



## Presenter Instructions for VIRTUAL Presentations

*In order to ensure a glitch-free online event, we ask all workshop authors to pre-record and submit your presentation no later than July 24th, 2020.*

**The instruction below is adapted for KDD Workshop MLHat 2020 based on the official instruction for KDD main conference.**

We will be using the virtual presentation platform vFairs for KDD 2020. In order to load the platform with all conference materials, we ask that you provide the following by July 24th, 2020 to ensure your presentation is a part of KDD Virtual Conference:

- Prerecorded video presentation
  - Your video must fit the time constraint. For MLHat 2020, the authors should prepare a video of 10–11 minutes in length.
  - Your presentation MUST be submitted as an mp4
  - Below are instructions for the two most common ways to record your audio presentation over your PowerPoint deck
  - **IMPORTANT: please name your file this way:** (## is your paper/abstract number)  
 WorkshopName\_##\_PresenterLastName\_KDD2020  
*i.e. MLHat\_9\_Johnson\_KDD2020*
- Please submit to the [KDD PRESENTER SHARE FOLDER](#).
  - Open the link
  - Navigate to folder “KDD2020 Workshops” and then to “MLHat 2020”
  - Click on the “Upload” button
  - Should you wish to upload an updated video presentation, please note the version or state “UPDATED” to your file name

As well, please complete the [ACM Permission and Release Form](#) in order to gain your permission (or not) to post your presentation online during and after the symposium. Download the form, sign it and submit it to [kddproduction@executiveevents.com](mailto:kddproduction@executiveevents.com).

**If you have any questions, please contact KDD event management at [kddproduction@executiveevents.com](mailto:kddproduction@executiveevents.com).**

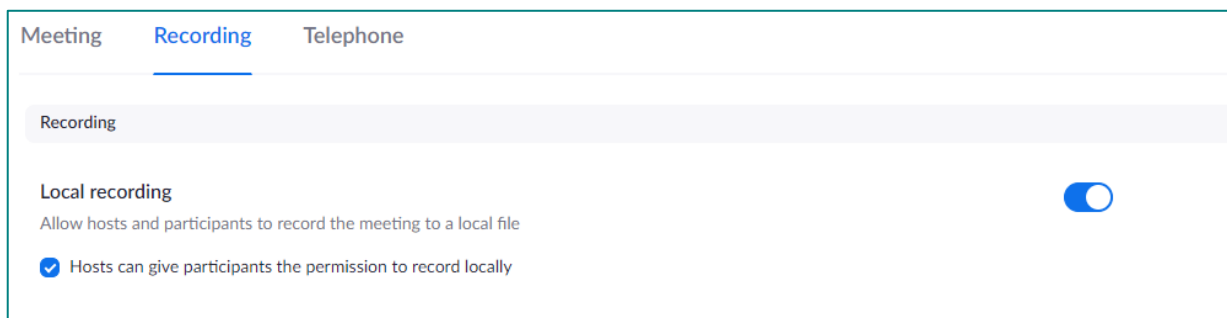
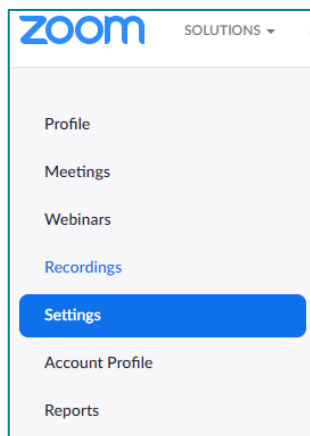
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### Recording Option One - ZOOM

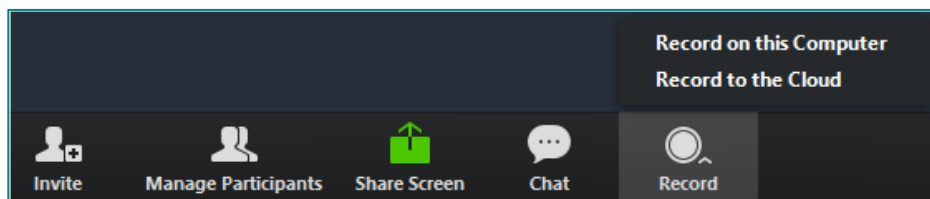
- If you do NOT already have your own Zoom account
  - Visit <https://zoom.us/signup> and enter your email address
  - You will receive an email from Zoom (no-reply@zoom.us)
  - In this email, click ACTIVATE ACCOUNT

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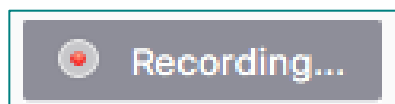
- Once you have accessed your new or existing Zoom portal, enable Local Recording:
  - Click Account Settings
  - In the Recording tab, navigate to the Local Recording option and verify that the setting is enabled.
  - Click the toggle to enable, if necessary. If a verification dialog displays, choose Turn On to verify the change



- Starting a Local Recording
  - Ensure your presentation material (PowerPoint, Keynote...) is open
  - In the top right toolbar, click Host a Meeting and start a Zoom meeting as the host
  - Select pre-determined video option
    - ⇒ Video On
    - ⇒ Video Off
    - ⇒ Screen Share Only
  - Click the option to Record, once meeting begins
  - If there is a menu, select Record on this Computer



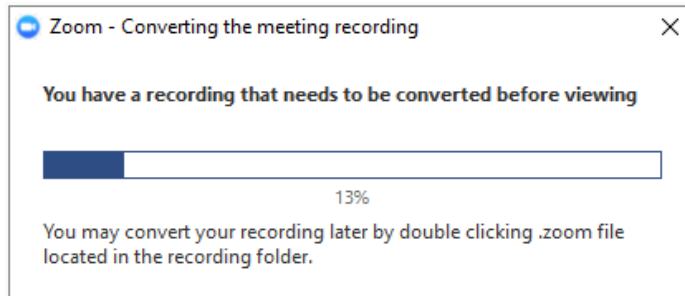
- Select Share Screen option to begin sharing your presentation materials
- You will see the following recording indicator in the top-left corner while recording is active (please ensure this icon is shown before beginning presentation)



- Downloading Your Recording

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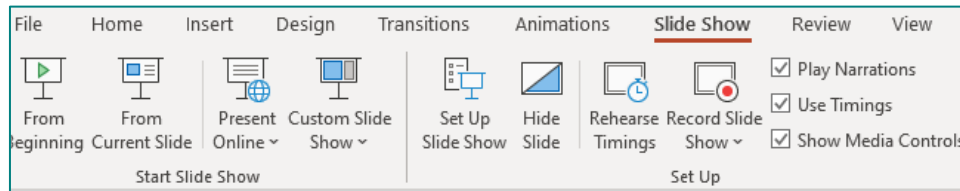
- Once you have completed your presentation, Zoom will convert the recording so you can access the files



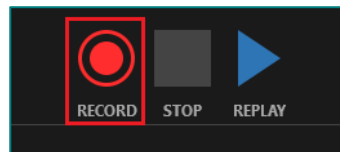
- Once the conversion is complete, the folder containing the recording files will open
- All recordings will be placed in a Zoom folder found in the following file path
  - ⇒ PC: C:\User Name\Documents\Zoom
  - ⇒ Mac: /Users/User Name/Documents/Zoom
- By default, an audio/video file (MP4) will be named <Zoom\_0.mp4>
- By default, an audio only file (M4A) will be named <audio\_only.m4a>
- Please rename your presentation file "MLHat\_##\_PresenterLastName\_KDD2020" once download is complete

### **Recording Option Two – Powerpoint (PC)**

- Open your presentation deck in Powerpoint
  - Click the Slide Show tab (Note: Do **NOT** add audio under Insert and Record Audio; this method will not allow you to save your PowerPoint as a video.)

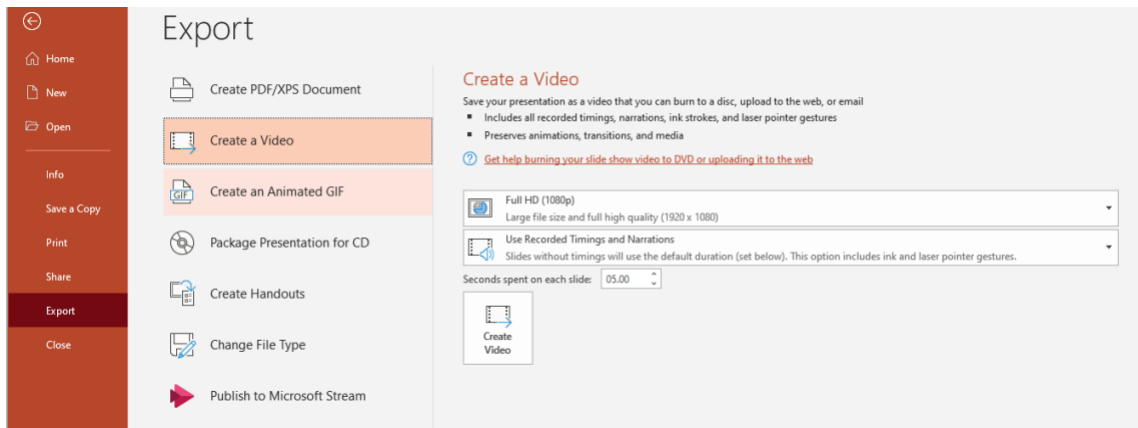


- Click Record Slide Show (Note: Audio may start recording automatically if you have an older version of PowerPoint.)
- Select Record from Beginning
- Click Record in the upper left corner to start recording narration for a slide. Note: PowerPoint will give a three-second countdown before it begins recording



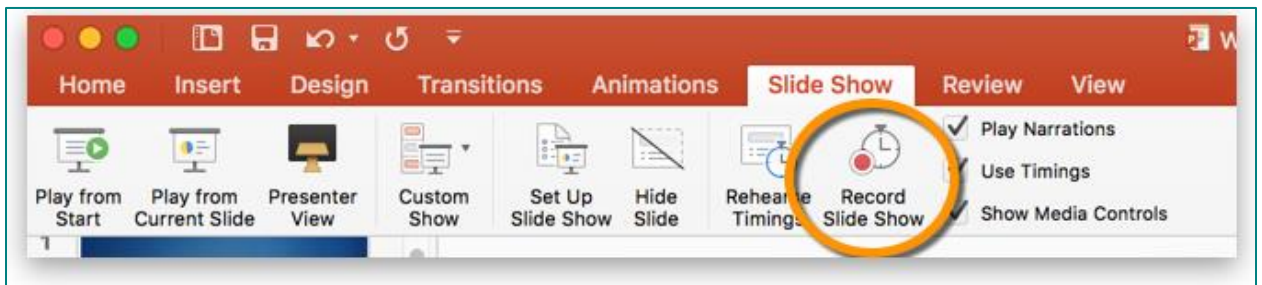
- Record narration
- Click the blue Replay button to listen to the recorded audio and ensure it was recording
- Press [Escape] or the 'X' button located in the top right of the screen when the audio recording is finished.
- Saving your Recording
  - Save your video by first clicking File
  - Select Export
  - Select Create a Video

- Follow prompt/pop-up window to save your video in a memorable location

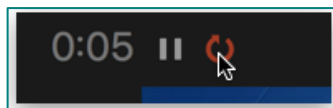


**Recording Option Two – Powerpoint (MAC)**

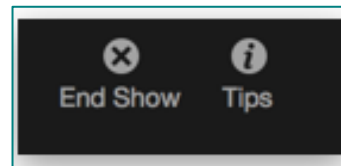
- Open your presentation deck in Powerpoint
  - Click the Slide Show tab. (Note: Do **NOT** add audio under Insert and Record Audio; this method will not allow you to save your PowerPoint as a video.)



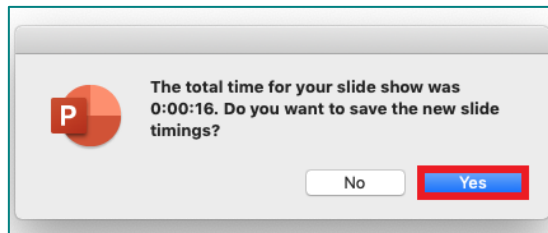
- Click Record Slide Show
  - The presentation will start recording right away, but you can start it over for the slide by clicking the rewind icon



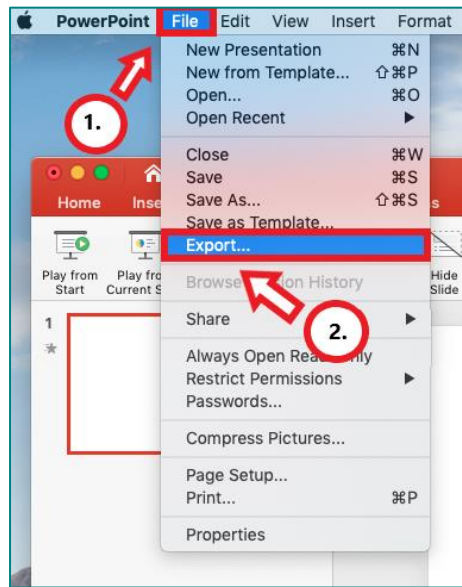
- Record presentation
- When finished, click End Show in the upper left corner



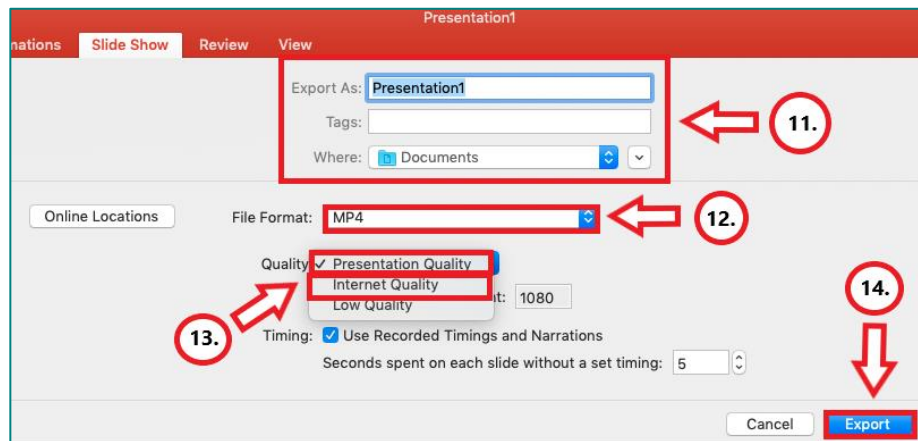
- Saving your Recording
  - Click Yes to save the audio narration



- To save the PowerPoint as a video, click File and then select Export



- Fill out text boxes (Export as) and follow PowerPoint's prompts



- Select MP4 from the File Format options list
- Select Presentation Quality or Internet Quality (Note: Presentation Quality will take longer to export. Click Export.

### **A Few Things To REMEMBER**

#### Audio Considerations

- Microphone:
  - USB microphones, or “external” microphones, are higher quality than laptop-provided microphones and might be a better choice for creating your presentation.
  - Keep microphone close by - do not get too far away from your microphone
  - “Emote!” (portray emotion in a theatrical manner).
  - Keep water close by
- Sound:
  - Feedback:
    - Use one source of audio – use computer OR phone (not both).
    - Keep speakers (event sound) at minimum levels (not high sound)
  - Speakers may be required to hear any questions, interactions, or to hear the technical team and event Facilitator.

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- For the best experience:
  - Ensure you have good speakers on your computer
  - External speakers enhance the experience (easy to find on Amazon.com)
  - Headsets provide comfort and high quality (use when not on camera).

## Video and Appearance

- Camera
  - Position the camera so that it is just above eye level.
    - Treat the computer's camera lens as if it were your audience
    - Look directly at the camera
    - Consider using a camera lighting kit for the best lighting (these are affordable and easy to find on Amazon - look for "camera lighting kit")
      - Regular room lighting is not a good representation as it only lights from the ceiling down, which can cast a shadow on your face, and tends to focus on the top of your head.
- Makeup - can help cover blemished or "shine" on your face.
- Clothing
  - Jewelry does attract attention! – avoid "flashy" jewelry
  - Long necklaces or large hoop earrings may move and lay out of place (drawing attention)
  - Ties and Pocket Squares: each can move and display incorrectly (drawing attention)
- Colors: a camera will boost contrasts.
  - Good colors are neutral and warm tones like gray or light pastels
  - Solids are best – patterns can be distracting
  - Bad colors are white, bright red, all-black, and green (when using a green screen background)
- Background Images
  - You are always "judged" on your background
    - Keep uncluttered
    - Remove "focal points" like clocks, pictures, coats, doorways
      - What is seen WILL be looked at!
  - Remind others in home/office you are "RECORDING"
    - Place a note on your door to avoid being interrupted or lock your door
    - Keep environment sounds to a minimum, like kids crying or dogs barking (good microphones do pick up those sounds)
- If using chalkboard or dry-erase board, test to ensure chalk or markers can be seen. Use dark markers like red and blue

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