

## Technical indications for creating and submitting the short-video

### Duration and contents

The short videos are intended for a more effective dissemination of the work presented. In order to have uniform presentations, we prepared some guidelines to follow when presenting, and a fixed duration.

#### SHORT-PAPER (SP)

Total duration of the video: 3 minutes

Please describe:

1. The theme presented in the short-paper (1 minute max, about 750 characters);
2. The hypothesis and the methodologies which underlie the experience presented in the short-paper (1 minute max, about 750 characters);
3. The results emerging from the experience presented in the short-paper (1 minute max, about 750 characters).

#### POSTER (P)

Total duration of the video: 5 minutes

Please describe:

1. The theme presented in the poster (2 minutes max, about 1500 characters);
2. The hypothesis and the methodologies which underlie the experience presented in the poster (1 minute max, about 750 characters);
3. The results emerging from the experience presented in the poster (2 minutes max, about 1500 characters).

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## TECHNICAL INSTRUCTIONS

Here follow some instructions on technical aspects useful for recording your video.

### SOUND

- do not record your video in a noisy environment, for example in the traffic, near other people who are speaking, with loud external noises, or in empty environment which could create an echo, affecting the quality of the audio and making the voice poorly understandable;
- choose if possible close environments, quiet and with furniture to avoid the echo. Curtains can effectively contribute to acoustically isolate the room;
- to record the audio track, it is preferable to use the headphones' microphone, if a dedicated microphone is not available.

### LIGHTS

- choose a place where you are uniformly illuminated, so that the face and eyes are well distinguished;
- avoid strong lights laterally or above your face (for example, a chandelier or a floor lamp), use instead a frontal light.

### SHOT

- put your camera horizontally and at the level of your face;
- the lowest part of the shot should be at the level of your lungs;
- the highest part of the shot should be two fingers above your head;
- put yourself in the centre of the shot, with a background as neutral as possible;
- look at the camera objective.

### RECORDING

- use a camera which allows the best resolution, and set it with the highest resolution. Usually, if we refer to "standard" equipment: a reflex camera is better than a smartphone/tablet; a smartphone/tablet is better than a computer.
- avoid saving the file using closed formats like windows media video (*wmv*); use open formats instead, like MPEG-4 (*mp4*).

### SUGGESTION

- before starting, make a short video of few seconds to check that your face is frontally illuminated (if not, add a lamp) and that the audio is well understandable.

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## IMPORTANT COMPULSORY INSTRUCTIONS

- to add pictures to the presentation, you must own their copyright or be authorized to use them by the copyright owners (the authorization must be provided together with the video);
- in the video, it is forbidden to wear clothes with recognizable brands, and in general the shot must be free of any recognizable brands and/or commercial products.

## HOW TO SEND THE VIDEO

### FILE NAMING

- name the file with your name, as follows:  
submission-number\_contribution-type\_surname\_name(first author)];  
for example, for a SHORT PAPER: 34\_sp\_smith\_james.mp4;  
for a POSTER: 34\_p\_smith\_james.mp4  
The submission-number is the number that you get from EasyChair once the submission procedure is complete.

### SENDING

- To send the video, use the link published in the "CALL FOR PAPERS" of [www.fablearn.it/en](http://www.fablearn.it/en)