



SWTEST
2021 CONFERENCE
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SWTest 2021 Hybrid Conference

Presentation Recording Best Practices for Great Results!

SWTest 2021 will be hybrid “in-person” - all technical presentations and Keynote sessions for SWTest 2021 San Diego will be pre-recorded for the ON-demand archive and for podium projection at the conference, as needed. To ensure the highest quality standard, avoid technical problems and provide the best possible experience for everyone, we’d like to share some Best Practices for making the best recording.

1. PREPARING YOUR PRESENTATION

Please prepare your paper as a Microsoft PowerPoint presentation, and use the master template provided by SWTest. The file contains several instructions and suggestions to optimize your material.

When creating your presentation, we suggest taking some notes as a guideline for yourself when speaking. Depending on your personal style as a speaker, these can be just brief bullet points with some important “buzzwords” you don’t want to forget, or complete sketched-out sentences.

Try to avoid just reading word-for-word the text on the slides. Instead, use your talk as an extension of the content you are providing in the PowerPoint presentation. This way, you avoid your audience losing focus. **However, it is also not a good practice to have your talk completely unrelated to the slides you are showing.** This will also lead to your audience losing focus because it gets confused. Try thinking of the content on your slide as an “anchor” for the remarks you are making in your talk.

2. PREPARING THE RECORDING

To record your presentation, you will need

- a decent video camera that provides at least 720p HD resolution and 30 fps
- a quiet environment without distractions to record
- decent lighting
- a well prepared speaker - yourself!
- a microphone that ensures good audibility and clearness of your voice and
- a computer to record / process your recordings.

If you have a decent computer or laptop (no older than 5 years), you can probably use the built-in **webcam**. Make sure the webcam provides at least a 720p resolution video feed. If using a stand-alone webcam, make sure it is compatible with your computer by doing a couple of test runs. Depending on the product, you may need to install drivers to achieve best results and adjust some of the video settings.

Webcams significantly improve their image quality when helped by some **good lighting**. Make sure you do not record against a too bright background (like a window) which will result in clipping issues, poor contrast

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and a washed-out look. You can use a fabric backdrop (like a nice curtain) in a muted color, which will also help with the quality of your voice recording as it suppresses echos and reverbs.

Think of the environment you are recording in as a **film location**. Make sure all distractions are removed before you start recording. Pay attention to everything that will be in your shot and might draw attention away from your talk. Make sure you have at least three feet of space between you and the wall/background behind you. The more separation you have, the better the lighting of your shot will be.

When thinking of your environment as a film set, you also have to think of yourself as the "star" of your shot. As much as 50 percent of how your audience will perceive you is affected by the **lighting**. Make sure you have some kind of artificial lighting highlighting you in the shot. It should always come from the height of your camera position, or preferably even higher. **NEVER use lighting from below the eyeline**. We encourage you to use LED panel lights that can easily be set up, but you could also use a good desk lamp.

Your **shirt** should also be chosen with the video recording in mind. Please do not wear heavy patterns or flashy colors, as these will look irritating or even cause image faults (moiré effect) in most camera's recordings. Give yourself good separation from your background by wearing contrasting colors (e.g., a dark shirt against a white wall or vice-versa). Also, try to avoid an all green shirt to avoid video issues.

Of course, your presentation can only be a success when your voice track is clear and easy to listen to at all times. Try to avoid using the built-in **microphone** in your computer or laptop, as it is generally not well suited for recordings like this. We encourage you to use a headset, standalone or clip-on microphone to achieve the best audio results. Always make sure the microphone maintains the recommended distance to your mouth when speaking. To avoid breathing sounds, try to position your microphone slightly under and to the side of your mouth. Make sure you use the appropriate accessories for your microphone (e.g. a pop filter).

The **computer** you are recording with should not be stressed by any other tasks. Close all applications you do not need at the moment, and restart your computer before recording. Do a short recording test before your first take.

To record your presentation, we are recommending you to use **Open Broadcaster Software (OBS)**, which is a freeware tool dedicated to record videos from multiple video and audio sources.

Download OBS here: <https://obsproject.com>

We have also created an SWTest-2021 Scene Collection and Profile Template to be used in OBS: [Download Link]

OPEN BROADCASTER SOFTWARE - SETUP TUTORIAL

1. After downloading, install OBS Studio on your computer.
2. Download the SWTest 2021 OBS Templates provided in the email and unzip the folder.
3. Open OBS. Go to Profile -> Import.
 1. From the downloaded templates, drill-down in the and find the profile:
`C:\xxx\xxx\swtest_2021_obs_setup\swtest_2021_obs_setup`
 2. Select the **folder** called "swtest_2021_profile"
4. Go to Profile -> Select SWTest
 1. Select the "SWTest" profile from the Profile menu to activate it.
5. Go to Scene Collection -> Import.
 1. Click Add
 2. Select the file "SWTest_2021.json" from the downloaded templates.
 3. Click Import.
6. Go to Scene Collection and select the "SWTest 2021" on the Scene Collection menu to activate it.

7. Go to the Sources Tab (located in-between Scenes and Audio Mixer)
 1. Double Click on "Guidelines"
 2. Browse for the Image File within the download folder:
C:\xxx\xxx\swtest_2021_obs_setup\swtest_2021_obs_setup
 3. Select the **image file** called "swtest_2021_guide.jpg" and open for the screen-in-screen
 4. Click OK
8. You now need to set up your video capture device (webcam), audio input capture (microphone), and the Display Capture
9. Click the + Button from the Sources Tab in the bottom window and follow the instructions to add them.
 - Audio Capture -> tick Create New Radio Button and click OK
 - Select the Device from the pulldown menu and click OK
 - Display Capture -> tick Create New Radio Button and Select the Display Screen (Monitor) on which the PPT slideshow will be shown and click OK
 - Resize the display image and move to "Your Screen" so that it barely covers the blue square
 - Video Capture -> tick Create New Radio Button and click OK
 - Select the Device from the pulldown menu and click OK
 - Resize the video image and move to "Your Webcam Image" so that it barely cover the green square
10. Make sure you scale the frames for your display capture and webcam to the size that is shown in the template. **The webcam image must be in front of the presentation.**
11. Sources should be in the order
 1. Video Capture Device
 2. Display Capture Device
 3. Audio Input Capture Device
 4. Guidelines
12. If you are all set, go to the Controls tab and select Settings -> Output and check the Recording Path.
 - This is where your recording will be saved on your computer.
 - Do not change any of the other recording settings.
 - Click Ok.

3. AND ACTION!

Now you are ready to start recording your presentation using the webcam, display, and audio capture.

It is very important understand that once you select "Start Recording" from the Controls panel, the OBS software will be running in the background.

In slideshow modes, you **WILL NOT** see your webcam image within the PPT display, but rest assured all the slides and audio will be captured.

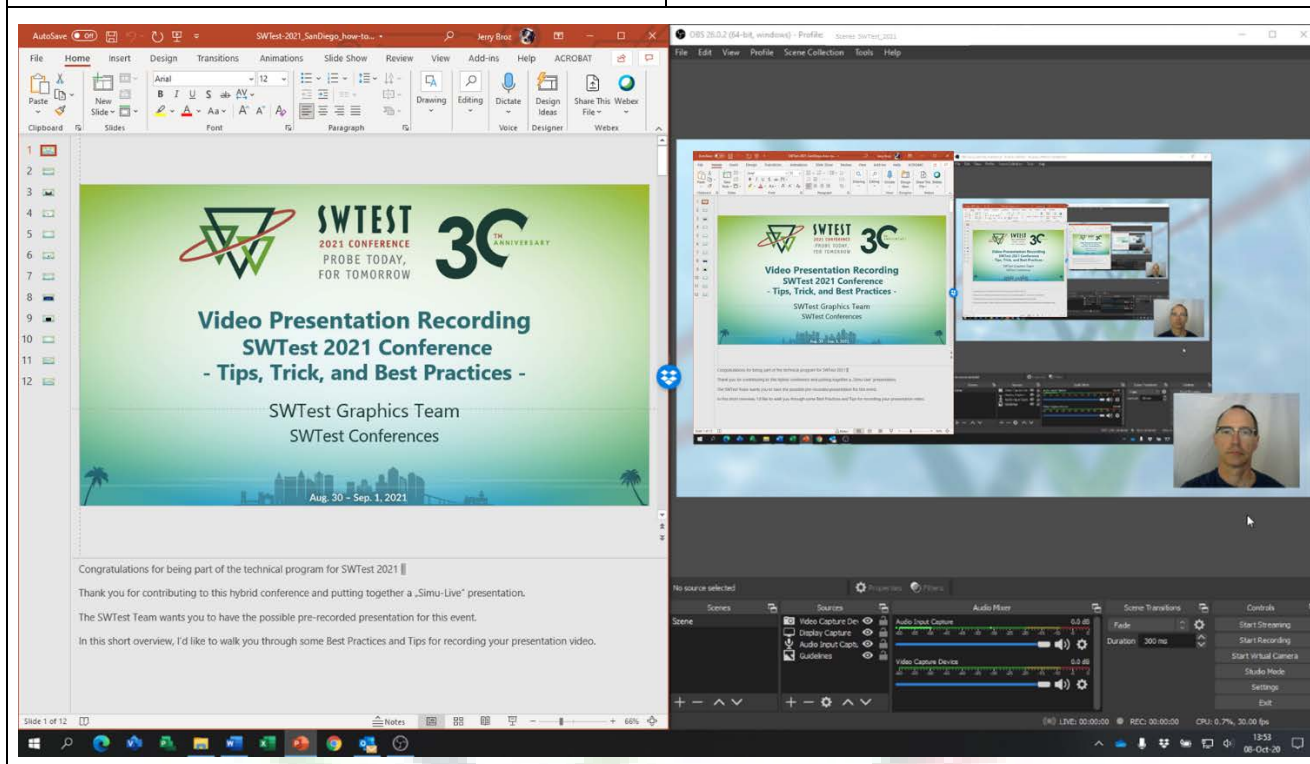
We suggest that orient the PPT and OBS software split across on your screen. In this way, you will cover your desktop to avoid showing any filename that should not disclosed.

It will also help better understand how the video capture will actually occur.

Suggested Orientation on your Display Monitor

POWERPOINT Presentation

OBS – Open Broadcaster Software



Once you click "Start recording", you can make your PowerPoint presentation. Do not worry, our Video Editing Team will tri-out any unneeded pre-presentation video.

Start the Slide-Show Mode in full-screen and do your presentation. OBS will continuously record in the background. Once you have finished your presentation, exit PPT slideshow mode, go back to OBS and hit "Stop Recording".

Before you start your final recording, do a couple of **short test takes** to confirm that everything is running as it should, and OBS is recording your video file properly. Take a look at the media files of your preliminary takes and adjust accordingly.

Make sure you have **enough free disk space** to capture your entire recording (or multiple takes). **Mute your computer sound** so incoming email notification won't get recorded and cause audio feedback. Make sure all **sources for distraction** (e.g. smartphone, doorbell, pets) are either muted, cleared away or otherwise taken care of. Have some water at hand.

If it helps you with your speaking, have somebody in the room that you can "present your paper to". We do not recommend recording your presentation first thing in the morning, but also not late in the day, as your concentration might be fading and your voice might not be "fresh" and natural.

Position yourself **right in the center of your webcam picture**. Face the webcam directly, try not to be recorded at an angle. Make sure you leave a little headroom, and frame your shot so your body is shown to about the height of your chest. **Whenever you show something with your hands, remember what's visible in your frame and make sure your audience can see what you want to show them.**

Check the levels of your audio recording in OBS. When speaking with your normal presentation voice, the audio should not clip (red area, >0dB), but it should not be flat (below -20dB) either. Ideally, the levels are in the area between -20 and -10 dB while your speaking, with spikes towards the -5 or even 0dB area being allowed for a crisp sound.

When starting your recording, make sure you introduce yourself properly. Try to **keep “eye contact” with the camera lens** (not the computer screen!) whenever you speak freely, so your audience can connect with you. This situation will be almost as unusual for them as it is for you!

Have **high expectations of your performance, but do not be overly critical with yourself**. A little slip of the tongue or a short moment searching for words is not the end of the world and will probably make your presentation even more authentic, sympathetic and relatable for the audience. However, if you lost track of what you were going to say, don't be too hesitant to start your recording over again until you have achieved a talk you are proud of.

It is not necessary to record your **ENTIRE** presentation in **ONE TAKE**. If you are struggling, we suggest that you break up your presentation into something more manageable and record several individual files. The SWTest Video Editor will be able to digitally edit the files together into a single file and cohesive presentation.

4. DELIVERY

Please send your recorded video via Dropbox to SWTest. Please always include the version of your PowerPoint PPT file that you used for your recording. In case your presentation uses any media, make sure it is embedded into the PowerPoint file or send as standalone files together with the presentation.

Send your files no later than August 9, 2021.

SHORTLIST - EQUIPMENT FOR RECORDING

https://www.amazon.com/Marantz-Professional-Pod-Pack-Microphone/dp/B01GHUA3XA/ref=sr_1_2?crid=2H2KDRLOW5SAP&dchild=1&keywords=marantz+pod+pack&qid=1601649951&srefix=marantz+pod%2Caps%2C194&sr=8-2

https://www.amazon.com/Samson-Meteor-Studio-Condenser-Microphone/dp/B004MF39YS/ref=sr_1_5?crid=2HDQ93A3YT9GL&dchild=1&keywords=samson+me-teor+mic&qid=1601650141&srefix=samson+me%2Caps%2C212&sr=8-5

https://www.amazon.com/VILTROX-L116T-3300K-5600K-Temperature-Brightness/dp/B07D8TTFSR/ref=sxin_11?ascsubtag=amzn1.osa.9927b608-ec8f-4d07-860d-e360b7441ee9.ATVPD-KIKX0DER.en_US&creativeASIN=B07D8TTFSR&cv_ct_cx=led+panel+light&cv_ct_id=amzn1.osa.9927b608-ec8f-4d07-860d-e360b7441ee9.ATVPDKIKX0DER.en_US&cv_ct_pg=search&cv_ct_wn=osp-single-source&dchild=1&keywords=led+panel+light&linkCode=oas&pd_rd_i=B07D8TTFSR&pd_rd_r=89630b3c-4ae8-494f-b1f0-7d13f84cd08b&pd_rd_w=YEAJ&pd_rd_wg=CAF7d&pf_rd_p=7f9a42bd-c050-43e5-9e70-deb13f53640d&pf_rd_r=F7B6QVMYFJAFNNC6B45T&qid=1600106015&sr=1-1-72d6bf18-a4db-4490-a794-9cd9552ac58d&tag=buyersguide0e-20

https://www.amazon.com/Tripod-YouTube-Makeup-Desktop-Brightness/dp/B07JX79GBS/ref=sr_1_3?dchild=1&keywords=led+ring+light&qid=1600106061&s=electronics&sr=1-3

https://www.amazon.com/Logitech-Stream-Streaming-Recording-Included/dp/B01MTT-MPKT/ref=sr_1_3?dchild=1&keywords=logitech+922&qid=1600106669&sr=8-3

https://www.amazon.com/Sennheiser-Century-Premium-Dual-Sided-504553/dp/B00FXWB716/ref=sr_1_3?dchild=1&keywords=sennheiser%2Bhead-set%2Busb&qid=1600106801&sr=8-3&th=1