DENTAL TRAUMA GUIDE
- evidence based treatment guide -

Webinar 2021 - lecture recording

We hope this guide helps you deliver the best material possible to upload your presentation for the Copenhagen Webinar 2021.

You must deliver the following items to us, and we will make the final composition in cooperation with you. Please send your files to **emma.fernandez@dentaltraumaguide.org** before **Sept. 20th 2021**

Expected Items

1. Video of you talking/presenting your lectures in High Resolution, preferably using an external microphone attached to your device (see recommendations on sound).

2. A simultaneous screen recording* of your PowerPoint presentation, also with sound (even when having an external microphone on the camera or cellphone, record the sound from the default laptop's microphone).

3. A copy of your PowerPoint presentation. Your PowerPoint slides size must be Widescreen (16:9).

If recording simultaneously from your camera and the screen is not possible, please send us the videos of yourself and a timeline of where the slides should match your phone/camera recording.

The final presentation video will be made from a preset template. This means we will try and fit all presentations into the same template, if possible. But we will make individual adjustments to each lecture (if necessary) to get the best result possible for the audience.

The final format will be decided when we have evaluated the presentations.

Presentation

Lecturer

(Alternatives)
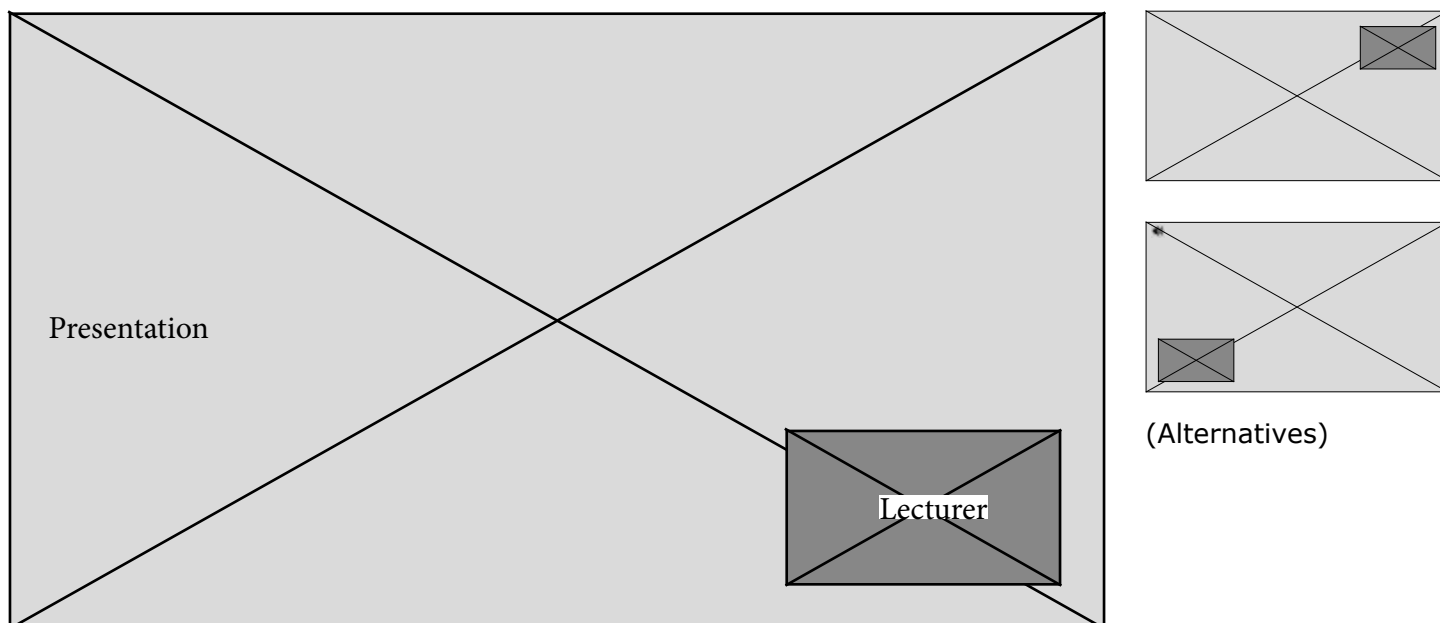
(For your introduction the screen would be switched)

Lecturer

Presentation
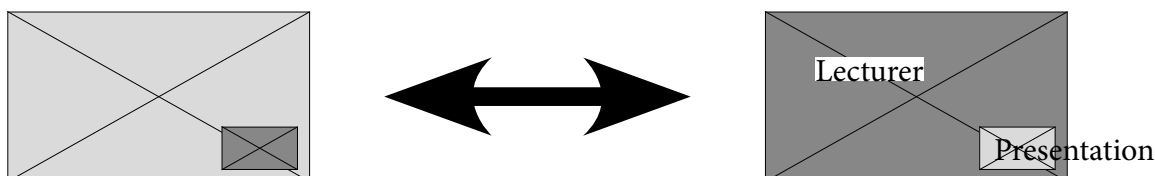
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* Screen Recording

There are several applications that allow you to record your screen. There are many free options on the internet, but they have their limitations. We recommend the following:

Snagit (PC and Mac) - a simple solution that allows you to record the full screen and storage it locally in your computer.

Screencast O Matic - The free version allows screen recordings of only 15 minutes.

For Mac users, press: *command+shift+5* to open the integrated OSX recorder.

When you record simultaneously from two different devices, (phone/computer screen) **start always with a clap**. This is to synchronize the sound in post production.

- *We recommend the use of a Power Point remote pointer to control the change of slides and make important remarks in your presentation*
- *Disable all notifications incoming in your computer*
- *Preferably disable the web camera when recording the screen*
- *Be sure the microphone is enabled and the system audio turned off.*
- *Record the full screen*
- *Present your powerpoint as a slideshow*
- *Start the screen recording before you start your presentation*
- *Remember to clap before you start to talk*
- *In case you create several videos, please add a numerical order to the file name.*
- If simultaneous screen recording with sound is not possible please send us a time-line of where the slides should change, to match your camara/telephone video.

Video Transfer

As the files will probably be too big for send them from e-mail to e-mail, we recomend to use Wetransfer to send them to **emma.fernandez@dentaltraumaguide.org** before **Sept. 20th 2021.**

If you have any doubt regarding the recording of your lecture, or you need technical help, please do not hesitate to contact:

Emma Fernandez
emma.fernandez@dentaltraumaguide.org
+45 52 65 65 29 (Also en Whatsapp)

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VIDEO OF YOU TALKING/PRESENTING YOUR LECTURES - SOUND

Microphone (sound)

<u>The sound is even more important than the image</u>. Our eyes can decode a bad image, but our ears cannot handle bad sound.

Most smartphones or cameras have good microphones. But because we recommend sitting or standing at a certain distance from the smartphone or camera, an external microphone is the best solution.

If we should advise you about microphones, we would recommend either using a microphone that records in a specific direction (directional mic)

http://www.rode.com/microphones/videomicme

Or a microphone that is specific for interviews and will be attached to the shirt (Lavalier mic)
https://www.ikmultimedia.com/products/irigmiclav/

**Always check the type of connection compatible with your device.

TIPS:

- ***Always make a test before the final video so you can check the quality. Also make your presentation in due time, more than one recording could be necessary.***

- *Make sure the microphone can record you speaking in a normal tone*

- *If you don't have an external microphone for your phone, try with the headset that came with your device. To create a more aesthetic look wear it only in one ear or cover the earphones and wires in your clothes, leaving the microphone outside.*

- *If your camera still does not recognize the external microphone, download the free App Open Camera and select record Audio from External Microphone*

- *Another option is to connect the microphone to your computer instead, in post production we can take the quality sound from your screen recording.*
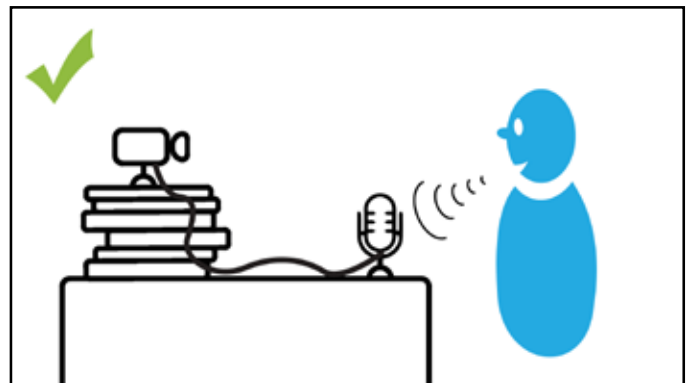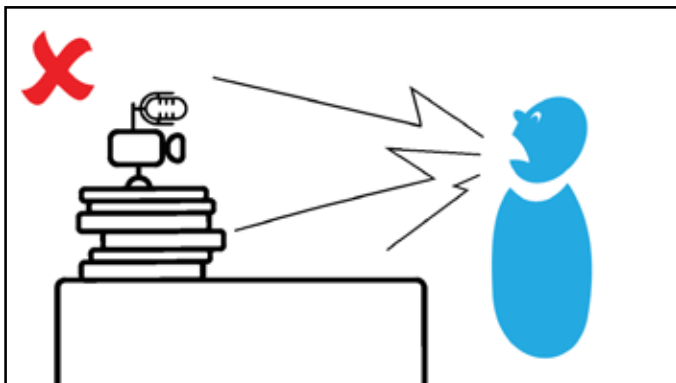
VIDEO OF YOU TALKING/PRESENTING YOUR LECTURES - PICTURE

There are several things to consider when presenting at a webinar.

We have decided to include a video of the presenter explaining and commenting on the slide-show presentation. This guide will help you to create the material we need to get the final video.

Camera (picture)

It is possible to make recordings with various devices. The quality will, of course, reflect the equipment used. There is more advanced equipment than others, but **it is not a must** to have a professional video setup for you to deliver a high-quality video.

The audience will see the webinars on a computer, tablet or smartphone. Therefore, the quality must match that. Most new phones have excellent cameras. The same goes for new camera models. Please record yourself in HD and landscape format for best results.

When recording with a smartphone or the screen computer, remember to put it on "flight-mode" So you do not get interrupted by a call or e-mail in the middle of the recording -and maybe attach a power bank to make sure you have enough power on the phone.

TIPS: Always make a test before the final video so you can check the quality. In addition, make your presentation in due time, more than one recording could be necessary.

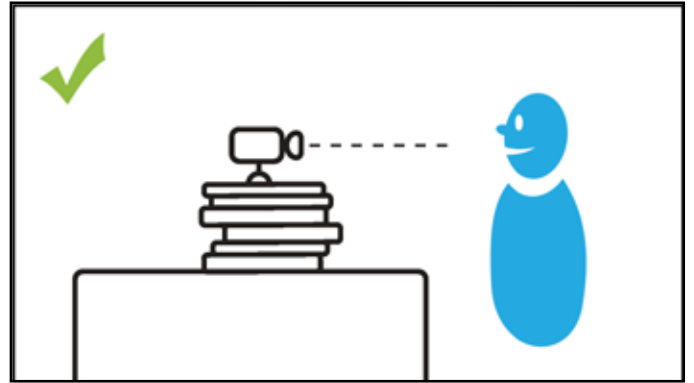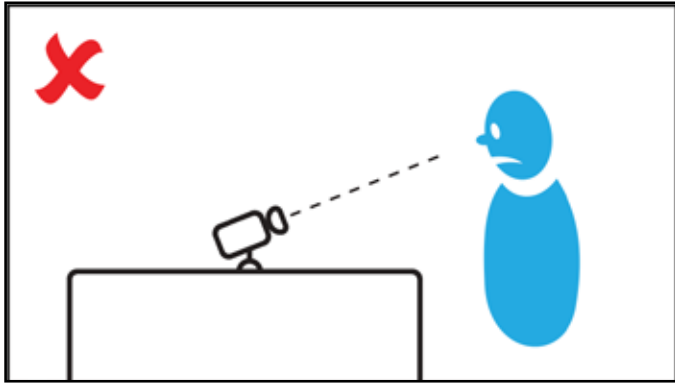**Camera fixture** (hand-held camera shakes, put it on a stand)
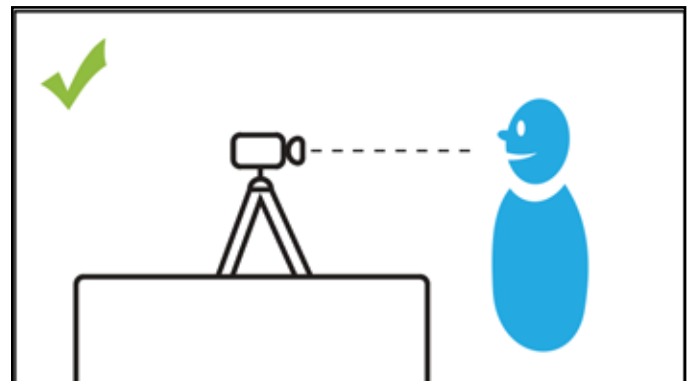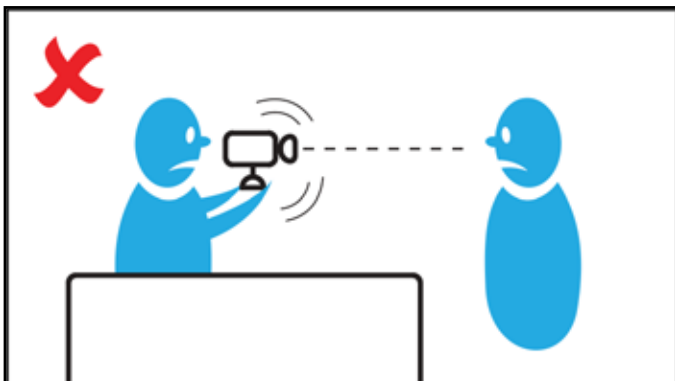
**Camera position angle** (avoid filming from below, elevate the lens to your face height)

Camera distance (not too close - about an arm's length is often the right distance)

Look into the camera (speak directly to the audience. Look at the camera lens. *Tip: you can paste a Post-it with a smiley just below the lens of your device)*
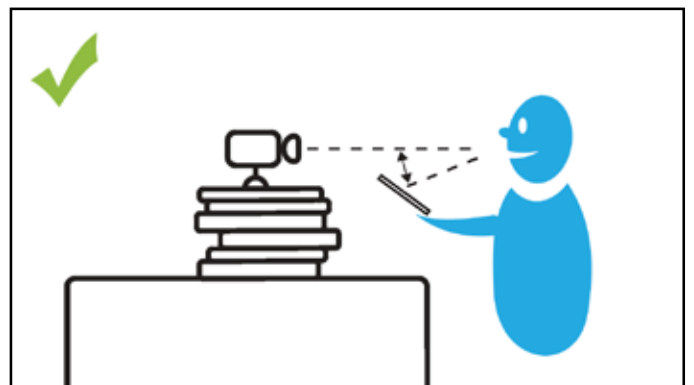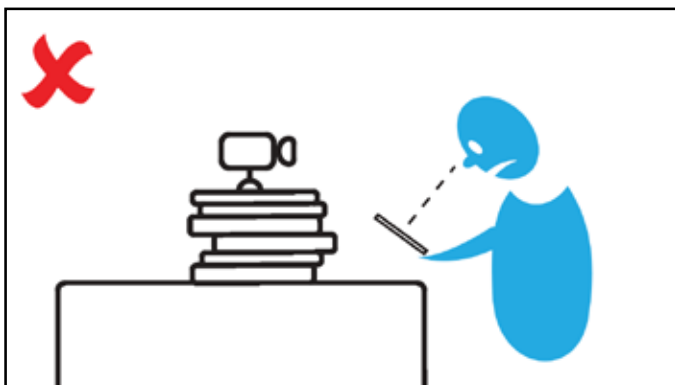
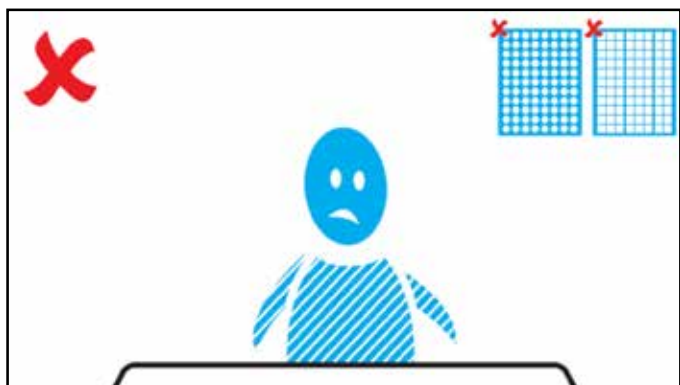**Light** (the main light should come from behind the camera and be evenly distributed)
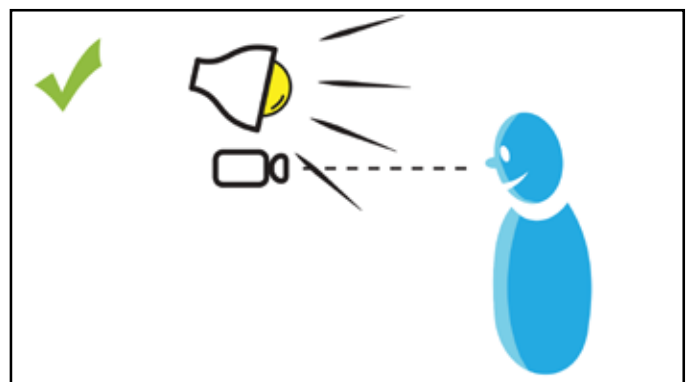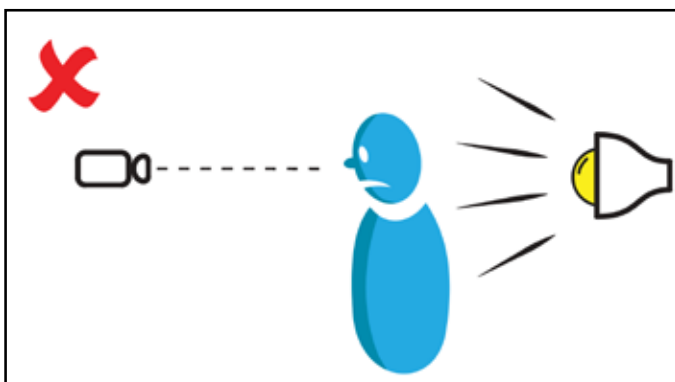
Screen-friendly clothes

Avoid stripes, dots or elaborate patterns. These create moiré or watered textile.

Use a colour that differentiate you from the background (Avoid dark clothes with a dark background, or white clothes with a white background)

Background (be aware of not having a too noisy background, calm background is preferred)

Use a colour that differentiate you from the background *(Avoid dark clothes with a dark background, or white clothes with a white background)*

Avoid a green screen or a computer generetad background.