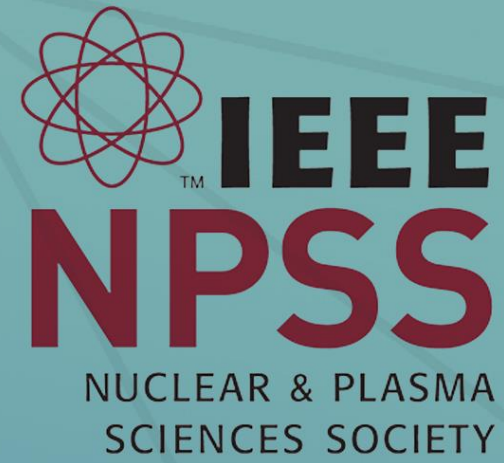


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**VIRTUAL
ICOPS
2021**

SEPT 12 - 16, 2021



THE 48TH IEEE INTERNATIONAL CONFERENCE ON PLASMA SCIENCE

Instructions For Preparing and Uploading Video Presentations

General Information



- Underline is the virtual event platform used to support this year's **ICOPS 2021**.
- If you are a presenter, a **pre-recorded video presentation** is required.
- All **pre-recorded presentations** must be uploaded to Underline by **August 23rd, 2021**.
- Please refer to the letter you received from the Technical Program chairs for details specific to your presentation, including presentation day, time, and length. Presentation recordings should not exceed these time allotments.
- The Presenter Submission Form detailed on page 9 must be completed by **August 23rd, 2021**.
- On the following pages you can find a simple set of guidelines as well as a link to a third party software that you are welcome to use to record your presentation. We chose it because it is easy to use, and it has some powerful features that you are welcome to explore.
- For program related questions, please contact the Technical Program Chairs (Christine Coverdale cacover@sandia.gov or Arati Dasgupta arati.dasgupta@nrl.navy.mil)
- For questions regarding the recording of presentations or how to upload your information, please contact Underline (icops2021@underline.io)

Overview



In this document you will find instructions on how to create your video presentation:

Step 1: Prepare the presentation and environment

Step 2: Download software & record your video presentation

Step 3: Complete the Presenter Submission Form (see link on page 9)

Should you have any questions or need additional support, please email icops2021@underline.io

1. Prepare Presentation & Environment

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Use as quiet an area as possible.

Avoid any sound distractions in the room where you record; avoid background music, sounds from roads, sounds from other rooms.

Turn off the sound and notifications on your phone and computer.

On Windows 10 go to 'Focus Assist' and turn it to 'alarms only' for the recording.



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Backdrop & Attire



Try to create a professional atmosphere.

An all-white background works well (i.e., a white wall).

A bookcase in the background works well.

Please keep in mind that appearance affects the presentation effectiveness.



Lighting

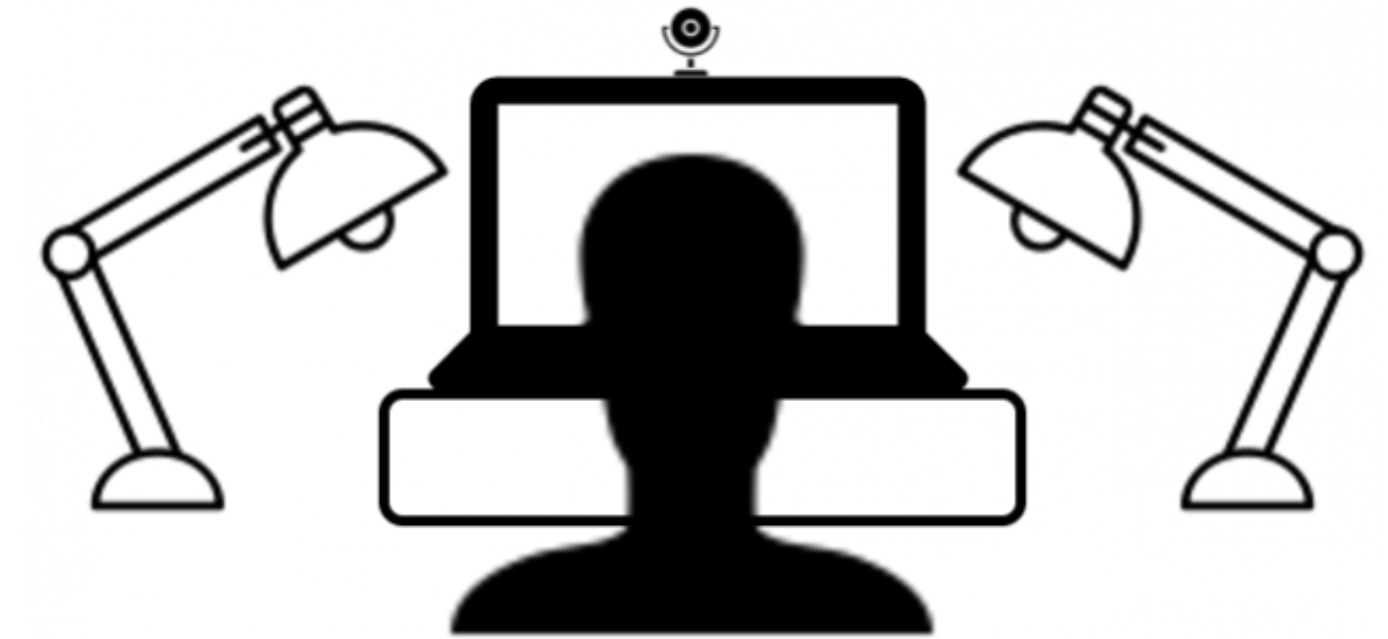
When you record, your **light source should be in front of you.**

Avoid windows streaming in daylight, or an overhead fixture that may be behind you.

The best light source for recording is indirect natural light so if it is possible, **record facing a window.**

General rules for artificial light sources:

- You do not want the light in the camera frame.
- The light should not be too close to your face.



Audio

Having a dedicated microphone will improve audio quality.

Try to avoid using built-in microphones on your computer, if possible.



2. Download the Software & Record



Watch the “how to” video first:


<https://www.youtube.com/watch?v=SJEcbkDfq-Y>

Alternative “how to” video for those who can not access Youtube:


<https://underline.vids.io/videos/ac9cd7bc1c1ee5c625/remote-recording-instructions-june-2020-mp4>

After you view the video, access the Screencast-o-matic recording app on **this link:** <https://screencast-o-matic.com/register?ph=cYewir6zd>

Important: Please use the above link ONLY to install Screencast-o-matic. This will give you access to pro editing features and will **store your video automatically on Underline server.**

SCREENCAST  MATIC

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alai2020@underline.io

Get updates, tips, & exclusive savings.

Create Account

By clicking this button, you agree to our [Terms of Service](#)

Already have an account? [Sign In](#)

3. Submit Presentation Information



Please complete your presenter information and upload your video presentation by **August 23rd, 2021**:

For plenary, invited, and oral presentations: <https://icopsresenter.paperform.co/>

For poster presentations: <https://icopsposter.paperform.co/>

Please prepare the information below prior to uploading your video presentation. Enter your information as it appears in the submission site:

- Presentation Title
- Profile Photo
- Presenter Bio
- Abstract ID

Reference the code entered in front of your abstract title. This can be found in the accompanying email titled: *ICOPS 2021: Presentation Information & Preparing Your Virtual Presentation*

- Brief Abstract (45-word maximum)
- PDF of Presentation Slides (optional)

If you have questions or issues, please contact Underline at icops2021@underline.io

If you need to make edits to your presentation title, abstract, etc., please contact the Technical Program Chairs (Christine Coverdale cacover@sandia.gov or Arati Dasgupta arati.dasgupta@nrl.navy.mil) for assistance.



Presenter Submission Form

Your email address*	
First name*	Last name*
Affiliation*	
Upload profile photo* <small>Please upload your profile photo. Photo should be portrait oriented and at least 500pix in height. Please keep it under 5 MB.</small>	
CHOOSE A FILE	

FAQ Information



Q: Do I have to use Screencast-o-matic?

A: It is not necessary to record with our recommended software (Screencast-o-matic). If you are already used to a preferred recording software you are welcome to use it. In this case please attach your recording to the form provided in the instructions. Files of up to 1GB can be attached to the form. Please export the video to any of the major formats like mp4, avi, mov or m4v.

Q: When I click on the "Launch Recorder" a download was initiated. It wasn't a web recorder.

A: Yes, small recorder file needs to be downloaded. It's 300kb file. It actually records on your local machine for the quality reasons / so we're not dependent on someone's internet connection.

Q: Is there a limitation is screen size. For example, my screen is 1440p. Does that matter? Is it ok to record in 4k?

A: No limitations for recording. It can be recorded in 4k. However broadcast quality on Underline is max full HD / 1920p

Q: Is there a preference for where the webcam is during the presentation? Bottom right? Top right?

A: No preference, it can be moved. It is in bottom right by default so that's what's usually used.

Q: Is it ok for the authors to use the drawing tools? Does that normally work well?

A: Yes, if they want to. They can easily add this also after the recording (**editor is included**).

Q: Is there a way to adjust the webcam size. I can only seem to get full screen.

A: You can adjust the size and position after you recorded, in the editor.

Screencast-o-matic does not work on Linux systems. In case that you are using Linux we recommend recording with OBS (<https://obsproject.com/>). Contact us for help if you are recording on Linux.

Thank you.

**For additional support and guidance on
presentation recording and uploading,
please contact:**

icops2021@underline.io

For all other questions: icops2021@ieee.org

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