

Speaker Briefing

Pre-recorded@home for the digital event interzum @home 2023



All deadlines at a glance:

Speaker Online Form: 24.02.2023

Teaser (video): 24.02.2023 via WeTransfer to katrin.de.louw@trendfilter.net

Speaker agreement: 07.04.2023 to katrin.de.louw@trendfilter.net

Finished contribution: 07.04.2023: via Wettransfer to katrin.de.louw@trendfilter.net

recording where:

@home

@your office

@any suitable place of your choice

language:

English

Length of contribution:

maximum 15 minutes

Please coordinate the concrete length of your contribution with Katrin de Louw.

The contribution must then "not" exceed the agreed length, but if the contribution is shorter, this is not a problem.

Info contribution:

Presentation, film, recording video conference of experts, etc.

Choose the type of contribution that best conveys your message. The deadline for submission of your finished contribution is 07.04.2023.

Contribution length Teaser (for preliminary promotion of your contribution):

2 minutes maximum

Teaser (video):

The teaser is used to promote your presentation at the interzum Trend Stage on social media. The video should therefore be short and concise and make the viewers/visitors interested and want to know more about your topic. Choose the type of post that allows you to convey your message in a short and understandable way. The deadline for the teaser is 24.02.2023.

Technical requirements for your contribution and the teaser

- Format: contribution 16:9, Teaser 4:5
- File format: MP4 (e.g. H.264/H.265), HD (min. 720p)
- Frame rate: 25 FPS
- Transfer via WeTransfer to info@trendfilter.net
- Recommended name of your video file: Last name Speaker_Company-interzum Trend Stage
- e.g. Mustermann_Musterfirma-interzum Trend Stage.mp4
- Recommended name for your teaser: TEASER_Surname Speaker_Company-interzum Trend Stage

Please keep in mind for presentations:

- Often, powerful images or a few big statements are enough.
- Make sure the font is legible.

Recording with presentation:

1. open presentation in Microsoft PowerPoint
2. choose Slideshow → Record Slideshow.
3. select selfie camera and internal microphone
4. control your camera angle
5. select "Start recording from the beginning" and hold your presentation
6. click "Close" to end a recording and save the presentation!

Record to desktop, laptop, tablet or smartphone

- Laptop/Desktop: Recording with webcam/integrated camera
- Smartphone/tablet: Recording with the camera app of the operating system.
- For recordings with multiple presenters, there is the option to record a Zoom/Teams /... session
- recording

Recording etiquette:

- Position yourself in front of a neutral background
- Arrange the camera at eye level and compose your image
- (optimal distance between microphone and mouth and between camera and face/body).
- Make sure the image is well lit (e.g., no backlighting,
- not too dark/too bright, etc.). If possible, use a floor or table lamp behind the camera to indirectly
- behind the camera to better illuminate the face indirectly.
- Do not wear heavily patterned clothing
- Avoid disturbing noises (e.g. open window, ringing of your cell phone) and
- use a headset
- Stick to the agreed-upon maximum contribution length. Your session will end on time,
- Overruns are not possible and will be cut off in case of doubt by the program structure
- cut off in the platform. However, a shorter contribution length is not a problem!

Speaker Online Form

To schedule and promote your contribution in our program, we need the completed Speaker Online Form here on the homepage by 24.02.2023.

Speaker Agreement

The document can be found here on the homepage. The deadline for the Speaker Agreement is 07.04.2023.

Interzum @home

The digital event interzum @home will be held in two parts, immediately before and after the on-site trade fair interzum in Cologne. We will inform you about the exact dates for interzum @home 2023 in due time.

Trade fair tickets

Each speaker will receive 100 visitor ticket codes (for himself and for further distribution) for the digital event interzum @home.