



The 2nd Document Intelligence Workshop @ KDD 2021

Pre-recorded event session recording
guidelines

<https://aka.ms/di-2021>

Recording walk-through

Quality and consistency are key to great presentations.

To ensure the best recording quality and consistency across all presentations, this guide will walk you through the steps to capture your content and prepare it for widespread digital distribution.

The following pages will go into detail on the following topics

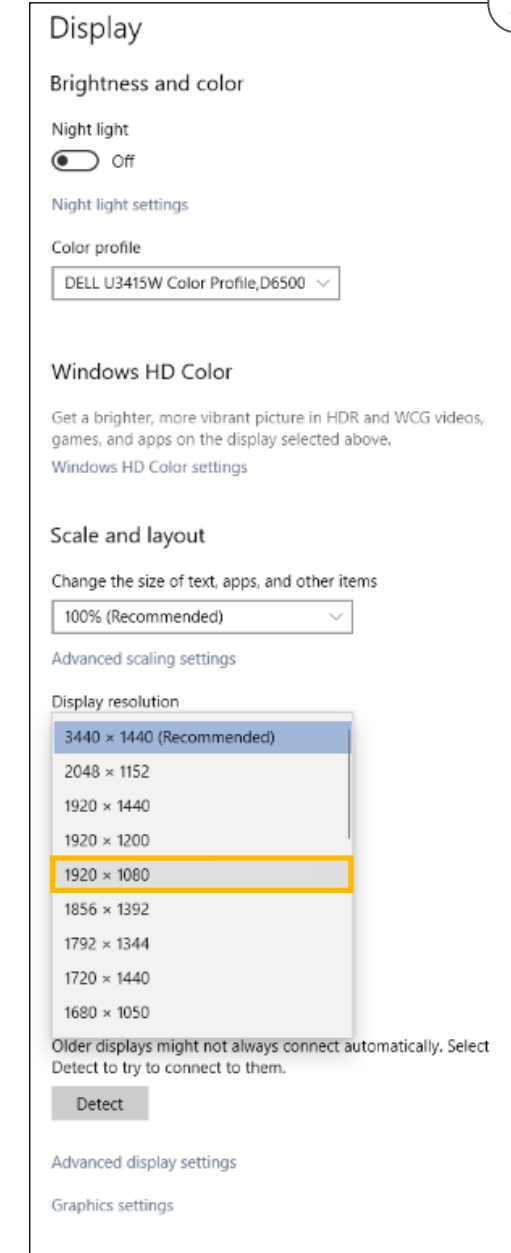
- Getting ready – Pre-record checklist
- Recording – PowerPoint Create Video Feature
- Recording – PowerPoint Screen Recording Feature
- Recording – Windows 10 Camera App
- Uploading Instructions
- General guidance

Pre-session checklist

A great presentation starts with preparing your computer.

- 1 Ensure that you have all Office and Windows 10 updates installed.
- 2 Use a wired internet connection if possible.
- 3 Turn off all programs except those needed to present and run your demos.
- 4 Clear your desktop of all non-essential files or folders.
- 5 Set your display screen scaling and layout. We suggest starting at 1920x1080 and 100% scale and then testing to see if all content that you are presenting is clearly legible. Check out [this video](#) from Scott Hanselman for tips on preparing your desktop for presentations.
- 6 Ensure that your environment is optimized for presenting. **See slide 15** for general guidance.
- 7 Review guidance for audio hardware. **See slide 16** for how to improve your audio.

Display settings menu



Recording tools & options

Picking the right tool for your presentation is key to delivering the best experience possible.

PowerPoint presentation recording – This tool work well if your presentation is all within PowerPoint. This feature records screen activity, voice and camera. **Please note:** If you have embedded videos in your deck those will not record. You will need to upload those videos with your presentation and the production team will insert them into the final presentation.

PowerPoint Screen Recorder – This tool works well if your presentation includes sources of content outside of PowerPoint such as web content or content within an application running on your desktop. It has options for recording cursor and voice but does not include your camera feed. We request that if you decide to use the screen recorder feature that you also record an introduction as well as a “wrap up” video that our team can add in post-production.

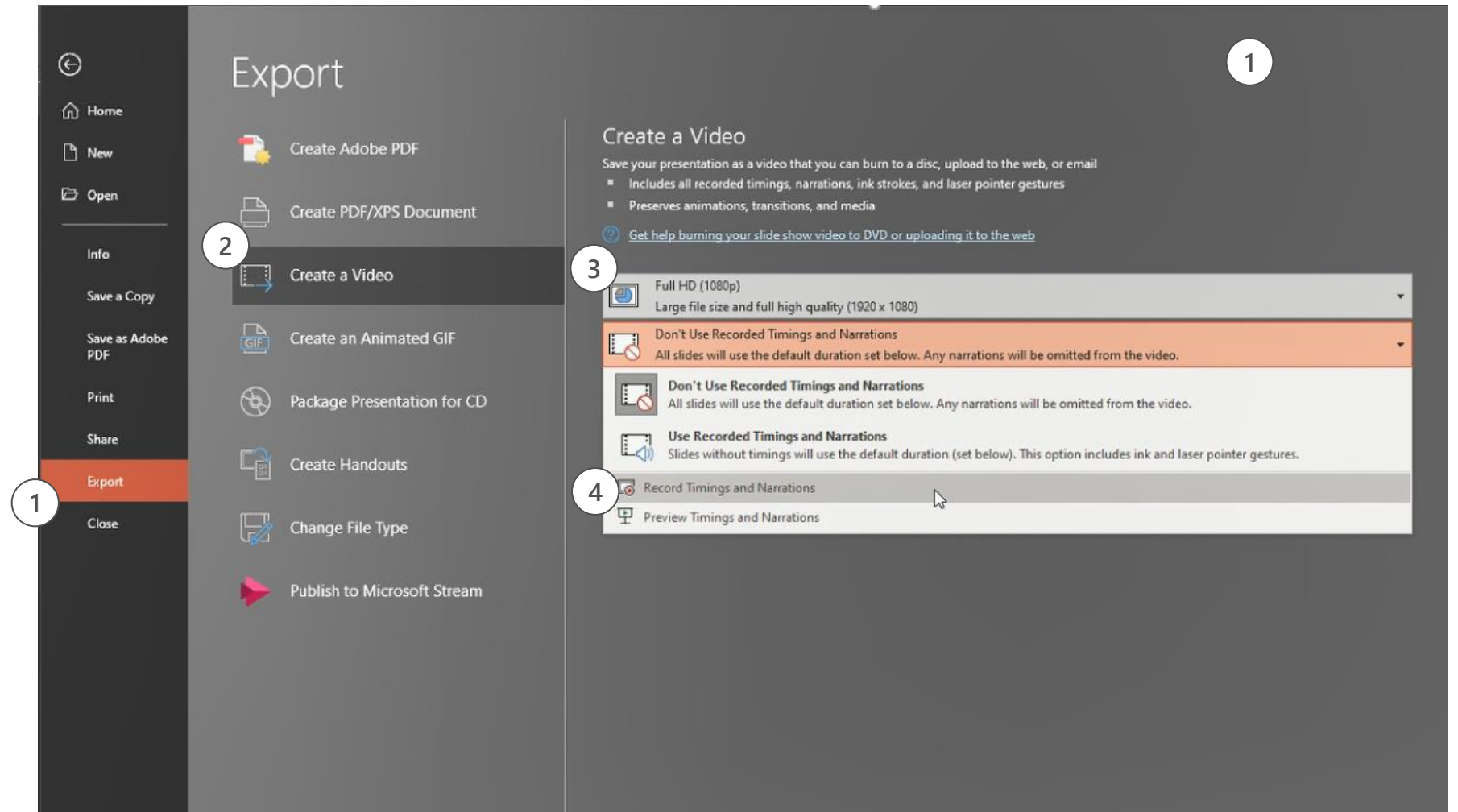
Windows Camera App – This tool works well for recording your camera feed full scree. This in combination with screen recording can make for a powerful presentation.

Teams presentation recorder – This tool does well to record both desktop and camera. This is not our preferred option due to the image softening that occurs when the video is compressed for playback within Stream. Also the camera feed reduces the UI screen to allow room for the camera feed window.

Third party Application – If you’re looking to go beyond basics then we suggest [Camtasia](#). Camtasia is very powerful tool for screen recording with camera. In addition to editing capabilities you can also highlight and zoom to key areas of your presentation. Like all tools there is a learning curve and since it is 3rd party, there is a licensing cost as well.

Recording – PowerPoint Create Video Feature

- 1 Click File > Export > Create a Video.
- 2 Choose Full HD (1080p) from the first drop-down box.
- 3 Choose "Recorded Timings and Narrations" from the second drop-down box.
- 4 Select "Record Timings and Narrations".



Resources

<https://support.microsoft.com/en-us/office/turn-your-presentation-into-a-video-c140551f-cb37-4818-b5d4-3e30815c3e83>

https://www.youtube.com/watch?time_continue=2&v=yA7NTQ-dp1c&feature=emb_logo

Recording – PowerPoint Create Video Feature continued

- 1 Make sure audio and video are selected
- 2 Click "Record" and begin your presentation
- 3 When complete, hit "stop" and close out of this menu which will bring you back to your PowerPoint. You'll notice that your video and annotations have been added to each slide. See resources on slide 8 to learn how to edit each slide's narration.
- 4 Lastly, you need to save your presentation as a video. Please go to >File>Export>Create a video and then save your video. It will take a little time to process so please be patient.

Remember to save using this naming convention:

SESSIONCODE_SpeakerName_CAM.filetype

The screenshot shows a PowerPoint recording interface. At the top, there is a toolbar with a red 'RECORD' button (circled with a '2'), a grey 'STOP' button, and a grey 'REPLAY' button. To the right of these are 'NOTES', 'CLEAR', and 'SETTINGS' options. The main slide area displays an organization chart titled 'ORGANIZATION CHART'. The chart is structured as follows:

- MIRJAM NILSSON** (President) is at the top.
- VICTORIA LINDQVIST** (Executive Assistant) is below the President.
- Below the Executive Assistant are six boxes representing different departments, each with a name and title:
 - AUGUST BERGQVIST** (VP Finance) - National
 - ANGELICA ASTROM** (VP Technology) - National
 - ALLAN MATTSSON** (VP Operations) - National
 - FLORA BERGGREN** (VP Marketing) - Domestic
 - FLORA BERGGREN** (VP Production) - Domestic
 - IAN HANSSON** (VP Transportation) - Domestic
- Below these are several project manager and support roles:
 - MIRA KARLSSON** (Accounting) - National
 - APRIL HANSSON** (Help Desk) - National
 - KALLE PERSSON** (Facilities) - National
 - JENS MARTENSSON** (Project Manager) - National
 - VICTORIA PERSSON** (Production Manager) - Domestic
 - ANGELICA HANSSON** (Dispatch) - National
 - JENS MARTENSSON** (Project Manager) - National
 - MIRA KARLSSON** (Accounting) - National

At the bottom of the slide, there is a legend with a green square for 'National' and a yellow square for 'Domestic'. A video feed of the presenter is visible in the bottom right corner. The bottom toolbar includes drawing tools (pen, eraser, highlighter, lasso) and a color palette. The status bar at the bottom shows 'Slide 8 of 18' and '0:00 / 0:00'. A circled '1' is in the bottom right corner of the interface.

Recording – PowerPoint Screen Recorder

1 To start recording within PowerPoint, open a new or blank presentation. On the Insert tab of the ribbon, select Screen Recording

2 On the Control Dock, click on Select Area and either select the entire screen for recording or press Win Key+Shift+F. It is critical that the entire screen is selected.

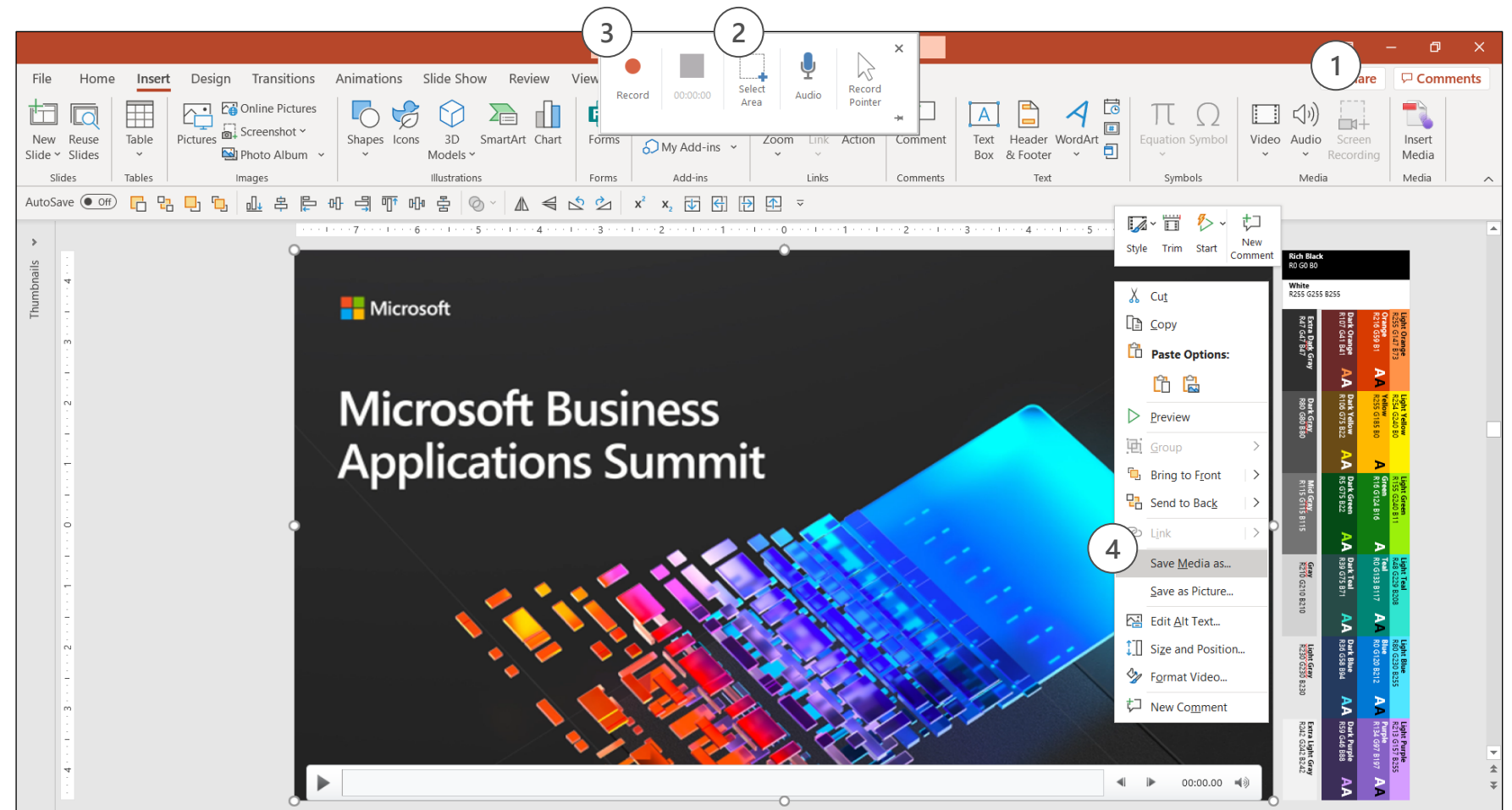
PowerPoint automatically records the audio and mouse pointer. To turn them off, deselect Audio and Record Pointer in the Control Dock

3 To start, click Record or use the following key commands:

- Start recording: Win Key+Shift+R
- Pause/resume : Win Key+Shift+R
- Stop recording: Win Key+Shift+Q

4 When you're finished recording, save your video. Right-click the inserted file on the slide that represents the recording and select **Save Media as**. In the dialog box, specify a filename and location.

Please use the following naming convention:
SESSIONCODE_SpeakerName_PRES.filetype



Tip: Unless you pin the Control Dock to the screen, it will slide up into the margin while you record. To make the unpinned Control Dock reappear, point the mouse cursor at the top of the screen.

Recording – Windows 10 Camera App

- 1 **App Settings**
 - Search for “Camera” in Windows Search
 - Select “Camera App”
 - Make sure that “video quality” is set to 1080p 30fps in settings

- 2 **Getting ready**

On the main navigation “Take Video” button. It may be defaulted to pictures.

Set up your shot and center your face within the frame

Make sure you have good lighting,
be careful of reflection in your glasses

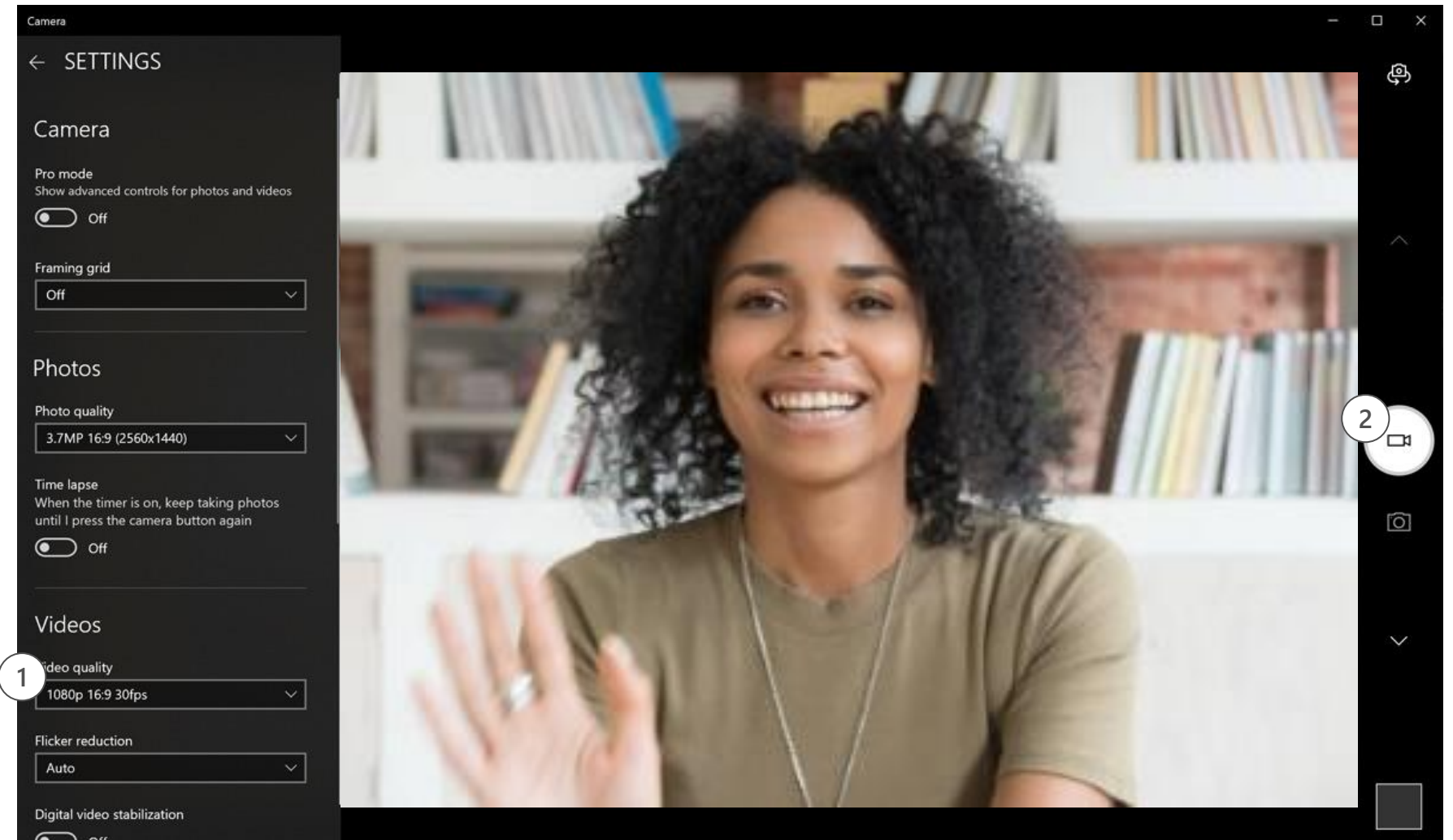
Click the “Take Video” button again
to record

- 3 **Rename file & upload**

When complete, review your video in the lower right corner of the App or go the file location located in this folder
C:\Users\username\Pictures\Camera Roll

Please use the file following naming convention:

SESSIONCODE_SpeakerName_CAM.filetype



3



Uploading your videos

Once each part of your presentation has been recorded and you're happy with the result, it's time to upload.

Follow the link on the right to submit materials to the presentation file upload folder.



Uploading your video (and slides) as supplementary material at:

<https://cmt3.research.microsoft.com/DI2021>

General guidance

Where you're recording can be as important as what you're presenting.

Environment, lighting, video background, what you're wearing, and equipment all play a factor in the quality of the recording. This section will cover some general tips for looking and sounding as professional as possible.

Section introduction

The following pages will go into detail on the following topics:

- Presentation guidance
- Environment – Setting and lighting
- Wardrobe
- Environment – Audio
- Audio equipment

Presentation modes

How you present to your audience is important. Varying the source of information as you speak keeps your presentation dynamic and accommodates diverse learning needs.

Try to change presentation modes (talking to camera, video, PowerPoint, demo, video, interview, etc.) every 3-5 minutes. For example, if your presentation is heavy on PowerPoint, consider either adding a secondary element (i.e. video), or at least change back to camera every so often so that the audience can see you again and have a momentary change of pace and medium.

Conversational speaking

Remember that your audience is most likely at home watching you on a small screen. Sessions are much more intimate and on-demand now.

Speak with energy and with a tone of voice that you would normally have, as if you're holding a conversation with some dear colleagues. Your time will go by quickly, as it always does. Keeping your content tight, focused, and **trying not to repeat yourself** helps the audience stay engaged.



Environment – Setting and lighting

Take a moment to prepare your recording space.

- An HD webcam is preferred, but a new PC or tablet will have a good camera
- Your camera should be stable, at or above eye level.
- Make sure your face is in good, even light, with no harsh backlight. In addition, avoid mixing light sources (e.g. window and lamp light) as the different color temperatures will show up in the recording.
- Do not sit in front of a window. Your webcam will compensate, which will cause your face to look dim or dark.
- Reduce clutter and distracting or bright images in the background.

Wardrobe

Consider what you plan on wearing and how that will show up to your audience. Make sure your wardrobe matches the tone of your presentation.

- Please **do NOT wear white**
- **Solid colors** work best
- Avoid small prints, stripes, plaid or patterns.
- Unless otherwise specified, shirts with logos and trademarks should be avoided
- Avoid noisy jewelry (necklaces, bracelets, earrings) as it can be distracting to the viewer.



Environment – Audio

Find a quiet location, sit for a minute and listen to your environment.

Can you hear noises in the hall, an air conditioner, or the buzz of a fan in your computer or laptop? These things can have an impact on the quality of your audio.

Try to pick a space that is smaller and with soft walls such as curtains. It will keep the sound from bouncing around which will make your audio sound hollow. Finally, make sure to turn off any nearby mobile devices.

Audio equipment

It's best to have a headset if possible. A USB mic is preferred.

Wired headsets can be a good alternative to the USB microphone. You will want to find a quality headset microphone that does not obstruct your face too much since your image will be visible in most cases.

Be sure to keep the headset microphone about a half inch off your face. Soft spoken words tend to get garbled for the listener on the other end. Speaking up and keeping your level consistent will also help listeners set their volume correctly.

Two options we recommend for recording:
[Logitech USB Headset H570e Stereo](#) & [Yeti by Blue](#)



