All About the Ancient World: Presenter Guidelines

1. Schedule: 7-8 weeks total from acceptance
   a. 3 weeks to submit preliminary documents (script/outline/slides -- PDF preferred)
      i. Preliminary documents will be approved by the committee within 1-2 weeks
   b. 3 more weeks after preliminary documents are approved to put together your video and submit it to us (see 3k)

2. Introduction
   a. Write out an introduction we can use to introduce you - we'll introduce you and edit it into the beginning of your video
   b. Include name, university/institutional affiliation if applicable, degrees, job, research interests, etc.
   c. The addition of the introduction does not count toward your total presentation time

3. Making the video
   a. Time limit 15-30 minutes (probably around 2,000-4,000 words)
   b. Include video of yourself in the recording if possible
   c. Use of computer/webcam preferred. If using a phone, be sure to film horizontally
   d. Can use slides and visual aides
   e. Be creative! While we do require the approval of your script/outline, you have flexibility with how you present
   f. Keep in mind this is for a general audience - explain any jargon, define time periods, define regions, etc.
   g. Speak clearly and slowly - try a few practice clips and listen to yourself
   h. Check your sound quality with a practice clip
   i. Include sources on slide/screen for images and quotes
   j. Recording options
      i. Zoom recording
         1. Creating a zoom recording: https://otl.du.edu/knowledgebase/using-zoom-to-record-a-video-presentation/
         2. If you do zoom, we would also love if you could review the transcript and send that to us as well to post for accessibility
      ii. Panopto
      iii. Powerpoint

        1. Creating a video recording in powerpoint:
            https://www.techsmith.com/blog/record-a-presentation/
    iv. More details on powerpoint and other screen sharing recording:
        https://sites.reading.ac.uk/tel-support-for-students/2020/03/16/video-presentation-recording-yourself-and-your-screen/

  k. Submit video by uploading it to the individual Google Drive folder which was hyperlinked in your official acceptance email.
    i. Please try to upload your video as an MP4 in 480p (or higher) resolution and 30FPS

4. Considerations for your video
  a. Trigger warnings - state in the video description and as part of introduction
    i. As part of your introduction and final abstract (video description), consider these recommendations about trigger warnings: https://sites.lsa.umich.edu/inclusive-teaching/an-introduction-to-content-warnings-and-trigger-warnings/
  b. YouTube requirements
    i. YouTube's Community Guidelines - particularly the "sensitive content" sections
  c. Copyright
    i. Images - use your own, use open source, or reference your sources on the slide
  d. Accessibility
    i. Use readable font. This list has recommendations (although avoid the "decorative" fonts) https://accessibility.psu.edu/legibility/fontface/
    ii. Briefly describe the content of your slides/visual aides
    iii. No flashing images/anything that might trigger photosensitivity
    iv. See here for more recommendations of fonts, slide content, etc: https://docs.google.com/document/d/1sKQ2f6bJRZ-njyut7Kjmya-ncjF30Y0mPqS_DpRs-aQ/edit?usp=sharing
  e. Video notes
    i. We'll post your abstract from your submission form (unless you want to update it), with additional content warnings
    ii. We'll post your select bibliography from your submission form, unless you'd like to submit your full bibliography
    iii. We'll post a full transcript of your video (for accessibility) as a locked PDF (to prevent plagiarism)

If you have more questions, please don't hesitate to ask us!