

**2021 ISA Virtual Conference**

**Via ZOOM**

**Date: June 17-19, 2021**

**GUIDELINES FOR A SMOOTH CONFERENCE:**

**Register and Send Your Video Presentation in Advance**

Dear ISA Members,

- **Conference Papers:** All have been scheduled into 31 panels, five to seven presenters per panel that will run for a total of two hours only.
- **Efficiency:** In order to have a successful conference with reduced technological issues, we encourage all presenters to submit a pre-recorded video of up to 10 minutes in length in advance.
- **Presenter Videos:** All presenter videos in each panel will be played, leaving enough time for discussions, questions and answers.
- **Deadline for Video Submission:** May 31, 2021.
- **Video Submission Tips:** The attached information and below will help you to prepare your video presentations successfully and submit them in advance.

Sincerely,

Professor Chidi Igwe  
ISA Program Director

## HOW TO RECORD CELLPHONE VIDEOS

### Tips and Tricks

- **Use the Back Camera**

The camera on the back of the phone is higher resolution. Ideally, use a tripod or have someone else hold the camera steady and film you.

- **Record in Landscape Mode vs. Vertically**

Turn your phone on its side.

- **Lots of Light**

Try to find a room with good lighting all around. Please, do not sit right in front of a window as you will appear as a dark shadow.

- **Film a few takes**

In a non-echo room, film a few takes to ensure the video turned out as you imagined.

- **Solid Patterned Clothing**

Do not wear stripes, bright colors or shiny materials. Solids and neutrals are best.

- **Save Video at 720p-1080p**

Save the video at 720p or 1080p to make it easy to upload.

- **Turn on Grid**

On your cell phone go to Settings> Camera> Grid. This helps you keep the video level and avoid tilted footage.

- **Audio Quality**

Avoid having a lot of background noise. Turn off any TV or radio around you.

- **Maximum Length of Video**

Not more than 10 minutes.

- **Submission Deadline**

Please send your video using Gmail or Google Drive before May 31, 2021.

## **HOW TO SEND FILES WITH GMAIL OR GOOGLE DRIVE**

### **Method 1: Directly from your Gmail**

You can send a file larger than 25MB via email by using Google Drive.

1. Log into Gmail and click on “Compose” to create an email.
2. You’ll see a paperclip icon at the bottom of the email that indicates a file attachment.  
When you try to attach a file that is larger than 25MB, Gmail will provide an option to upload to Google Drive and send as a link.
3. Once the file is uploaded, set permission as prompted and send by email to [conference@igbostudiesassociation.org](mailto:conference@igbostudiesassociation.org).

### **Method 2: From Gmail through Google Drive**

You can send a file larger than 25MB via email by using Google Drive.

1. Log into Gmail and click on “Compose” to create an email.
2. You’ll see a paperclip icon at the bottom of the email that indicates a file attachment.
3. Next to that, you’ll see the Google Drive icon, which is the shape of a triangle. Click on the Google Drive icon to select the files that you want to attach from Google Drive.
4. Once the upload is complete, send the file as a Google Drive link:  
[conference@igbostudiesassociation.org](mailto:conference@igbostudiesassociation.org).
5. Make sure that the shared settings are updated, so that the intended recipient can see the file.