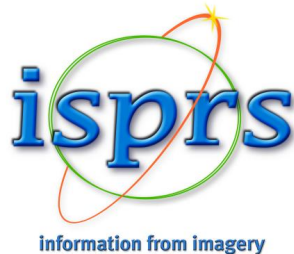


# Guidelines for Speakers of Live Sessions

« Scientific Track, Thematic Sessions »

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



# You are presenting LIVE ! (1/2)

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

- We kindly ask you to **pre-record and upload a 10 mn video of your presentation**. It will be uploaded on the event content platform to be played on demand during and after the event and it will be made available in OpenAccess on the ISPRS media library 3 months after the event.
- For your **live presentation in the Zoom live room**, you have two options:
  - to **upload your presentation** (ppt, pdf) before the session. During the live session, it will be then broadcasted live in **high quality** and you will be given the control of your presentation during the live session. This option should be preferred.
  - to **share your presentation** with the share screen function of Zoom but with a quality that will depend on the quality of the internet connection. **This option should preferably be avoided**

# You are presenting LIVE ! (2/2)

- The moderator of the session will introduce you and give you the hand for your presentation **that will not exceed the time allocated to you in the program.**
- A **Zoom link** to the live session will be sent to you by our partner company key4events a few days before your session.
- We kindly ask you to connect no later that **30 minutes** prior to the start of your session (please refer to the program).

For technical assistance please send an email to : [isprs2021@key4events.com](mailto:isprs2021@key4events.com)

# Why should you preferably provide a pre-record of your presentation ?

- 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**.
- The pre-recorded video has to be uploaded **no later than June 29, 2021**.

# **5 tips for a successful video conference!**

# 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.

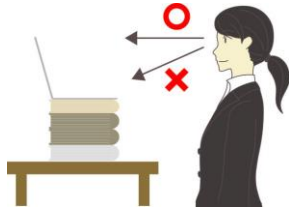


For the best audio experience, please use a headset, earbuds, or external USB micro. It avoids background noises and echos.



If you will have to switch from Zoom to another application during the live (for example the moderation website). Or if you need to control a presentation through your mobile / tablet, we recommend to do not use a mobile / tablet to do your live presentation. Because it will disturb the camera usage during the live (ON/OFF)

# 3. The Right Position



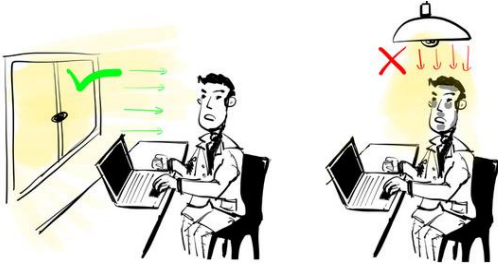
Your camera should be at eye level.  
If you are using the camera on your laptop, you can stack a few books under your computer to bring the camera up.



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 :

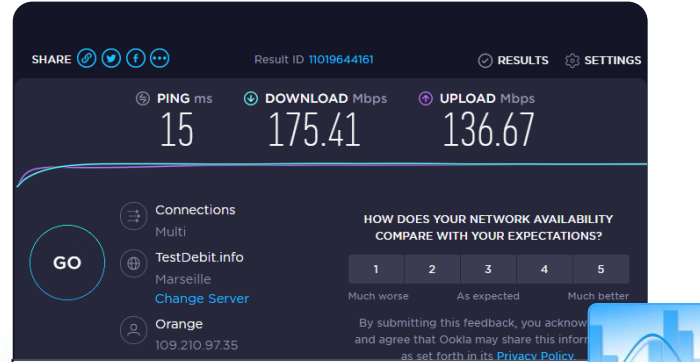
<https://www.speedtest.net>



The screenshot shows the Speedtest.net interface. At the top center is a large circular button with the word "GO" in white. Below it, the user's ISP is listed as "Orange" with the IP address "109.210.97.35". To the right, the server location is "DFOX Nice" with a "Change Server" link. A small icon of a person and a globe are also visible.

**1/ Click on Go**

Then wait a few seconds, the test will start



The screenshot shows the Speedtest.net results page. At the top, there are social media share icons and a "Result ID 11019644161". The main results are: PING ms: 15, DOWNLOAD Mbps: 175.41, and UPLOAD Mbps: 136.67. Below this, there are sections for "Connections" (Multi), "TestDebit.info" (Marseille, Change Server), and "Orange" (109.210.97.35). A survey question asks "HOW DOES YOUR NETWORK AVAILABILITY COMPARE WITH YOUR EXPECTATIONS?" with a scale from 1 (Much worse) to 5 (Much better). A "GO" button is also visible on the left side of the results area.

**2/ Result?**

It is important to have a **minimum speed of 2 Mbps**

# Record your presentation

Recording time (**max**):  
**10 minutes**

**Recommended  
format 16:9**

**Recommended  
type : mp4 | 720p**

**Please see different recording instructions that may help you**

# Google Meet

- Follow the [link](#) to see the instructions
- Direct [link](#) 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 [link](#) to see the instructions
- Direct [link](#) 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 [website](#)



# 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 [Microsoft Stream](#), so you can share it securely across your organization.

# Loom

- Follow the [link](#) to see the instructions (Youtube)
- Loom [website](#)

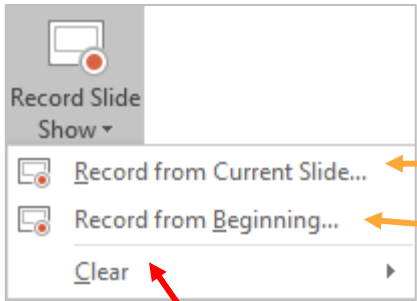




# PowerPoint

- Open your file and select « Diaporama »
  - Click on « Record diaporama »
- A drop-down menu appears to either record from the current slide or from the beginning of the presentation.

Choose the option you prefer to start recording



Option 1

Option 2



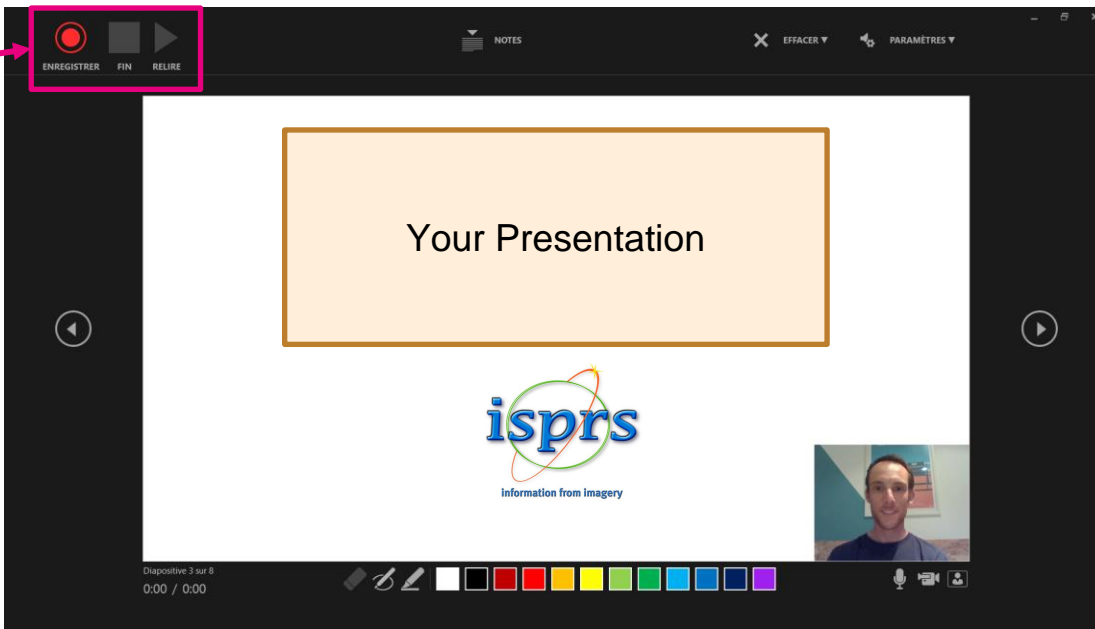
The option « **C**lear » will be available once recording.  
Be careful as if you click on it, it will delete all previous recordings!



# 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 launched once your 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.

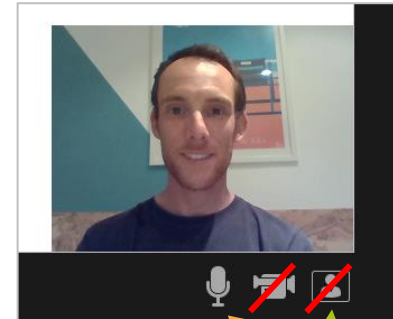
The buttons at the lower-right corner of the window allow you to turn on or off the microphone, camera, and camera preview.

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.



Without camera

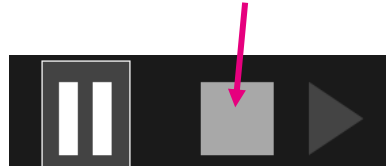
Without preview



You can move the location of the video in your slide

# Video Narration 2/2

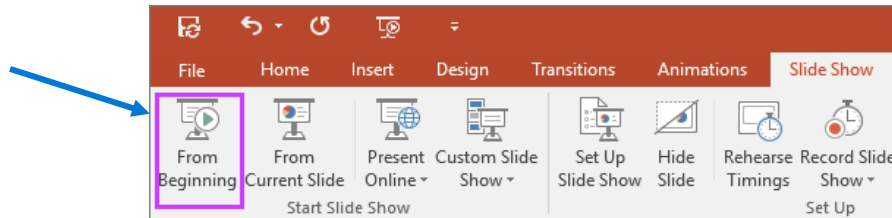
To end your recording, select the square **Stop** button (or press S on your keyboard)



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**

The screenshot shows the 'Export' menu in PowerPoint. The 'Export' option in the left-hand navigation pane is highlighted with a blue box and labeled '1.'. The 'Create a Video' option in the main menu is highlighted with a yellow box and labeled '2.'. The 'Full HD' option in the 'Presentation Quality' dropdown is highlighted with a blue box and labeled '3.'. The 'Use Recorded Timings and Narrations' option in the 'Use Recorded Timings and Narrations' dropdown is highlighted with a blue box and labeled '4.'. The 'Create Video' icon at the bottom of the 'Create a Video' section is highlighted with a blue box and labeled '5.'.

# Upload Your Presentation (video pre-recorded + presentation)

## How to process 1/2 ?

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


Session	Intervention	Date	Files
> <b>Topic</b> , Session title (Room)	Your presentation title <i>Jane SMITH</i> Abstract	presentation date	 No file uploaded


1. Click here

You have 2 deposit areas :

1. For your live presentation (eg. ppt, pdf)
2. For your prerecord video dedicated for the catalog

Development of 3D cadastre in New South Wales though e-PLAN logement. Taha Masri

 **Workspace** *Medias shared with allowed attendees*

 **Video presentation**

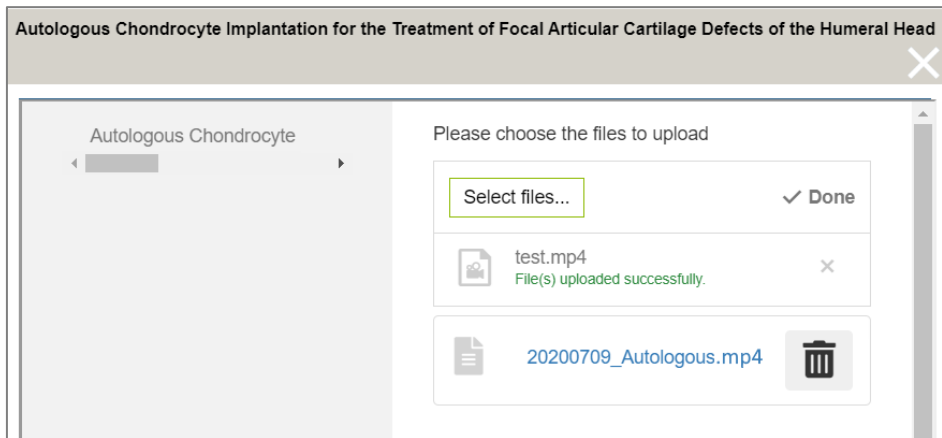
Please choose the files to upload

1 file can be uploaded

*Drop files here to upload*

2. Select your file

# Upload Your Presentation (video pre-recorded + presentation) How to process 2/2 ?



3. When your presentation (video and presentation file) is uploaded, click here to close the window

4. Your file is uploaded

Session	Intervention	Date	Abstract	Files
<b>Topic</b> , Session title (Room)	Your presentation title <i>Jane SMITH</i> Abstract	presentation date		1 file uploaded (150 MB)

For technical assistance please send an email to : [isprs2021@key4events.com](mailto:isprs2021@key4events.com)



information from imagery

**Thank you for your  
collaboration!**