

The 33rd Australasian Joint Virtual Conference on Artificial Intelligence

29 November – 30 November 2020

IMPORTANT NOTICE:

Registered authors are required to record and submit a presentation of their paper according to the instructions on this page.

The deadline for submitting video presentations:

Wednesday, 30 October 2020

The 33rd Australasian Joint Conference on Artificial Intelligence will be held in a virtual setting to accommodate the current restrictions related to the COVID-19 pandemic. The conference will be held in a fully pre-recorded format as a live stream with a live chat for registrants, as well as other additional online opportunities for getting engaged. Please find below instructions regarding the pre-recording and uploading of your presentation below.

To give all presenters and viewers of the 33rd Australasian Joint Conference on Artificial Intelligence the best possible experience, we kindly ask authors who will pre-record their presentations to comply with the technical specifications outlined below.

Due to the volume of video submissions the conference management team will not be checking individual videos for video/audio quality. It is the responsibility of individual authors to ensure that the file they upload is provided in one of the formats specified in this document and that video/audio quality is of a suitable standard for playback on the platform. It is strongly recommended that you submit your presentation well ahead of the submission deadline outlined in this document. Failure to provide a suitable recording may result in your presentations not being included in the online program.

Please note the conference team will not be editing any video presentations. All videos must be provided in their final edited format upon submission to the drop box.

Acceptable video file formats: MP4, MOV, WMV, AVI or FLV

SUBMITTING YOUR RECORDING

As part of your agreement to present at the 33rd Australasian Joint Conference on Artificial Intelligence your video presentation needs to be pre-uploaded to the following drop box by **Wednesday, 30 October 2020**.

Link: <https://www.dropbox.com/request/TI0Ls2peZleHeXUdeDIW>

Please name your file in the following format: Firstname_Surname_PresentationTitle

- Click on the Choose Files button to add your files. Once you have selected your video file, fill in your name and email so the conference management team can contact you if there are any issues, and click Upload.
- Don't close your browser window until the upload has completed.
- You will receive an email confirming your upload is successful.

If you are having any issues with uploading your video to the drop box please contact Consec – Conference and Event Management at abby@consec.com.au or on 02 6252 1200.

PRESENTER INSTRUCTIONS

Please read through all instructions carefully. If you have any questions please do not hesitate to email abby@consec.com.au

RECORING YOUR VIDEO:

Please make a recording of your presentation in one of the following files formats:

Acceptable video file formats:

MP4, MOV, WMV, AVI or FLV

Presentation time:

15 minutes presentation (pre-recorded)

4 minutes (live Q&A)

How you choose to video and record your presentation is at the discretion of you, the presenter. However please see the following suggestions if you do not already have a videoing platform:

- Recording in a professional studio
 - Recording via Zoom (allows for screen sharing and multiple presenters in the one presentation) – (download at <https://zoom.us/>)
 - Use free screen capture software, such as ShareX (download at <https://getsharex.com/>) or similar.
 - Filming with a smartphone/tablet
- For video, capture a single screen with your presentation/slides in full screen. Advance the slides as if presenting normally. Video feed of the presenter (such as via webcam) is encouraged but is not required.
 - For audio, we recommend using an external microphone whenever possible. Using the microphone built into your webcam and/or laptop is also acceptable, but please ensure that you minimize ambient noise.
 - Make sure to record the video in 1080p resolution (or your maximum screen resolution) and at 30 frames per second in the MP4 or MOV video format.
 - Once you have begun recording, but before you begin your presentation, please stay on your first slide for 10 seconds without talking. After the initial **10 seconds** of silence have elapsed, you may proceed with your presentation normally.
 - Similarly, after you have concluded your presentation, please remain on the final slide for **10 seconds** in silence.

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For further presenter tips please [CLICK HERE](#)

VIDEO PRESENTATIONS TIPS

- **Test your video and audio** before starting your recording to ensure that they are both working
- When possible, try to **use a good quality camera and headset** instead of your computer's built-in ones as the quality is even sharper with higher quality hardware.
- **Adjust your camera** and **don't get too close**. Position yourself so the camera is seeing you from the chest or waist up, instead of just seeing your face. This is especially beneficial if you tend to gesture a lot.
- **Be prepared** – know your material. Practice your presentation and take the time to become familiar with the controls in your videoing platform – ie Screen sharing
- **Be focused** on your presentation. Remove distractions (kids and animals), turn off phone, skype, email notifications. Close the door to your office/ presentation space and be ready to present
- **Virtual presentations:** Use bullet points and keep sentences short and specific. Be sure to keep your presentation with the specified time frame
- **Be a professional broadcaster:**
 - Speak to the camera and make sure you dress appropriately.
 - Think about backgrounds and lighting – try to keep background simple and uncluttered.
 - Don't work in the dark – if possible, keep windows closed behind you and try to have natural light on your face
- **You are now a professional TV personality**
 - Speak conversationally
 - Speak to the camera
 - Speak to your audience
 - Show a short video clip
 - Avoid lots of PowerPoints, info possible
- **Move around**
 - Don't be stiff and mechanical
 - If feasible, **stand up!** This keeps you dynamic and energetic. If you do stand, try a [slide advancer](#) instead of clicking next on your keyboard for a more natural experience.
 - Use hand motions
 - Speak with energy and passions
 - Being animated and human really transmits to your audience
- Your best teacher is yourself. **Record yourself and watch the playback** with a critical eye. Did you talk too quickly? Too many ums and ers? Even send the recording to a friend who you know will give you candid feedback.