

BBN online lectures and discussions. Points for speakers on recording lectures.

Here are a few points that we hope will aid in the prerecording of your talk. If you have not made a recording before and need more assistance, we would appreciate if you seek technical assistance on your end as well.

General points

- ☞ Whichever recording application used to record, there are few things to keep in mind
 - ☞ Make sure to record both content (audio, slides etc.) and video.
 - ☞ It is always good to do a little test run to see if audio and video are coming through the way intended.
 - ☞ A good microphone is important as better quality will make the recording clearer and easier to follow for the audience. If you have a choice, pick the higher quality microphone.
 - ☞ Turn up the lights! Even if it seems strange for you, good lighting is key for the clarity and quality of the video image.

ISFNR and BNN logos

- ☞ We graciously ask you to start your PowerPoint presentation with the ISFNR and BNN logos. In the recording we ask you to let them stand for about two seconds before you start your talk. The logos have been provided to you in good quality via the same e-mail as these recommendations.

Recording applications and how to share your recording

- ☞ If you do not have a preferred recording application, we suggest using the Zoom platform. It is the same platform we use for the online meetings and sharing the pre-recorded video straight from Zoom is an accessible option.
 - ☞ The Zoom platform is at <https://zoom.us/>
 - ☞ Links below hold instructions on how to use Zoom to record and share your recording.
 - <https://support.zoom.us/hc/en-us/articles/205347605-Recording-Management>
 - <https://www.youtube.com/embed/iG3GiwHXp5s?rel=0&autoplay=1>
 - ☞ Please **share your video link** with ethe3@hi.is
- ☞ If you do not use Zoom, you can use any recording applications you are used to and comfortable with. We do recommend using an application which allows you to share your screen to show slides or other content alongside your talk.
- ☞ Please upload your video to a cloud or a video platform and **share a link to the video** to ethe3@hi.is at least a week prior to the event.

The proceedings during the BNN online Zoom meeting

- ☞ The event will have been advertised and a link to the Zoom meeting sent to all members of the BNN. The schedule is as follows:
 - ☞ The meeting is opened with a greeting from our host where the speaker of the day is introduced.
 - ☞ Your prerecorded video is then played for everyone who are attending the meeting to watch.
 - ☞ After the video has played its course the host will open and conduct discussions where we kindly ask you to be available for questions and discussions.



We look forward to your presentation and discussion with our BNN members.
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