

Arts & Humanities Conference

Virtual Competitor Guide

Overview:

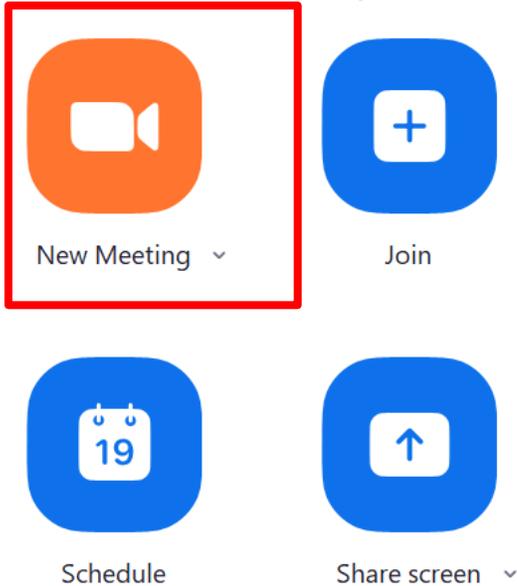
The 2024 Arts & Humanities Conference is in person however, students enrolled in a distance program are eligible to participate. Distance students will not be joining the competition live via Zoom or any other platform. Distance students will provide a pre-recorded video that will be played for the judges at the competition. Virtual participants do not have to submit slides. Your TTU email address will be provided to the judges if they have any questions about your presentation. Video presentations will be scored exactly like the live presentations on campus.

Virtual Submission Rules: *Distance students only.*

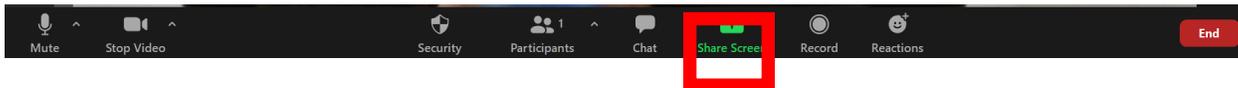
- **Abstracts and video presentations due Friday, November 1st by 5:00 p.m.**
- Videos not submitted by the deadline will not compete in the event or be scored by the judges. Videos need to be emailed to studentlife.gradschool@ttu.edu. Videos can be emailed as an MP4 file or a OneDrive download link.
- Instructions on how to record a video presentation can be found at the end of this document. Please note that you do not have to use Zoom. Please use any video recording platform you are comfortable with.
- Video presentations are limited to 5 minutes. **Competitors exceeding 5 minutes are disqualified.**
- Video presentations are considered to have commenced when a presenter starts their presentation through speech.
- Videos must meet the following criteria:
 - Filmed on the horizontal.
 - Filmed on a plain background.
 - Filmed from a static position.
 - Filmed from one camera angle.
 - The presenter and the slide(s) must be visible throughout the presentation.
- Pre-recorded video presentations will be added to a PowerPoint presentation shared by the moderator assigned to your competition room.
- An introduction slide will be displayed before your presentation begins and will include your name, academic information, and the title of your presentation. The Graduate Student Life team will create this, and you do not need to create this in your presentation.
- After the introduction slide, the video presentation will begin.
- The video slide will include a full-screen image of the video with the competitor speaking in the top right corner and a timer on the bottom right of the screen. Please note that the video and timer may cover some images on the slide. This will not affect your score.
- Once the video is complete, a closing slide will be displayed with the competitor's name for the judge's rubric and a timer. Since the student is not attending in person for judges to ask questions, judges will have 5 minutes to complete their rubrics. The closing slide will transition to the next competitor's introduction slide before the next presentation begins.
- The decision of the panel is final. Competitors will not be judged on video/recording quality. Judging will focus on the presentation and the student's ability to communicate research to a non-specialist audience.

Zoom Instructions

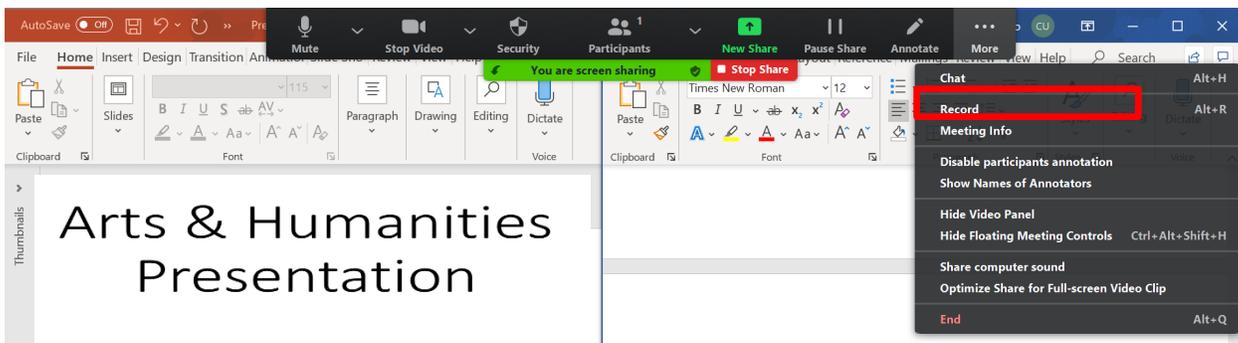
1. Open your presentation to have it ready to present.
2. Minimize the screen, but do not exit.
3. Open your computer's Zoom application.
4. Select the "New Meeting Icon."



5. On the bottom of the screen, locate and press the green "Share Screen" icon.



6. Select the PowerPoint tab to display your presentation.
7. Make sure PowerPoint is highlighted in blue on your Zoom screen.
8. Press the blue "Share" button on the bottom right corner of the Zoom screen.
9. Please ensure your PowerPoint presentation is maximized to full screen for better viewing.
10. On the top Icon Menu, press "More" and select "Record."

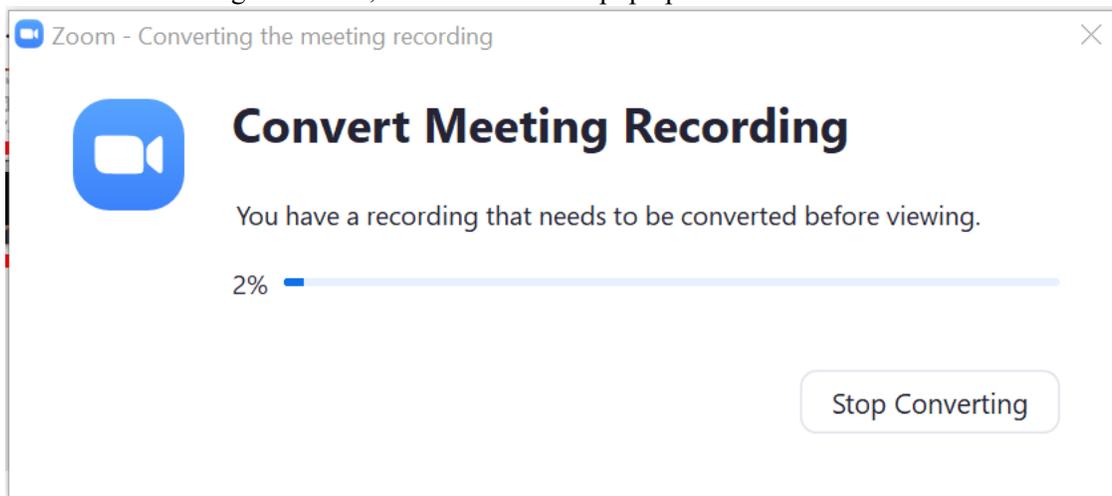


11. To ensure proper setup, a green and red bar should be displayed at the top of the screen, and your video should be moved to the top right-hand corner of the screen as shown below.



Arts & Humanities
Presentation

12. Make sure the shared screen includes the live video footage of you. You may have to move your video image to the shared screen.
13. When completed, press “End Meeting.”
14. After the meeting has ended, this screen should pop up.



15. Once the downloading is complete, rename the video as shown above with your first and last name (ex: AHC-JohnSmith).
16. Attach the video to an email and send it to studentlife.gradschool@ttu.edu with the subject as the AHC-FirstLast.

If you have issues or want to send a test video before the competition, please email Graduate Student Life at studentlife.gradschool@ttu.edu.

FAQ:

- **How and where do I send my pre-recorded video?**
Please email your video to studentlife.gradschool@ttu.edu.
- **Which format is required for my video?**
You can send your video as an MP4 file or as a OneDrive link to the email address listed above.
- **What program do I use to record my video?**
Competitors are welcome to use any video recording software they prefer. Please ensure that your video includes your slides in the background and a video of you speaking in the frame.
- **I made an error in my pre-recorded video; can I update it before the competition?** All competitors are required to submit their pre-recorded videos by Friday, November 1st. However, if you made an error, please email us at studentlife.gradschool@ttu.edu as soon as possible.
- **What should I wear for the competition?**
We highly recommend professional business attire.



- **Why are you so strict with the 5-minute time limit? Can't you give me a chance?**
Due to the number of students and judges participating, we must adhere to a schedule.
- **My information is wrong in the program.**
Our staff used the information you entered on your application for the intro slide and program.
- **What happens if I win?** Winners will receive a monetary prize that will be posted to your student account. Prize amounts are to be determined.
- **How many winners will there be?**
There will be a first, second, and third-place winner in each competition category.
- **I would like a copy of my rubrics from the competition. How do I get them?**
Graduate Student Life will provide competitors with a digital copy of their rubrics if requested via email by the competitor. To request a digital copy of your rubrics, please email studentlife.gradschool@ttu.edu. Please note that your rubrics will not be available immediately following the competition. We will begin sending scanned copies the week of November 18th.
- **When will the winners be announced?**
Competitors will be notified via email on or before Wednesday, November 20th. Results will also be posted on the Graduate School website.