



# Workshop Presentation Information

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# PRE-SUBMISSION OF ELECTRONIC PRESENTATIONS AND RECORDINGS

**Recordings:** All speakers are required to pre-record your presentation for the SEG/AGU Advances in Distributed Sensing Workshop. **Submissions are due 5pm Central time, 28 January.** Sensitive information should be edited out during the pre-recording, so you only share what you can/want. Information on how to record your Presentation via PowerPoint and Zoom can be found below. You may also use MS Teams or your preferred method to record.

SEG will begin accepting your pre-submissions beginning Wednesday, 13 January 2021.

You may email your presentations to Kristi Casey, [kcasey@seg.org](mailto:kcasey@seg.org), please keep in mind the size of your files. Larger files may not be delivered. Other ways to submit your presentation:

- Utilize wetransfer.com to submit to [kcasey@seg.org](mailto:kcasey@seg.org)
- Utilize a file sharing service like Dropbox, Box, etc. to share the file with [kcasey@seg.org](mailto:kcasey@seg.org)
- Upload your presentation to a FTP site and share that location with [kcasey@seg.org](mailto:kcasey@seg.org)

## HOW TO RECORD YOUR PRESENTATION

Visit these helpful videos on how to record your presentation in Power Point or Zoom.

We do not have a set background for your event, but please try to utilize a plain wall or bookcase in your recording location that may be less distracting. Please visit these sites for further information. (Please note they are housed on the SEG20 web page, but apply to our workshop.)

[Virtual Presenter Best Practices for Recording your Presentation](#)

[How to Record your Presentation in Power Point-video](#)

[How to Record your Presentation in Power Point-text](#)

[How to Record your presentation in Zoom-video](#)

[How to Record your Presentation in Zoom-text](#)

## FILE TYPE

File type for recordings is Mp4 with a file size limit of 1G using Full HD (1080p).

## CHECKLIST FOR RECORDING

- Prepare your script.
- Print a copy of the slide show with notes for yourself before recording.
- Run through it and time yourself. Practice.
- Record

- Use headphones to improve audio quality. If you have a mic, use it.
  - Be sure to silence your phone.
  - Close all programs except those needed to present.
  - Isolate yourself from noises that could happen at home or outside during your presentation. Some examples: lawn work, home telephones, etc.
- Watch your own video to ensure you are within your allotted presentation, audio sounds good, etc.

## LENGTH OF PRESENTATION

Time allotted varies per session. Please keep your recording to the time allotted. If your recording is longer than requested, it will be sent back and you will be asked to rerecord the presentation within 24 hours

- Standard Sessions (Session 1, 2, 4, 5, 6, 8, 9)- 20 minute recording of presentation with slides
- Lightning Talk Sessions (Session 3, 7)- 5 minute recording of presentation with maximum of 3 slides

Please note all presentations will have a 5 minute moderated live Q&A immediately following their pre-recorded presentation.

## PROGRAM

The program for the workshop is posted on the event website under the Attend tab and will be updated as needed. The schedule for the workshop will be as follows:

- 8 February 2021 9:30am-2:30pm Central Standard Time
- 9 February 2021 9:30am-3:30pm Central Standard Time

<https://seq.org/Events/Distributed-Sensing-for-Geophysics>

## FORMAT

We will utilize a Zoom Room format for the workshop. You will receive the Zoom information prior to the event, once you have registered. It will likely arrive 5 February 2021.

The organizers will play your pre-recorded talk(no need to share your screen) during the allotted time and once the recording ends, the workshop attendees will be allowed to ask questions as they would in person with the Organizing Committee monitoring the discussion. This portion will be live and in real-time.

## REHEARSALS

We will work with each presenter to discuss any challenges and answer any questions. No formal rehearsals are currently scheduled.

## FOR MORE INFORMATION

Please contact Kristi Casey, [kcasey@seg.org](mailto:kcasey@seg.org), Jonathan Ajo-Franklin, [ja62@rice.edu](mailto:ja62@rice.edu), or Christopher Sherman, [sherman27@lntl.gov](mailto:sherman27@lntl.gov).