



Thank you for participating in this great event and contributing your ideas worth spreading! A TEDx talk is a challenging endeavor, one you will likely reap the benefits from in the years to come! This document contains all the relevant information about your talk, such as the deadlines, rules and regulations, as well as a bunch of tips to make your talk the best it can be. If you have additional questions or comments, feel free to reach out to our speaker contact: [xx@tedxxx.com](mailto:xx@tedxxx.com). All documents, videos, etc. associated with deadlines should also be directed to the speaker contact.

## Deadlines

### As soon as possible

When you are confirmed as a speaker, we will require a few things from you as soon as possible. These will be used for our social media and program, so make sure you are comfortable with them being shared on a large and public scale.

- Title of the talk.
- A short summary of the talk. A few lines is fine.
- A short bio of you (again just a few lines).
- A picture of you (preferably in HD, with your face not obscured).

### After the first coaching session

As this event will be taking place in Virtual Reality, your talk will be done through a video recording. Please send us a short video so we can already check your audio and video quality, and give tips if needed. Try to record the video where you would make your final recording and use the same video and audio equipment as you would on the day. Further in this document you will find suggestions to improve your recording. Your talk does not need to be final, for example you could just give the intro, or talk about the outline. If you are

having trouble sending large files, [wettransfer](#) allows you to send files up to 2 Gb free of charge. Please contact us if your files are larger and we will work with you to find a solution.

Following the first coaching session you can continue to develop your talk, and plan follow up sessions as needed.

## xx November

After you have had some time to work on the talk, we would like you to send us a recording of the draft speech. Please take care to record this video where you would make your final recording and use the same video and audio equipment. You will receive feedback on this recording from other coaches as well. Multiple angles are not yet required.

## xx November

By this date, we would like to receive your final recordings. Please record yourself from at least one alternate angle or location, as this will significantly improve our opportunities in editing. Please also send us your slides, and let us know where in the talk you would like your slides to be displayed.

Finally, TED requires you to sign a speaker release form. By signing this form, you grant TED and TEDxLeuven the rights to distribute your talk, and confirm that you have the rights for images and videos in your presentation. Please send us a signed version along with your final videos to the speaker contact.

### In summary:

1. General info
  - a. Title of the talk.
  - b. Short summary of the talk.
  - c. Short bio of you
  - d. Picture of you
2. Quality check
  - a. short video (final location and equipment)
3. Draft speech
  - a. video of complete speech from one angle (final location and equipment)
4. Final speech (complete speech, final location and equipment, multiple angles)
  - a. Video recordings of complete speech from multiple angles/locations (final location and equipment)
  - b. Slides, with instructions on where they should be placed
  - c. Signed speaker release form

## About the event

TEDxLeuvenSalon: The Next Roaring 20's is planned for the end of December. During this event, we will feature 4 to 6 speakers, each of which will touch on a different parallel between the 1920's and the 2020's. When preparing your talk, please also keep the

historical perspective in mind. Your talk does not need to be a history lesson (though it can if you want to), but in order to connect the talks together, there needs to be a common theme.

All talks will be recorded and edited beforehand. The audience will be able to join the event online in [MootUp](#). Which is a virtual reality meeting platform developed by [LearnBrite](#). Participants can use a VR headset for full immersion, and interact with others during the break. The talks themselves will be shown on a virtual cinema screen. Attendees who do not have a complete VR headset, can also join with a regular computer via their web browser.



An example of a virtual conference in Mootup

## Coaching

Shortly after being confirmed as a speaker, you will be assigned a coach. TEDxLeuven has a long standing cooperation with [Toastmasters Leuven](#), an organization dedicated to teaching public speaking and leadership skills.

The coaches can give you feedback at any stage, your speech does not have to be finished before coaching can start. The number of coaching sessions will depend on your progress, and how proficient you already are at public speaking. The planning of the coaching sessions will depend on the availability of both you and the coach.

## Requirements for the talk

TEDx events are independently organized versions of the well known yearly TED conference. The use of the license and brand comes with some regulations. Below, you will find the ones that apply to you as a speaker. Most of these stem from the TEDx rules, and are **non-negotiable**. We do not like all of them, but we have to follow them to be a part of the TEDx franchise.

- Speakers **cannot be paid** for giving a talk.

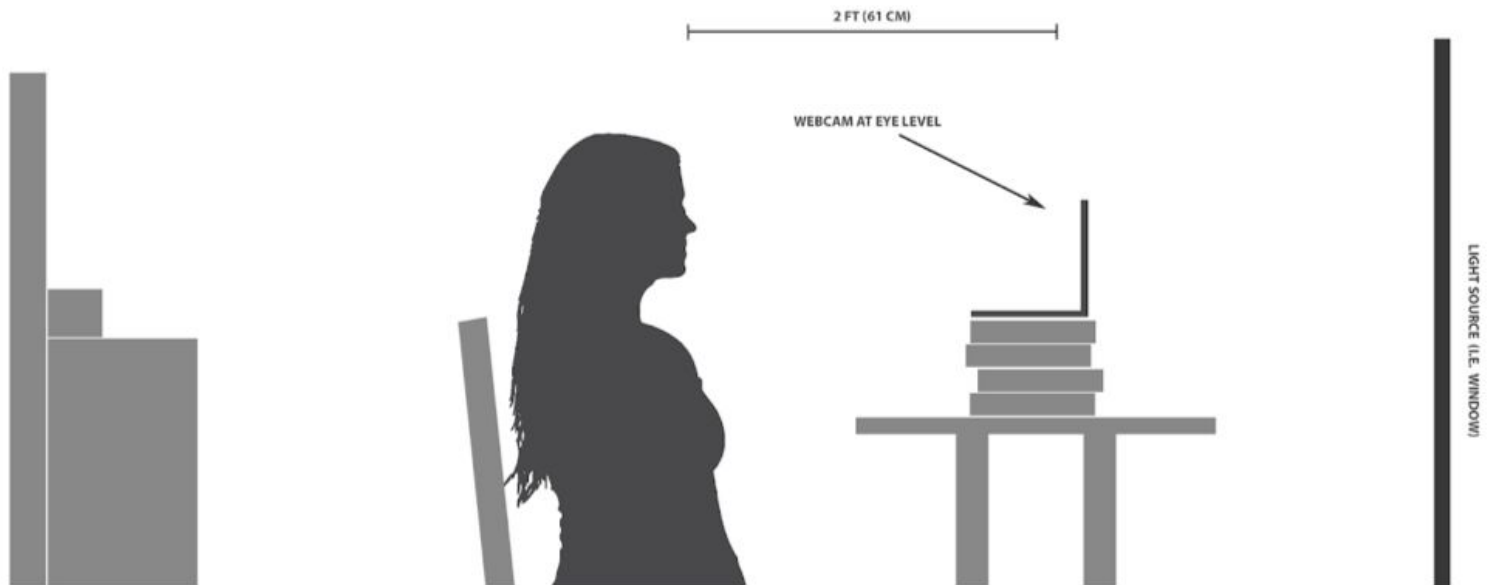
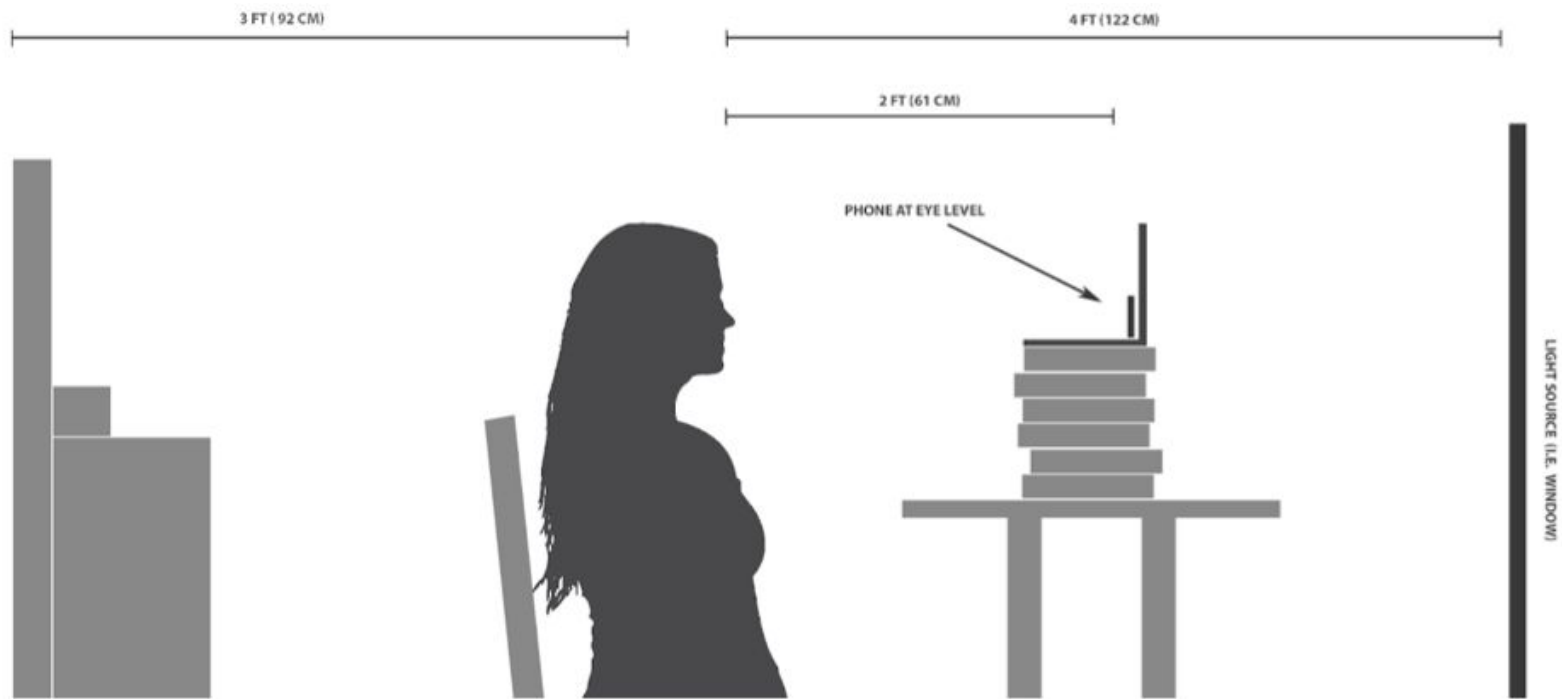
- Talks should be given in **English**, as Leuven is a city with a significant international audience.
- A talk cannot be longer than 17 minutes. Should you speak longer, TED will cut you mid-sentence on the website. However, because this event is online, people have shorter attention spans. Therefore, we highly recommend that your talk is **no longer than 15 minutes**.
- If you refer to the event or your talk, **please use the TEDx name, not TED**.
- You will need to obtain the **copyright for all images, videos, sound**, etc. that you use during your talk. TED requires you to **sign a speaker release form**, in which you declare that you have obtained this copyright. Your final speech is licensed under creative commons on the TED website.
  - Some examples of websites that offer free images are [creativecommons](#), [pexels](#), [pixabay](#), [depositphotos](#) and [freepik](#).
  - If you have any doubts about your slides, please reach out to our speaker contact and we will help you identify potential issues.

## Guidelines for the talk

The previous section listed hard requirements that have to be met in order for your talk to be eligible for a TEDx event. In this section, we will list additional tips and tricks to improve the quality of your talk. We understand that you may not be able to do everything, and that is generally okay. If you want to get a sense of what the end product could look like, [this 5 minute video](#) is a great example.

The points below are listed more or less in order of importance:

- We highly recommend that you record yourself from multiple angles (for example a close-up and a wide shot). This will give us more options when editing your talk. A wide shot captures you from head to approximately your middle. A wide shot does not need to capture you entirely. In a close up, you should be in frame until just below the shoulders.
- You can record yourself with your computer or your smartphone. Depending on when your devices were made, your smartphone may provide better video.
- Please record in a quiet space with minimal disruptions and as little background noise as possible. We suggest you put your phone on Airplane Mode or computer on mute/Do Not Disturb to avoid disruptions during the talk.
- The audio is the most important part of a talk, because it is the vehicle for the idea. Try comparing computer/phone microphone audio and simple earphone microphones, such as those that come with a mobile phone.
- If you can, have a light source coming from in front to ensure your face is lit. Natural light (from a window, for example) will usually look nice. Avoid having a light source from behind. Be mindful about natural light providing too much backlight. It will make the speaker darker and very difficult to see.
- Whether using a computer or phone, the camera should be stable. The device should sit on a level surface, aimed directly at you, and you should be looking directly at it. This may require you to look slightly above your screen, depending on where your camera is located.
- In summary, try to match the framing shown below if you can:



- Videos can be shot at home, or on location. It may also be fun to record yourself in your 'natural habitat', such as a scientist's lab, a chef's kitchen, or even a writer's studio!
- Avoid filming against just a wall, especially if it's just a white wall. If you have interesting items in your home, we encourage you to add them to the background so long as it does not become too cluttered.