OSEP Conferences

Recording Guidelines for Presenters

Prepared by:
American Institutes for Research

1400 Crystal Drive, 10th Floor
Arlington, VA 22202-3289
202.403.5000

www.air.org

Contents

I. Guidelines and Information

Logistics

ALL presenters (primary and co-presenters) must **register** for the conference. Please note that the platform used to submit your proposal is different from the registration platform. It is the primary presenter's responsibility to ensure all co-presenters are registered.

Dissemination of Presentations

By accepting the decision to present at the 2021 OSEP Leadership and Project Directors' Conference, you are confirming that all presenters and co-presenters **consent to granting OSEP permission** to edit your session, disseminate your session via the OSEP IDEAs That Work Resources YouTube Channel, and archive your session on our conference website.

508 Compliance Requirements

In accordance with best practice, <u>all</u> session presenters are required to submit Section 508 compliant presentation recordings and handouts. All session presenters must review the conference website, which provides guidance and tips for developing Section 508 compliant materials. All presentation recordings, materials, and handouts must be Section 508 compliant and submitted through the conference portal by the deadline specified on the conference website. If submitted presentation recordings and handouts are not Section 508 compliant (this includes recordings being captioned), the content will be returned to the presenters to ensure compliance. **Only Section 508 compliant content will be posted in the conference platform and later archived on the conference website.**

Presentation Materials

- All presenters are required to record presentations, with captions, on their own. Tips and guidelines for recording a presentation can be found below.

- **Presentations may be reviewed** by staff from the Office of Special Education and Rehabilitative Services, which may result in revisions to presentation content/speaker notes. You will be notified of any changes needed prior to the conference.

- Recordings of all breakout and poster sessions will be included on the conference platform for the duration of the conference and will be archived on the OSEP IDEAs That Work Resources YouTube Channel.

- For your recorded breakout presentation, **you are required to use the PowerPoint template available on the conference website,** which includes disclaimer slides that must be shown during your presentation.

- **All poster session presenters must use the Poster Session template that is available on [the conference website](#).** Elements of the template can be updated to reflect the needs of presenters (e.g., section titles, font sizes, addition of Center logos), but presenters should ensure that the conference logos and disclaimer are not removed.

- Electronic handouts to accompany presentations will be included on both the conference platform and archived on the full conference website if they are Section 508 compliant.

- Please be mindful that the images used in your presentations are subject to copyright. **You are responsible for ensuring that all images and video clips used in your presentations have the necessary permissions.**

II. Creating and Captioning Videos

All presenters are responsible for recording their videos on their own. Breakout session videos should be a maximum of 30 minutes in length and should be accompanied by timed captions.

We suggest recording your presentation using the webcam on your computer. There are several recording platforms available to record videos – note some of these platforms may require a subscription. These include the following:

- [Google Hangout](#)

- [GoToMeeting](#)

- [Microsoft Teams](#)

- [Zoom](#)

If you do not know how to record a video using your webcam or do not have access to any of these platforms, please contact us at osep-meeting@air.org and we will provide additional guidance documents and links.

Recording

Professionalism

We strongly encourage all presenters to develop a script and practice it prior to recording to ensure it reflects the quality of presentations at an in-person conference and is appropriate for OSEP audiences. You can do the presentation as practice with another person or do a practice recording – this will also allow you to time the presentation to confirm it meets the required time frame.

When you are ready to record, please consider the following tips regarding presenter appearance:

- Solid colors in pale shades work best and the shirt/blouse should not be too bright, colorful, dark, glowing, or radiant. Black, white, saturated reds, and bright colors in recordings create issues for viewers with visual difficulties.

- Consider your background when recording and minimize distractions as much as possible. A neutral backdrop helps ensure the focus of attendees remains on you—the speaker—and the content.

- Record in a location that is moderately well lit. To avoid creating shadows, it is important to have even lighting on you.

- Keep jewelry to a minimum. Especially avoid big, bright pieces or pieces that make noise.

- Avoid sitting on furniture that gives you a slouched look.

- Maintain eye contact.

- Speak slowly and clearly.

Accessibility

- Use **person-first language** in your materials and presentation.

  – For example: "students who are blind," not "blind students."

- If you are presenting graphs, tables, or other images, please **summarize or describe the data points** or images as you speak. This will allow audiences who are blind or visually impaired to not miss out on key information.

Microphone

For Webcam/Microphone Presentations, we highly recommend—

- Using an external desktop USB microphone or headset microphone (rather than an internal computer microphone).

- Recording somewhere quiet to reduce background noise and turning off or muting any phones or other devices that could interrupt the recording.

A note about microphone placement: The closer you can get the microphone to your mouth and away from other surfaces, the better it will sound. If you have an external microphone, placing it in front of you (or just to the side) should produce good results.

Camera

When recording your presentation, we highly recommend the following:

- The camera should be at eye-level height and should be on a level surface.

- If you use a device with a built-in webcam, you should place something under the device to get the camera up to eye level.

- Please be sure your camera is steady. No "machine in the lap" shots or shaky desks. Test it if you're not sure.

- If you must use a hand-held device (e.g., cell phone), it's best practice to use a tripod or stand to produce the best quality video.

Captions

All recorded presentations are required to have accompanying captions. We recommend presenters insert captions directly into their video, but you may also turn in a separate <u>timed captions</u> attachment.

There are several platforms that can assist in the production of timed captions, including several platforms that can record your presentation while simultaneously auto-producing captions – note that some of these platforms may require a subscription. See the following platforms' captioning guidance:

- [GoToMeeting](#)

- [Microsoft Stream](#)

- [Microsoft Teams](#)

- [YouTube](#)

- [Zoom](#)

Note: As recording platforms that automatically produce captions typically use an integrated audio transcription program or artificial intelligence to produce captions, it is likely that these captions will feature grammatical errors and may incorrectly transcribe technical and content-based terminology. Please review your captions and make grammatical and spelling adjustments, as necessary, before submitting your presentation.