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Pre-recorded Video Lectures

GUIDELINES



Authors who confirmed their participation and presentation at the Global Conference on Space Exploration (GLEX 2021) to be held on 14-18 June 2021 did so on the understanding **that they commit to submit a pre-recorded video lecture, a full paper and will bring their slides on a USB Key onsite.**

The video lectures will be accessible to the audience participants through the Virtual Technical Gallery.

You can find below the instructions on how to prepare your video lecture.

1. Preparing Your Video Lecture

To record your presentation, you need a laptop with a webcam and built-in microphone.

If you are using a desktop computer or older computer, please make sure, that you are using headphones which have their own microphone. Please do not use the in-built microphone of your computer as this will not produce adequate audio quality.

To ensure adequate audio quality please also follow these instructions:

1. Connect the headphones with the 3.5 mm audio plug of your computer.
2. Make sure that the microphone sits in place (ideally 3-5 cm in front of your mouth)
3. Start a test recording - if the sound is not good, open the audio settings and correct the input volume and level - many computers offer the option of a pre-set option to reduce the ambient noise. If this is available, make sure this option is on.

The video lecture should last for a total of **10 minutes maximum**. Please note that recordings exceeding the respective time frame will be cut off.

The size of one video lecture presentation should not exceed **500 MB**.

Aspect ratio of your presentation should be **16:9 landscape** (mandatory).

There is no defined number of slides. Please keep in mind that there is limited time to present the content (10 minutes) and adapt the number of slides accordingly.

There are no slide templates available. However, you can find on the IAF webpage the **Author's Digital Kit** where you can find graphic materials that can be used.

Be sure to include your social media links on your final slide (Twitter, LinkedIn...) to make it as easy for participants to follow you if they liked your presentation. You might also include your email address and phone number if you would like for participants to reach you by those means.

IMPORTANT: A presentation with videos embedded into a slide does not make it a video lecture and will not be included the Technical Programme.

The dress code is business casual. Please wear the same clothes when you are recording your presentation.

2. Recording Your Video Lecture

There are several different tools you can use to record your video lecture. We recommend that you use either **Microsoft Powerpoint** or **Zoom** but you are free to use another software as long as it complies with the requirements. The presenter shall be visible speaking in the video lecture, **do not forget to turn on the webcam before starting to record.**

IMPORTANT: All files need to be submitted as **.MP4** or **.MOV**. Other formats cannot be accepted.

OPTION #1 - Microsoft Powerpoint

You can easily record your presentation through PowerPoint, capture narrations, slide timings, and ink gestures. Before you record the complete presentation, it is recommended to record only a small part of it first, and check if volume and image quality are sufficient. After you have made the recording, save or convert the presentation as a video file into .MP4 or .MOV.

For recording your presentation with a webcam and narration, please follow the technical instructions [HERE](#)

OPTION #2 - Zoom

You can also use Zoom to record your video lecture. Simply open your presentation file and open the Zoom Application (if you do not have Zoom you can download it here: <https://zoom.us/>)

Follow the instructions on how to film your lecture using Zoom [HERE](#)

OPTION #3 - Free choice

You can use any software of your choice in order to record your video lecture as long as it complies with the requirements described here above. For example, Open Broadcaster Software : <https://obsproject.com>

You will need to make your PPT slides separately, before launching your PPT to the software. The tool will then record the presentation with you as the narrator.

Please consult the tutorial on how to film your lecture with OBS on YouTube [HERE](#)

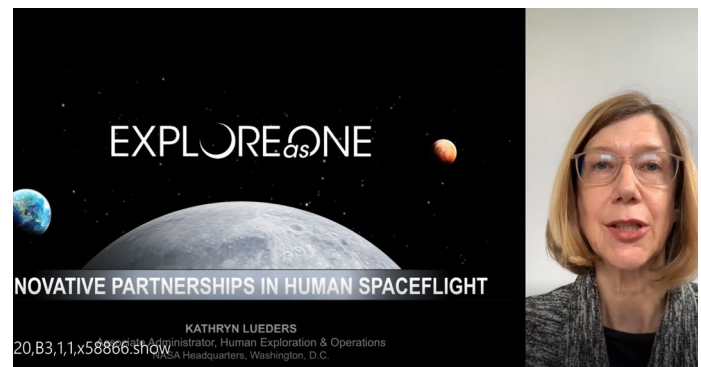


3. Uploading Your Video Lecture

- The video lecture file needs to be uploaded via the **IAF Restricted Area** at <https://iafastro.directory/iac/account/login/> by **28 May 2021**, 23:59 CEST (at the latest).
- Make sure the file is in .MP4 or .MOV format.
- Please note that presentations attached to emails cannot be processed.
- The technical details will be communicated in due course.
- If desired, you can also upload a portrait picture of yourself and a short bio [HERE](#)
- The pre-recorded video lectures will be available on the next day of the onsite presentation through the **Virtual Technical Gallery**.

4. Record Agreement

Before uploading your presentation, you will be asked whether you allow the IAF to post and archive your video lecture in the Virtual Technical Gallery and in the final version of the GLEX 2021 Conference Proceedings which will be made available to all the participants after the event. For archiving and sharing their video lectures, authors shall explicitly confirm their agreement by clicking on the “Agree” option before uploading their files.



Questions? Contact us at support@iafastro.org