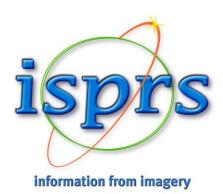
# **Guidelines**for Interactive Poster Presentations

XXIV ISPRS CONGRESS 2021 DIGITAL EDITION July 5-9, 2021



# Live interactive poster presentations (1/2)

Your interactive poster presentation is scheduled **LIVE** during the digital event :

- Poster presentations are a key moment in ISPRS events to network and meet colleagues and future friends. The interactive poster sessions are scheduled in a time zone when most regions of the world can connect easily. They are not recorded.
- You can present and discuss LIVE with the audience in your own virtual Jitsi meeting room during your allocated time slot(s) as if you were presenting your paper poster in a physical event. Please be present in order to network and possibly meet your future partners!



# Live interactive poster presentations (2/2)

Your interactive poster presentation is scheduled **LIVE** during the digital event :

- We kindly ask you to follow the instructions and to be connected during your allocated time slot. Don't miss the opportunity to meet for 45 minutes with your colleagues worldwide in your own private meeting room!
- We kindly ask you to **pre-record and upload a 10 mn video of your presentation.**Indeed, your oral pre-recorded presentation will be broadcasted on a specific 24-hour channel during the event in addition to your poster presentation.
- In addition, your video will be made available before and during the event on the event
  platform to connect the participants interested in your work to your private meeting room
  at the dedicated time slot(s).
- The pre-recorded video has to be uploaded no later than June 29, 2021.

# Why do you have to provide a pre-record of your presentation?

- Presentation and live discussions in your private meeting room are only possible if you
  have uploaded your pre-recorded video.
- Your pre-recorded presentation (10 mn max) will be available on demand during the Digital event as well as one week before in the video catalogue of the event platform.
- After the event, the video of your presentation will enrich the open-access catalog of videos in the ISPRS media library and thus enlarge the dissemination of your scientific/technical contribution. The audience will no more be limited to the attendees of a specific event and of ISPRS events.
- Your pre-recorded presentation will be an easy and attractive entering door to better discover your activities in a quick glance.

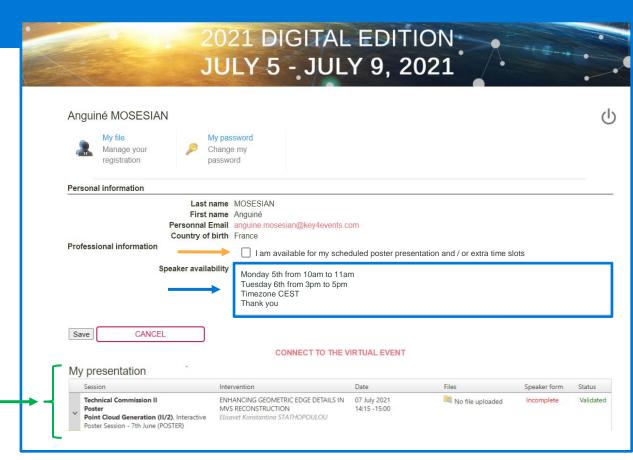
# How to setup your private meeting room?

We will generate an automatic link in order to create a private room for you and your audience.

Your interactive poster presentation **scheduled in the programme** is already indicated, but you still need to **check** the box « I am available ».

In addition to your already scheduled interactive poster presentation, you will have the possibility to indicate other time slots to meet with the colleagues. To add **extra time slots**, you need to detail your availability in your personal space. Describe your availability in the text field. Please detail date & time of your time slot with your timezone in order to be explicit for the audience.

Do not forget to **check** the box « I am available » for all your meetings!



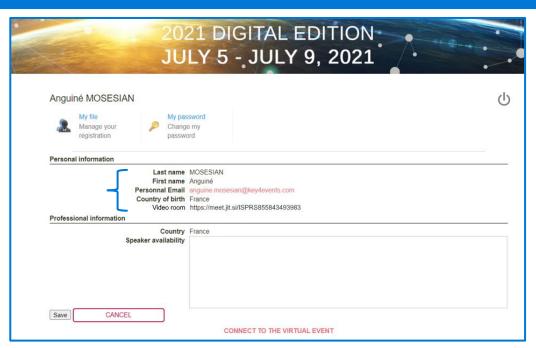
For technical assistance please send an email to: isprs2021@key4events.com

# How to access to your private meeting room Presenter view

On your presenter side, the link will be generated into your personnal space.

It will be available into your *personal information*. You can click on it to enter in your room.



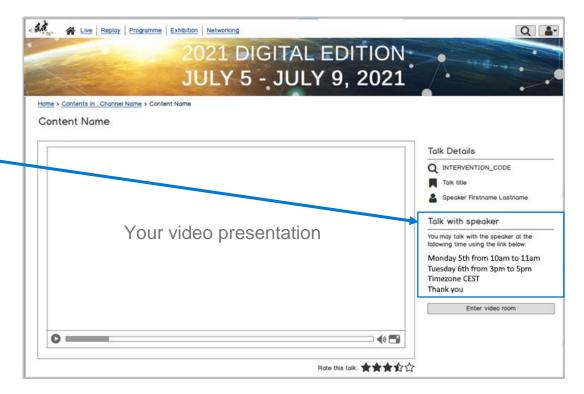




# How to access to your private meeting room Participant view

This is the interface which will be seen when a participant connects to your presentation on the event platform.

All the meeting details will be available under your talk and presentation details





# 5 tips for a successful visio meeting!



#### 1. Best Camera

## 2. Sound Quality



We recommend to use a high-definition webcam.

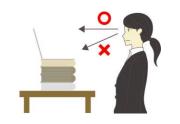
Laptop integrated webcams are not always high-definition and it can impact the quality of the image (position, light, focus...)

Whenever possible we recommend to use an external webcam.



For the best audio experience, please use a headset, earbuds, or external USB micro. It avoids background noises and echos.

## 3. The Right Position



Your camera should be at eye level.

If you are using the camera on your laptop, you can stack a few books under your computer to bring the camera up.





Always adjust the angle of the camera to place yourself both horizontally and vertically in the center.

An ideal view would be from about mid chest to just above your head.



### 4. The Perfect Lighting





Lighting is key. Identify where most of the light is coming from (for example a window) and put your computer in front of it

— as close as you can — so you get as much light on your face as possible

If you cannot face a window, consider getting an extra light (such as a lamp) and place it on or behind your desk - facing you







## 5. The Ideal Room Background



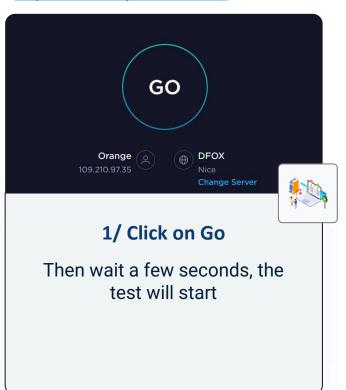
Sit in a quiet and isolated room. You can leave some personal items behind you, but make sure that it is not too much distracting.

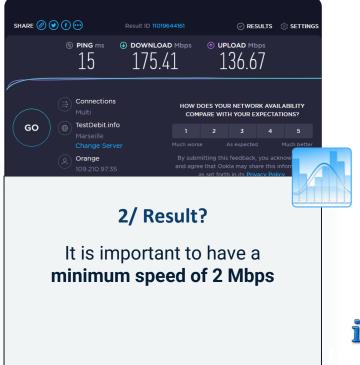
When possible, give yourself some space between you and the wall behind you.



### Last but not least, your connexion:

#### https://www.speedtest.net







# Record your presentation

Recording time (max): 10 minutes

Recommanded format 16:9

Recommanded type: mp4 | 720p



## **Google Meet**

- Follow the link to see the instructions
- Direct <u>link</u> to the tutorial video (Youtube)



Recordings include the active speaker and anything that's presented. Recordings are saved to the organizer's Meet Recordings folder in My Drive. An email with the recording link is sent to the meeting organizer and the person who started the recording. The link is added to the Calendar event.



## Zoom

Follow the <u>link</u> to see the instructions



Direct <u>link</u> to the tutorial video (Youtube)

Local recording is available to free and paid subscribers. Local recording allows participants to record meeting video and audio locally to a computer.

Local recording is not supported on mobile device



# **GoToMeeting**

Follow the link to see the instructions



GoToMeeting <u>website</u>



### **Teams**

• Follow the link to see the instructions



Record any Teams meeting or call to capture audio, video, and screen sharing activity. The recording happens in the cloud, and is saved to <u>Microsoft Stream</u>, so you can share it securely across your organization.



## Loom

Follow the <u>link</u> to see the instructions (Youtube)



• Loom website



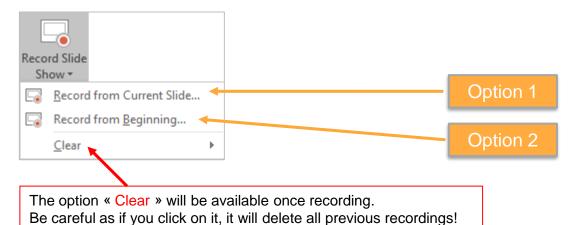


### **PowerPoint**

- > Open your file and select « Diaporama »
- Click on « Record diaporama »

A drop-down menu appears to either record from the <u>current slide</u> or from the <u>beginning of the presentation</u>.

Choose the option you prefer to start recording









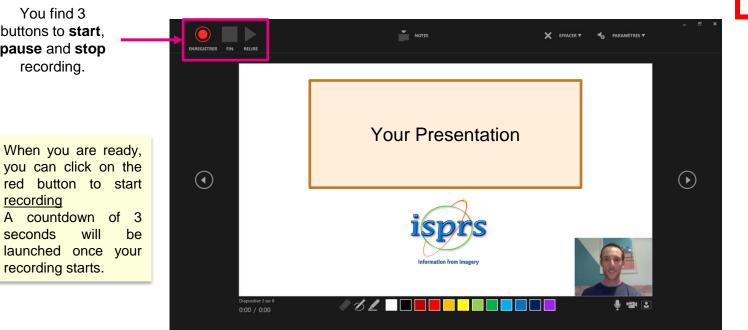
### **Record Your Presentation**

When you click on « Record diaporama », your presentation will appear in a black window (similar to PPT Presenter mode).

You find 3 buttons to start. pause and stop recording.

When you are ready, you can click on the red button to start recording A countdown of 3 seconds will be

recording starts.



This process is compatible with PowerPoint version 2019. If you use an older version, you can record but with your voice only



### Video Narration 1/2

PowerPoint for Microsoft automatically records the time you spend on each slide.

You can record audio or video narration as you run through your presentation. The buttons at the lower-right corner of the window allow you to turn on or off the microphone, camera, and camera preview.

Mouse movements are not recorded. If you use the pen, highlighter, or eraser, PowerPoint records those actions for playback also.





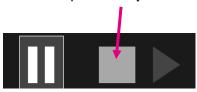
Be careful: if you re-record your presentation, previous versions will be deleted.





#### Video Narration 2/2

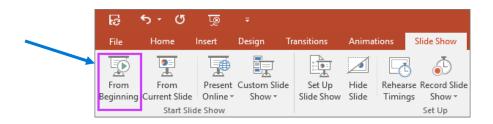
To end your recording, select the square **Stop** button (or press S on your keyboard)



When you finish recording your narration, a small picture appears in the lower-right corner of the recorded slides. The picture is an audio icon, or, if the web camera was on during the recording, a still image from the webcam.

> This means the recording has been done.

To check your recording, you can launch your presentation in Diaporama mode. It will be displayed automatically with associated audio and video.

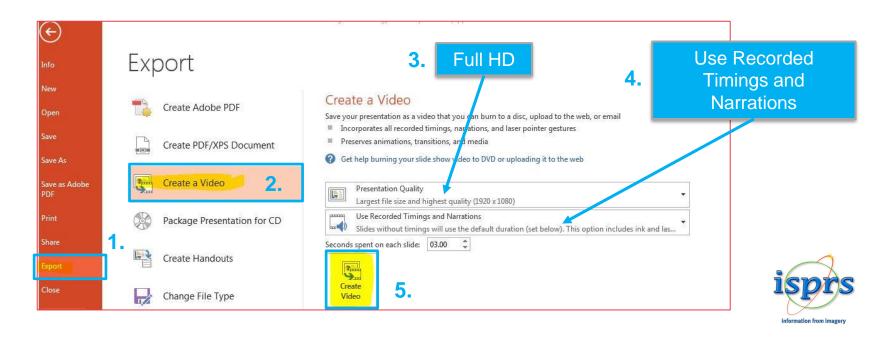




## **Export your file**

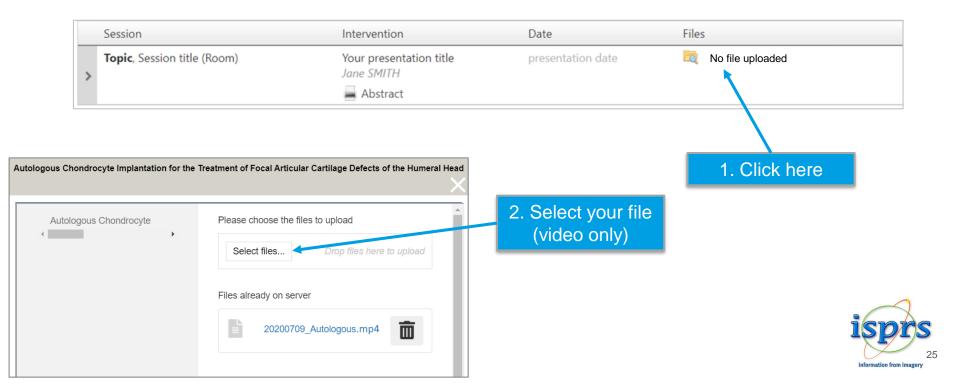
To export your video from PowerPoint to standard video format (.mp4): click on « File » on top left and follow the 5 steps below

Maximum size : 1Go

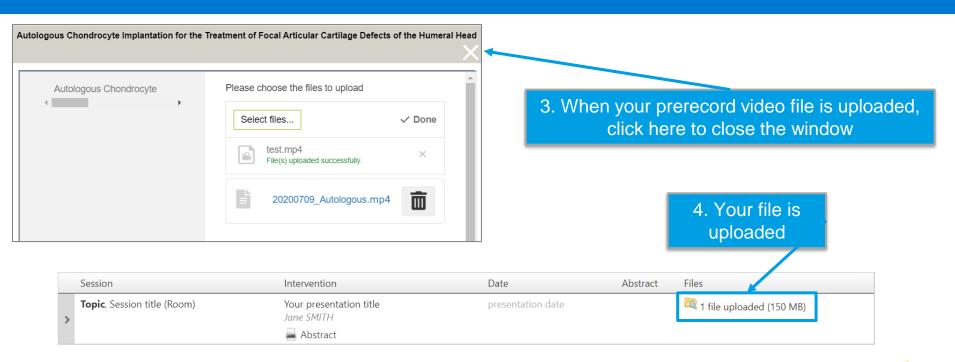


# **Upload your prerecorded video How to process 1/2?**

Please log-in to your personnal space (link sent in the email attached)

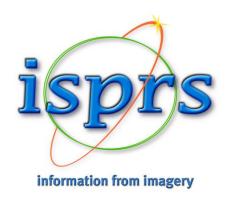


# Upload your prerecorded video How to process 2/2 ?



For technical assistance please send an email to : <u>isprs2021@key4events.com</u>





# Thank you for your collaboration!