



## IEEE Ottawa Robotics Competition Compétition de robotique d'Ottawa d'IEEE

# Presentation Videos

Last Revised: April 15, 2021

Recognizing the difficulties and toll that the COVID-19 pandemic has placed on all of us, we would like to provide some points of clarification regarding the presentation video requirements. Furthermore, we would like to provide your teams with resources to help with developing these videos.

Please note, we are not responsible for any damages that may occur from using any of the software outlined in this document, nor are we endorsing any of these software packages. It is your responsibility to ensure that any software package you use is compatible with your system and is safe to use.

### Points of clarification:

1. You can record your main presentation video before May 14<sup>th</sup>, so your team can focus on the follow-up questions when they are released at 2 pm on May 14<sup>th</sup>. This means that the code/strategy that you discuss during your presentation do not necessarily need to completely line up with your final code/strategy. However, they should be close!
2. For the post-presentation questions, we will only grade the response's content and **not** speaker to speaker transition smoothness. To ensure team members have the full minute to answer each question, simply state your response **without** repeating the question.
3. For your presentation videos, do **not** add fancy transitions, title slides, or credit reel. If you do, these **will** count towards your time limit and **won't** lead to a better score for the presentation. The purpose of this video is to replicate the in-person presentation format given the COVID-19 pandemic.
4. Non-team members (e.g. team supervisors, teachers, parents, etc.) can help with recording and editing the video. However, the content of the recorded video must be driven entirely by student team members.
5. You should test your video recording strategy before recording final videos.
6. The post-presentation questions that are released on May 14<sup>th</sup> will also be accompanied with suggestions of what you can discuss to provide a more complete answer and points you should **not** discuss.

## **Suggestions**

### Suggestion A

1. Set up a meeting using Google Meet, Microsoft Teams, Zoom, or some other group video platform. Invite all team members and at least one non-team member. The non-team member will assist with video recording.
2. During the meeting
  - a. Team members should turn on their webcams and microphones on when speaking (optional when not speaking).
  - b. Non-team members helping with the recording should:
    - i. Mute their microphone
    - ii. Turn off their webcam
    - iii. Ensure the student speaking is the main one that appears on-screen (see "Speaker view for video platforms" section below)
3. When ready, the non-team member should give the team a signal that they are about to start recording. Examples of screen recording software can be found in the "Screen Recorders" section below.
  - a. When recording:
    - i. Record either your entire screen or just the video meeting window.
    - ii. Ensure audio being captured is just the output from your speakers.
4. Once the recording starts, the team members should present.
5. Once the presentation is complete, the non-team member should save the screen recording.
6. You can start editing the video (examples of software that can be used below in "Video Editing" section). When the post-presentation questions are released on May 14<sup>th</sup>, you can repeat steps 1 – 5, adding the new video to your main presentation video.
7. Export your final product.
8. Submit your video to us along with all other competition requirements.

### Suggestion B

1. Steps are like Suggestion A. However, the non-team member would use a smartphone or camera instead of using software to record the video conferencing meeting.
  - a. Note: The audio must be clear enough for us to understand what is being said for it to be graded accurately.

### Suggestion C

1. Have each team member record their own video.
2. Open the built-in camera app available on most operating systems (e.g. Windows, Mac, etc.).
3. Switch to the video recording mode.
4. Record the video.
5. Upload the videos into one central place (e.g. Dropbox, Google Drive, Microsoft OneDrive, etc.).
6. Have one person download all these videos and join/stitch them together using video editing software (see "Video Editing" section below).

### **Speaker view for video platforms**

Google Meet: <https://www.youtube.com/watch?v=EbaqMP2pwJw>

Zoom: <https://www.youtube.com/watch?v=JdrdsR1Kcos>

### **Screen Recorders**

Mac: <https://www.youtube.com/watch?v=o4vwzS1pnfg>

Windows and Mac: <https://www.techradar.com/news/the-best-free-screen-recorder>

### **Video Editing**

Mac (iMovie):

- Video editing: <https://www.youtube.com/watch?v=VF2mUJ0P3xU>
- Splicing clips: <https://www.youtube.com/watch?v=Ny7rdf1C6qk>

Windows:

- Windows 10 video editor: <https://www.youtube.com/watch?v=edKDxJ7C8HE>
- Movie Maker: <https://www.youtube.com/watch?v=aoc5ppLhPbE>