GUIDELINES FOR MAKING A RECORDED VIDEO FILE

- **Presentation Time**

Session	Allocated Time
Plenary Session	10 mins (max) + 5 mins live Q&A
Free Paper Session	7 mins (max) + 3 mins live Q&A

- **VOD (Pre-recorded presentation) Information**

File Format	**mp4 (16:9)**
Presentation Time	Please keep the allotted presentation time
Deadline of Upload	**November 18(Fri.), 2020**
Recommended Title	**Final Session code_Speaker's name (Ex. FP01-1_Gildong Hong)**
File Upload	**December 1 >>** Click and upload your file **December 2 >>** Click and upload your file **December 3 >>** Click and upload your file ** If you have any trouble uploading your file to Drop Box, please send it to the secretariat or share a link on your Cloud Drive or others with kddw@conventionpm.com

- **Guidelines for Recording your Presentation (not mandatory)**

Introduction	At the start of your presentation, please introduce yourself, including your name, institution, and the title of your presentation.
Finish	At the end of your presentation, please say, "I'm done with my presentation." And, on the last slide, please write "Thank you."
Keyboard	Please use the keyboard instead of the mouse to flip the presentation slides to prevent mouse sounds from being recorded.
Disk Space	Please make sure there is enough disk space on your local drive to record and save your screen recording.

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Tel. (Scientific Program)+82-31-903-4385, 908-4383 | (Abstract) +82-31-906-4384 | (Sponsor) +82-31-908-4381 | (Registration) +82-31-906-4388
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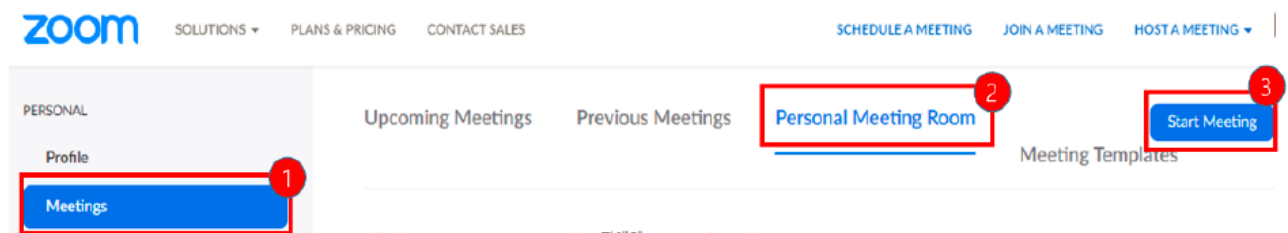# 1. How to Record the File Using ZOOM

1. Video Recording _ Zoom

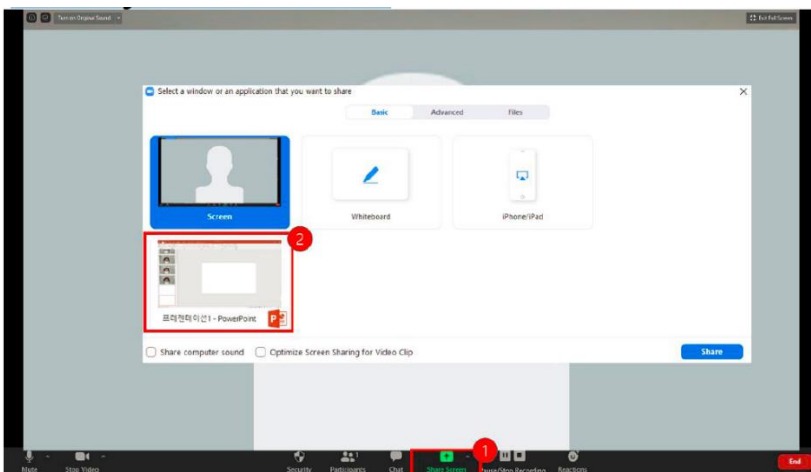| Web Camera	If you have a web camera, please select "video recording_zoom" as it will be better for mixing images and audio. (Presenter & Presentation file)
Keyboard	Please use the keyboard instead of the mouse to flip the presentation slides to prevent mouse sounds from being recorded.

1) Install the Zoom.us software or application on your computer from https://zoom.us/download.
The application has installed, click **Sign In** (for existing account users) or **Sign up free** to create an account.
> From the Zoom home screen, click **Meetings** in the top navigation menu.
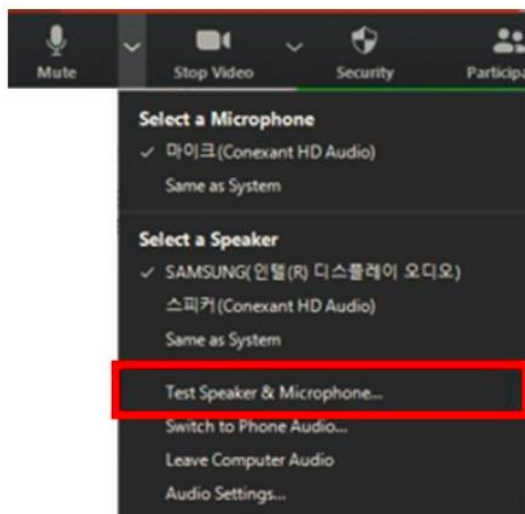>In your **Personal Meeting** window, click **Start.**
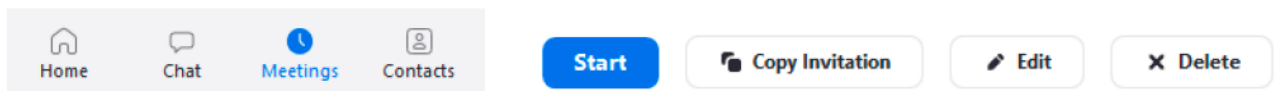
2) Zoom (https://zoom.us/)> Login (free) > Meetings > Personal Meeting Room > **Start Meeting and Click the "Start".**

## 2. After Starting Zoom, Click on Share Screen

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3. Test your Sound & Microphone

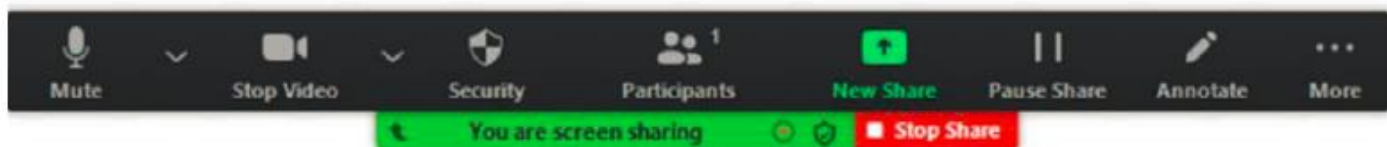### 4. Speaker size: Please increase the size from minimum to **maximum.**

5. Record: More > Record on this Computer

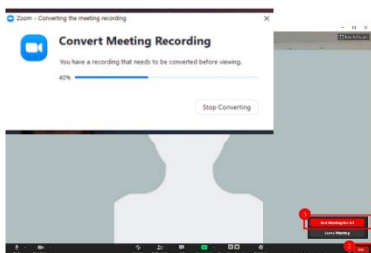** Before recording your presentation, please press the F5 button for the maximum screen.*
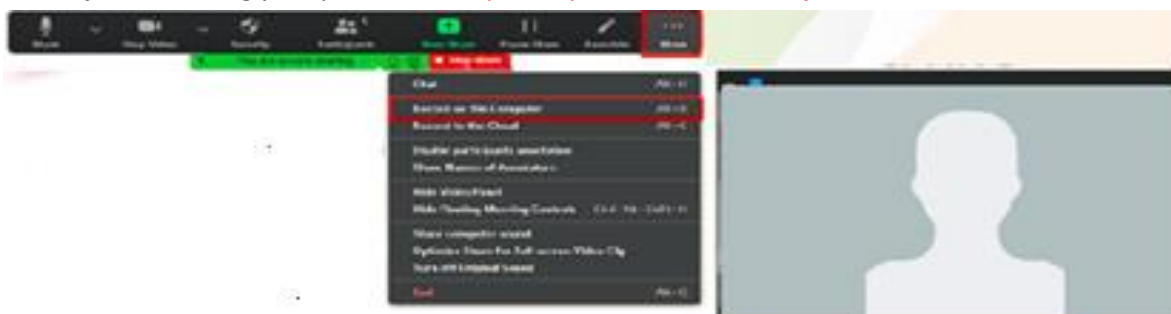
6. Save

1) Once your presentation is complete, click Stop Share.

2) Stop the recording > End > End Meeting for All

3) Convert your recording.

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2. How to Record the File Using 'MS Powerpoint'

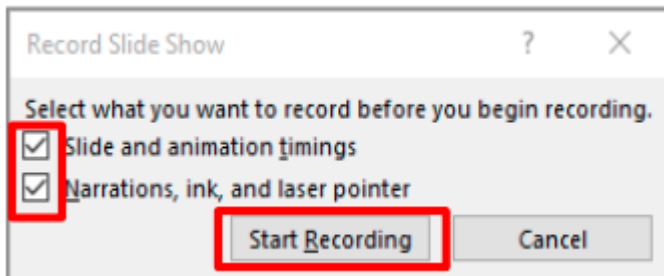**1> Recording a Slide**
  * These recording guidelines provide a basic description of Windows versions 2013-2019.

1) Set up your microphone
  - Please make sure that your microphone is plugged in and ready to record.

2) Go to the Slide Show tab and click the Record Slide Show
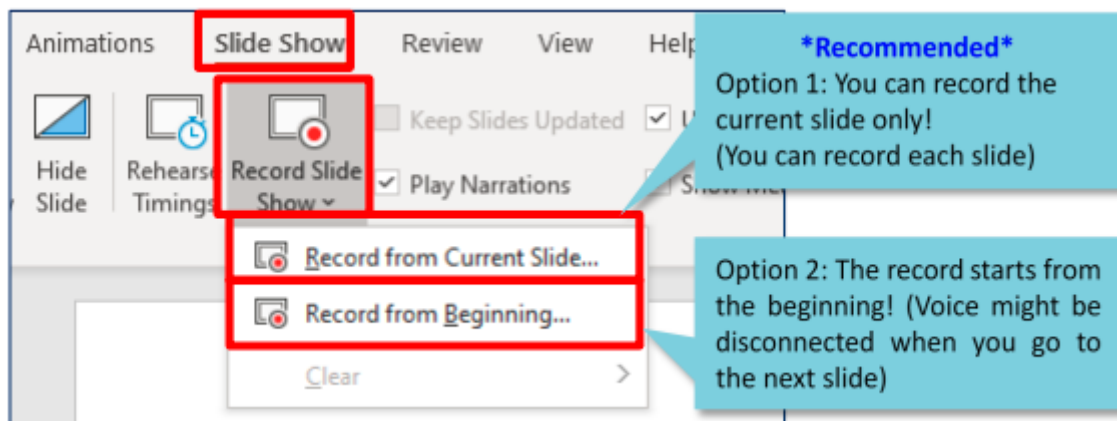
3) Leave both options checked to record audio and timings for the entire presentation.

4) Make sure you're ready before you click Start Recording. As soon as you click on it, PowerPoint will go into a full screen presentation view and begin to record you screen and audio.

2> During Recording
1) In the upper left corner of the window, you'll see a recording window with a runtime counter and other buttons. Use this to keep track of the length of your presentation.
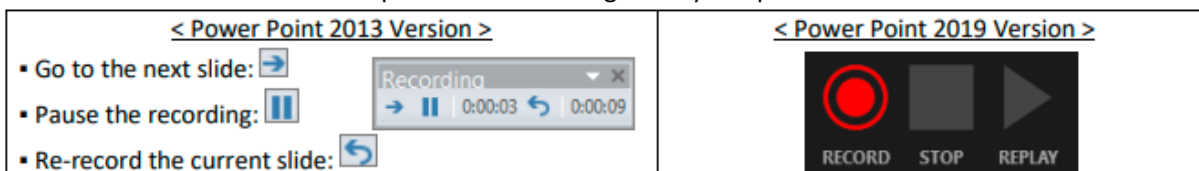
* The recording screen may look different depending on the MS Office version

  ※ Note:
  - When moving to the next slide, recording will pause automatically.
  - When you finish talking, please pause a moment before moving to the next slide and re-start.

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- If you go to a previous slide during recording, the recording will be deleted.
2) To end your recording, right-click the final slide, and click End Show.
   When you finish recording, a sound icon is automatically generated in the lower right corner of each slide.

3> Save (.mp4)
1) Once your presentation is complete, export the PowerPoint file as a video.
2) Please select the "Full HD (1080p)" and "Use Recorded Timings and Narrations" option.
3) Click File → Export → Create a Video (.mp4)
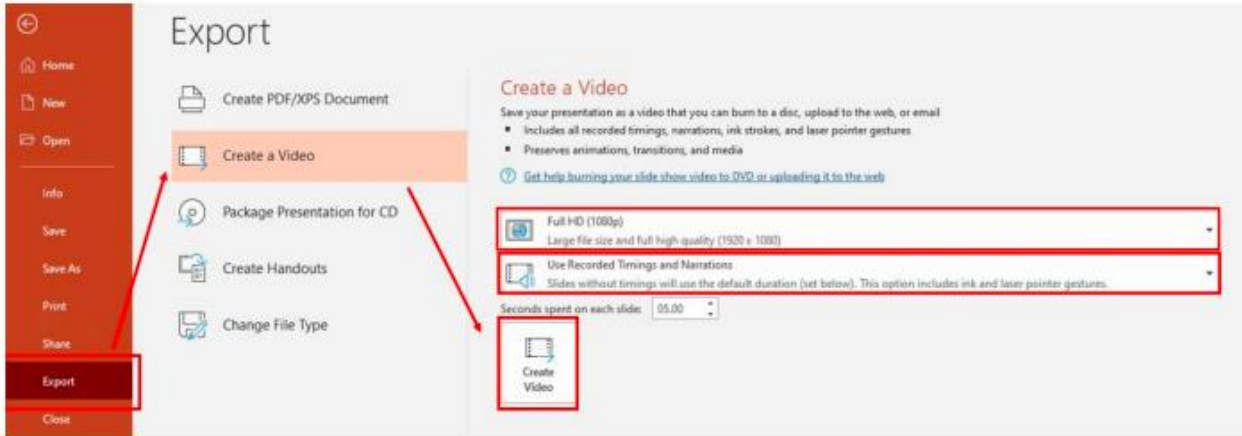
4> Review (★ Important ★)
1) Please review the video from start to finish to check if there are any errors.
② Be sure to check all the problems with the lecture video quality, voice, video loss, etc.
   If there is any problem with the lecture video, the secretariat may ask you to record the lecture again.

For more detailed information:

https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c?ui=en-us&rs=en-us&ad=us#OfficeVersion=Windows

For PC users: https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c#OfficeVersion=Office_365

For Mac users: https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c

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