

Instructions: paper presenters

We require the following, to be uploaded to Easychair by 31 May 2024

- A 15-minute presentation about your paper, saved as an MP4 file (instructions about recording a presentation are available on the IIC website). The maximum file size for uploading is 300MB.
- A 'head and shoulders' photograph of each of the authors of your paper
- A 100-word biography for each of the authors of your paper
- A completed copyright form giving permission for your presentation to be available on the congress platform (copyright forms are available on the IIC website, note that copyright for your paper will be dealt with separately by Taylor and Francis)

Optional additional material

If possible, please also upload the following to Easychair, which will be used on social media to help promote the congress, and will be covered by the copyright form for your presentation:

- A still image or a 30-second 'teaser' video

Presentation transcripts

Once we've received the presentations, we will transcribe them into English [Spanish and Portuguese to be confirmed]. Our Technical Partner for the Congress is Cadmore Media and they will be in touch with a link to the transcripts to ask authors to check and edit the transcriptions for mistakes. So please be ready for a request to do this.

Format and Storytelling Approach: Pre-Recorded Presentations

We want the Congress audience to be inspired by your paper. We are not looking for you to read your papers, quite the opposite, we would rather you tell us what is amazing about the work you have done. It is important to present this message to the Congress audience, who are watching both online and in-person.

In terms of storytelling, we are including a few general pointers to preparing presentation material:

- **Introduction-** When you begin your presentation, please remember to introduce yourself, your work, and any partners or contributors you would like recognised.
- **What's your 'unique focus'?** A short, interesting introduction to grab audience attention is important. Most statistics on how video is consumed online show that you have three seconds to make an impression before people's attention wanders.
- **Your main talking points.** Having these clearly outlined is important, so that you can foreground them in your presentation.
- **What will you use to make it visually engaging?** We recommend using Powerpoint, Googleslides or Prezi. Having a good selection of images is crucial and it is important to consider spacing images and text so that slides are not challenging to read. You can include more interactive content although this can also be added as supplementary material to your paper published online in *Studies in Conservation* on the Taylor and Francis website, which supports video clips, maps, drawings, 3D models: [Enhancing your article with supplemental material - Author Services \(taylorandfrancis.com\)](https://www.taylorandfrancis.com/author-services/)

General Tips

You can film your presentation with a video camera, smartphone, tablet or desktop computer. Cadmore Media have created a Technical Guide: [Cadmore_RecordingDoc4 \(iiconservation.org\)](https://www.iiconservation.org/Cadmore_RecordingDoc4) to help. Many of you may be familiar with doing this already, but for those that aren't, the three important considerations are: **CAMERA ANGLE, LIGHTING, and AUDIO.**

Remember: try not to film yourself from below! Prop up your laptop on a pile of books or position your phone so that the angle is straight on. Make sure you're evenly and well lit, and that there are no shadows obscuring your face so people can read your lips, or a bright window behind you.

Background: Please also, pay attention to your background, we are encouraging professional backgrounds where possible. We also understand that you might prefer to use different Zoom environments as backdrops but in some cases, this can cause image distortion. If it is safe and possible for you to film in the historic environment or heritage setting linked to your talk, that would be wonderful to see!

Audio

If the audio quality is poor, we may ask you to re-record your video so that it can be transcribed. Here are some tips that will help:

1. Choose a room with as little echo as possible. Hanging up blankets, duvets, or lining the area with pillows can help dampen echo (just so long it doesn't look like you're in a pillow fort for the visuals).

2. Be aware that if you're using a built-in mic and you use your computer while recording, the internal mic will pick up all typing and mouse clicks.
3. Shifting things that are on the same surface as your mic (moving a mug, adjusting a lamp) will also be picked up, and could interfere with your talk.
4. Test your audio before making your final recording. Listen for echoing, muffling or clipping (when you talk too loudly and the audio gets distorted).
5. Adjust mic placement (if external) or your distance from the computer to get a good balance. You can also adjust the settings of the mic on your computer (Settings on PC, System Preferences on Mac).
6. If possible, try to keep all other noises to a minimum while you're recording. This includes closing doors and windows, switching off fans and other devices that hum or whir.
7. Make sure to leave a buffer of roughly 10 seconds at the beginning and end of your clips. If possible, try to record your talk in one clip (mistakes included!) as it makes it easier to edit out the errors and keep a consistent sound quality throughout.
8. If you're worried about the audio, you can always record a backup on your phone to send along. While the audio quality may be different, it will be better than missing bits of audio. Just make sure you're on 'Do not Disturb' or Airplane Mode so text messages, push notifications or calls don't interrupt.

Then practice, practice, practice - it might take a couple of tries to record your talk, often presenters find it useful to present to someone (even if it is the cat).

Good luck and we look forward to receiving your recording, and don't forget we are here to support you if needed.