



Pre-recorded Presentation Guidelines

Congratulations on being accepted to present at the first ever virtual BSA Annual Conference!

The following instructions are designed to help you with setting up, creating and submitting your pre-recorded presentation for the conference.

1. Recording your presentation:

Accepted abstracts for an oral presentation must be 15 minutes **only**. Accepted abstracts for special event sessions should not be longer than 40 minutes.

We suggest using Zoom to record your presentation. If you do not have a Zoom account already, it is free for single, short time usage by individuals, and easy to use [<https://zoom.us/>]. Using Zoom will allow you to share your screen to show your PowerPoint presentation (if you have one), share sound and record your presentation to your computer. Zoom has a time limit of 40mins for meetings with more than two (2) presenters, if you do not have a Zoom paid account. We suggest using platforms such as Microsoft Teams or Google Meets to record 'Special Event' sessions if you haven't got a Zoom paid account.

To use Zoom for your pre-recorded presentation please log in to your Zoom account, Start Meeting, Share your screen showing your PowerPoint presentation (if you have one) and Click Record on your Computer. The Record button is usually found along the bottom of the screen. We recommend you test it out if you are not familiar with recording via Zoom. When you end the meeting/recording you will be able to access your recording on your computer. This should be located in your Downloads folder unless you have specified an alternative location. NB. Do not turn off your computer until the download is completed.

If you are using Powerpoint and are narrating your presentation, please see this helpful [guide compiled by Microsoft Office](#).

Smart phones can also be used to record your presentation if you haven't got a PowerPoint presentation. Please make sure you record in landscape mode rather than portrait, and your phone is mounted on a level surface with no movement.

2. Prepare to record your presentation:

We recommend the following steps when preparing to record your presentation:

- Ensure you have a strong and stable wifi connection.
- Restart your device.
- If you are using headphones, please make sure that the microphone is not touching any clothing, jewellery etc, as this will have a detrimental effect on your audio.

Requirements for pre-recorded presentations:

- Video recordings should be in an mp4 format.

- Ensure lighting is appropriate so you as the presenter can be seen, for example any bright light should be in front rather than behind you.
- Ensure that audio is sufficient so you as the presenter can be heard clearly.

TIPS FOR RECORDING:

- Use as quiet an area as possible avoiding areas that have an echo or background noise such as TV's, radios etc.
- We suggest recording in small rooms with a good lighting.
- Wired internet connection is recommended, but if unavailable, a strong Wi-Fi connection or a hotspot from your mobile phone.
- We suggest that you do a test recording of a couple of minutes to review the sound and picture quality prior to starting your final recording of your presentation.

3. Submitting your pre-recorded presentation:

The deadline to submit your pre-recorded presentation is **Sunday, 7 March 2021**. No changes can be made after the deadline. You should only upload your presentation once. If for any reason you have to upload a revised recording, we will use the last file uploaded. Due to the volume of presentations the BSA is unable to offer any video editing so please ensure you are happy with your submission before uploading.

4. Captioning/Subtitles for your pre-recorded presentation:

If your institution provides access to Panopto, we suggest using this to add subtitles to your presentation. If you do not have access to Panopto, closed captions can be automatically generated by YouTube. You require a YouTube account to use this facility.

5. File naming specific requirements:

In order to synchronise your presentation with the scheduled programme please ensure that your file name includes the following information:

- Full Name (Surname First)
- Stream (stream information can be found on your acceptance letter and on your MyBSA Area)*
- Date of presentation

For example:

- Full Name: Charalambous Sandria
- Stream: Frontiers
- Date of Presentation: Tue12Apr
- Your file name should look like this: Charalambous Sandria FRO Tue12Apr

If you have more than one presentation, please record the presentations as different files and follow the instructions above.

*Please use the following abbreviation for your stream when saving your file:

Stream	Stream Abbreviation
Cities, Mobilities, Place and Space	CITIES
Culture, Media, Sport and Food	CUL

Environment and Society	ENV
Families and Relationships	FAR
Frontiers	FRO
Lifecourse	LIFE
Medicine, Health and Illness	MED
Methodological Innovations	MET
Race, Ethnicity and Migration	REM
Rights, Violence and Crime	RIG
Science, Technology and Digital Studies	STS
Social Divisions / Social Identities	DIV
Sociology of Education	EDU
Sociology of Religion	REL
Theory	THE
Work, Employment and Economic Life	WEEL

6. Uploading your Video

Your decision email will contain a link to upload your presentation via Dropbox. You do not need a Dropbox account to upload your presentation.

Click the link in the email and Dropbox will open in your web browser. You will see a blue 'Add Files' button, click this and choose Files from Computer or, if you are using your mobile, choose the location on your phone. Find the file you wish to submit and when ready, click Upload. Depending on your Wi-Fi connection, the video can take between 20-30 minutes to upload. Once it has finished, a message will confirm upload and you will receive an email acknowledgement. If you encounter any problems, please contact the BSA Events Team at events@britsoc.org.uk.

Terms and Conditions

By uploading and submitting your presentation file, you declare and acknowledge that:

1. The videos I provide will remain on-demand on the iVent platform, for registered delegates to access, for 30 days after the BSA Annual Conference 2021 concludes.

2. The videos I provide may be used by the BSA for informational or educational purposes as determined by the BSA in its sole discretion in perpetuity in whole or in part in any media, and to edit, copy, add to, adapt or translate the same to make it suitable for further publication, including but not limited to use and publication on the BSA's website, in promotional literature including magazines, website or social media pages of the BSA or third parties.**

[If you would like to opt out, please email events@britsoc.org.uk]

3. The work contained within the presentation files is my own, or the work of a group to which I am directly associated.

4. I have permission of all co-authors to publish the data contained within the file.

5. I have permission of all copyright owners (which may include your employer, or funder, or any owners of third-party graphics) to submit the file and grant the organizers non-exclusive license over the file to post on the iVent platform and the BSA platforms.

6. The information, materials, images, data etc. that I included (a) do not violate any applicable law, statute, directive, ordinance, treaty, contract regulations or Policies, (b) do not infringe any copyright, patent, trademark, trade secret, or other intellectual property right of any person or entity, (c) do not breach any duty toward, rights of, any person or entity, including rights of publicity and/or privacy and (d) are not false, fraudulent, deceptive or libellous.

7. I understand that by submitting this file I am granting BSA, or any third-party authorized by the BSA the right to reproduce and/or communicate (make available online or electronically transmit) the file I have submitted for the purposes of the Conference and also for promoting sociology and my work.

8. I understand the BSA, the Conference organisers, or authorized third-parties, are not liable for any legal action or costs pertaining to action sought on publishing or reproducing this file.

**The BSA will use video content to promote sociological research, the Association and its activities. We will grant third parties right to use the video where they are supporting us in achieving these aims – for example, giving iVent, the conference platform, permission to host the videos for the duration of the conference. Presenters retain the rights to use their own videos as they wish.