



MaFLA Fall Conference, 2021

Guide for Presenters:

Technical Considerations

1. Keep the full video under 60-minutes for Deep Dive presentations. Keep the full video under 15-minutes for Bite Size presentations.
2. Insert the MaFLA-provided Introductory slide at the beginning of your presentation, adding the title of your session and the names of all presenters.
3. Insert the MaFLA-provided concluding Slide at the end of your presentation, including names and contact information for all presenters.
4. Please use this naming convention for your video file
 - a. LastnameFirstname_PresentationTitle
5. Please submit files as .mp4 or .mov.
6. There should not be any reason to compress video files for size. Our delivery tool, Box, will be able to accept nearly any file size.

Guidelines and Recommendations for Recording Video and Audio

These are general guidelines for self-recording. Depending on the tools you use, these may or may not be relevant.

1. Please ensure you are visible during the presentation. If you are using ZOOM or another recording platform, please select "Shared Screen with Speaker View" so that both you and your presentation slides are visible throughout the presentation.
2. Using the MaFLA-provided Introductory Slide as the visual, begin recording 10 seconds before you transition to your title slide and begin your voiceover. Once the presentation has ended, transition to and use the MaFLA-provided Concluding Slide as the visual and wait 10 seconds before you stop recording.
3. If you are using a webcam or mobile device to record, spend some time setting up your shot before recording. Ensure you are in the center of the frame. Do not zoom or adjust the camera in the middle of recording. Consider your background and what the viewer will see behind you. Choose a background that will not distract your viewer.
4. Consider lighting. You will want to record in a bright location with ample light falling on your face. A key or primary light on your face is ideal. Lamps and other household lighting can work well with a thin cloth over the light as a diffuser. Sunlight streaming in through a window is also good. Do not position yourself directly in front of a light source such as a window. This will result in a silhouette effect, making you appear very dark.
5. Speak loudly and clearly (but do not shout). You may want to test your audio prior to recording.

6. Record in a quiet location. It is important to create a quiet environment when capturing audio. Find a private room or space away from other people. Turn off any fans, air conditioners, or other sources of background noise. Close windows to block street noise. Be sure anyone else in the room is silent.
7. Make sure you have enough battery life and storage space before you begin recording.

Uploading Video Files to Box

Presentation video files will be submitted through Box. Step-by-step instructions for uploading your file to Box are provided below.

1. You will receive an invitation link via email to the presentation upload folder in Box. Click the invitation link.
2. The link will take you to a screen prompting you to log in to Box.
 - a. If you already have a Box account, skip to step 7.
 - b. If you do not already have an account, click "Sign Up" in the top right corner.
3. By default, Box will give you the Business Plan options first. Do not select any of the business plans. To the left of Business Plans, Click "Individual Plans".
4. Select the Individual Free plan by clicking "Sign Up" under the Individual Plan.
5. Enter your Information in the prompt and click "Submit".
6. An email will be sent to the email account you entered. Open the email and click "Verify Email". After verifying your email, you will be redirected to Box and logged in under your new account. From there, you will be able to access the presentation upload folder.
7. Once inside your Box account, you will see the folder named "MaFLA Conference 2021." Click on the folder.
8. Once inside the folder, you will see the upload page. When you are ready to upload your video file, drag and drop the file into the "Drag and Drop" box in the center. Alternatively, you can select the grey "Upload" box in the top right corner and select the file you want to upload. Once uploaded, you will then see your file added to the folder.

Questions

If you have any questions, please email us at conf.support@mafla.org