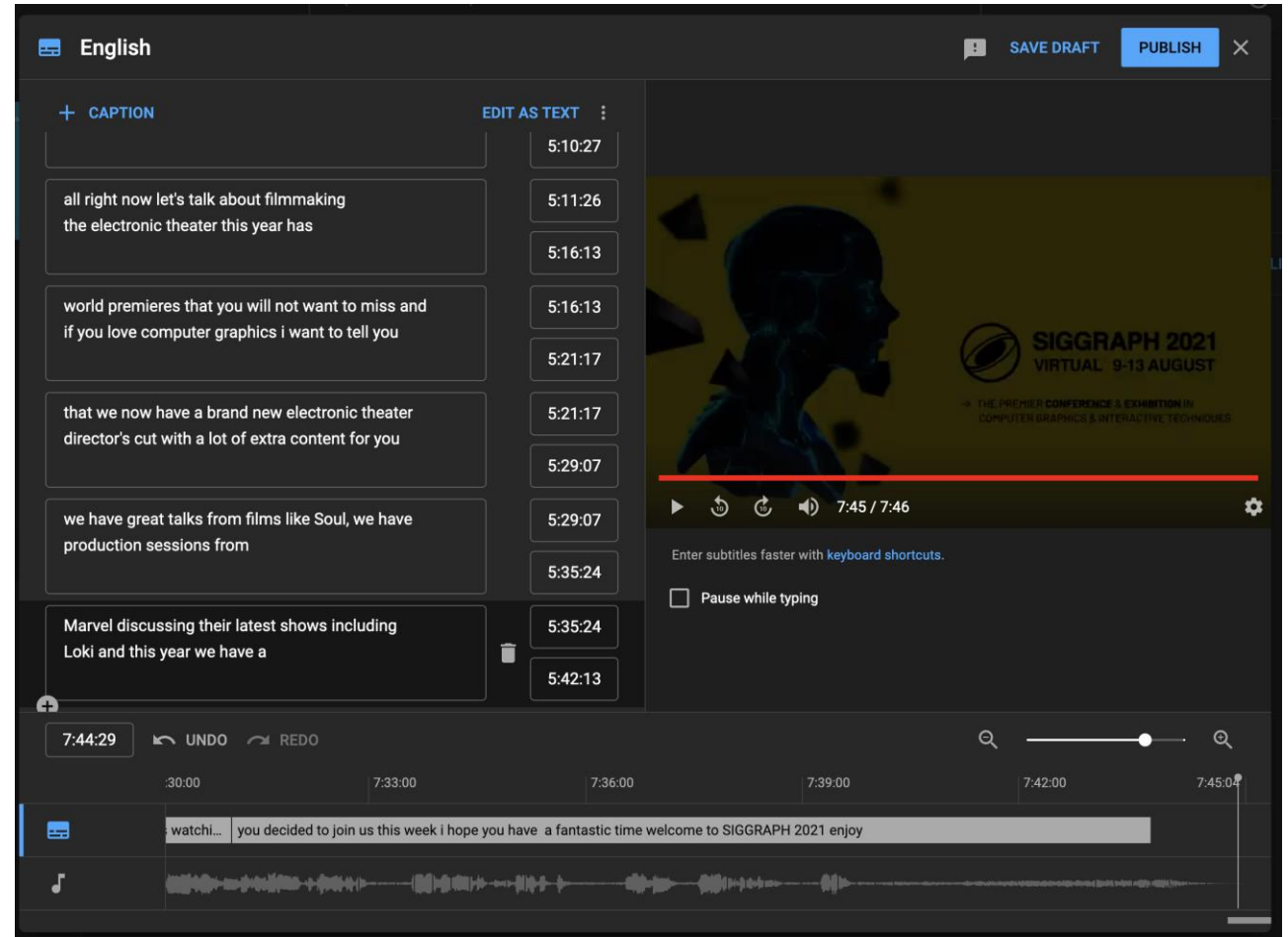
YouTube for Adding Captions

❑ YouTube will auto generate captioning. Depending on the length of the video it may take longer. For a 10 minute video it, will take ~45 seconds. Once it is generated, you will see the track in the subtitles tab when editing your video settings.
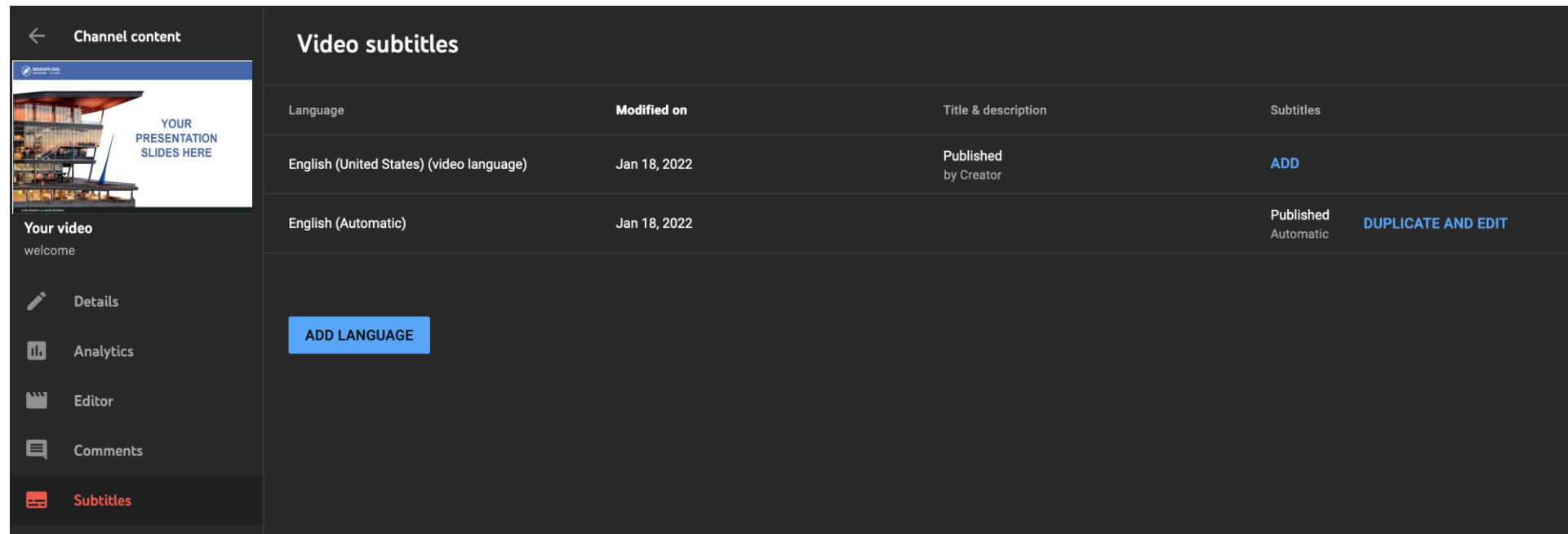
YouTube for Adding Captions

❑ There you can click on Duplicate and Edit to improve the captioning accuracy.

YouTube for Adding Captions

❑ When you are happy with the captioning, click save and go back to previous screen, finally click on the three dots to download the subtitles either in VTT or SRT.

Uploading Video

❑ Once you have your session recorded, sign into the online submission system at https://ssl.linklings.net/conferences/siggraph/ & use the link in your To-Do list to submit your video.

❑ If you indicated that you are providing closed captioning with your video, **don't forget to upload both the mp4 file AND the separate VTT or SRT file.**

❑ All submitted videos will be subject to review & approval by SIGGRAPH 2022 before being considered final. If additional edits are required to your video, you will be contacted by a SIGGRAPH 2022 committee member.

❑ Refrain from uploading your video to any other websites or social media channels until after SIGGRAPH 2022 concludes.

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Thank you for being a part of SIGGRAPH 2022!