

Technical Details for ATW

For Live Presentations:

If you doing a live presentation from outside Edmonton, you will need to **schedule a quick test call** the week before the conference (April 23-27). Contact our Tech Director Clare Peters for more details <clare.peters@ualberta.ca>

Option one: use a video conferencing room

The best option is for you to find a video conferencing room at your institution and make arrangements to use it for the times you are "On Air" with us here at the University of Alberta.

Option two: use a laptop/computer

Requirements:

- Laptop/Computer
- Downloaded software app (<https://call.lifesizecloud.com/download>)
- External Webcam and microphone (if possible)
- Good quality wifi OR Wired LAN connection

If it is not possible to use a video conference room, you can also connect from your laptop/computer by connecting to our conference using the Lifesize app (similar to Skype but with better quality video and audio that requires a higher standard of bandwidth). The Lifesize app also gives you the ability to screen powerpoint presentations and maintain a live video of you doing the presentation at the same time.

Tips to Improve Your Video Quality:

1. Choose a quiet, brightly front lit spot (light behind you is a problem so don't choose to be in front of a window)
2. Use an external webcam with a good quality microphone
3. Do your presentation using your university LAN connection or high speed WiFi rather than from home. Home networks are typically not capable of uploading enough bandwidth to do video conference properly, so if you can do the presentation from your institution you will be attached to a much higher bandwidth network.
4. OR if presenting from home connect your laptop directly to your internet modem using an LAN cable (see [here](#) for instructions).

For Pre-Recorded Video Submissions:

We would like to have the video in 16:9 format if possible, shot in landscape (not portrait) orientation. In order to ensure the high quality video for web-streaming, we would prefer it to be in **720P resolution** or higher. File format for the video is something we can be fairly accommodating on but preferences will be MP4 and then Apple Quicktime's .MOV or Microsoft's .WMV but we can also accept AVI or MPEG.

If you are shooting with a cell phone please attach it somehow to a stand or tripod so it is solidly anchored.

If you are using slides but are unable to edit the slides into the presentation, we have found the best way to overcome this issue is to stand in front of the projector screen (so that both you and the slides are visible). If you are using a presentation clicker or your computer to change slides, make sure the screen is not being blocked.

Tips for Uploading Large Video Files:

We will send you a link to a GoogleDrive folder where you can upload your video. GoogleDrive supports free storage of video files up to 5TB. However, it can sometimes take awhile to upload large video files. Here are a few tips:

1. **Upload from your university, not from home:** home networks often have fast download but very slow upload times.
2. **Compress the video for web-streaming:** If the file is very large (eg. several GB), it is also helpful to compress it for web-streaming. This will help achieve a higher quality video with a much smaller size.
 - **Using Quicktime (for mac users):**
 - Open the video in Quicktime.
 - Choose File > Export > ipad, iphone, ipad touch & apple TV > and choose the **second option (up to 720p)** *It should list under each option how large the final compressed file will be.
 - *Click here for more [detailed instructions](#).
 - **Using Adobe Media Encoder (for mac or windows):**
 - Under System Presets scroll to Web Video and choose YouTube HD preset settings. For this conference, you would want to choose the **YouTube HD settings in 720p** HD format (not 1080p HD). Leave the other settings as is (with the YouTube HD settings the target and maximum bitrate are both automatically set to 16 which is what you want).
 - *Click here for more [detailed instructions](#).

Contact Info:

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****If you are using tech support, it might be easier to have our tech team to coordinate with yours directly. Send us your tech member's contact info and/or contact us with any questions****