

Guidelines for Recording Your Presentation

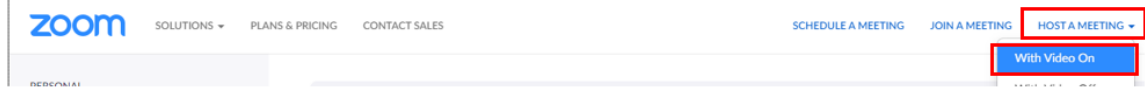
Before recording presentation

Precautions	<ul style="list-style-type: none"> - Please observe the allotted presentation time. - Please review the video from start to finish to check if there are any errors. <p>If your video exceeds the allotted time or has any problems, the secretariat may ask you to record it again.</p>
Presentation File	PowerPoint Slide 16:9 (wide screen)
Setting	<ul style="list-style-type: none"> - Please connect a separate microphone so that the surrounding noise is not recorded. - When sharing the presentation PPT screen, please set it to 'full screen mode' and record it. - Please use the keyboard instead of the mouse to prevent mouse sounds from being recorded.
Format	<p>Video file (MP4) recorded your presentation after sharing the PPT slide</p> <p>*Please submit both Recorded Video(MP4) and PPT Slide.</p>
Recording	<p>Two options for recording your presentation.</p> <ol style="list-style-type: none"> 1) Zoom Recording 2) Microsoft PowerPoint with an audio addition <p>*Please refer to the detailed guideline below.</p>
Submit to	<p>Please upload both Recorded Video (MP4) and PPT Slide to the LMCE 2021 Dropbox link.</p> <ul style="list-style-type: none"> - Upload: Dropbox link: https://www.dropbox.com/request/O1qYCI8XVftFsHZEXoci - Recommended title: Presentation Code_Presenter's name (ex. OP01-1_Gil-Dong Hong)
Deadline for Submission	September 6 (Mon.)

Option 1. Zoom Recording

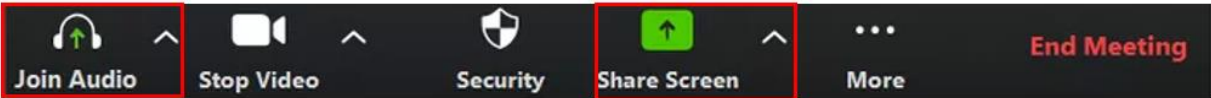
Step 1. Install Zoom and Sign-up

- ① Install the Zoom software on your computer from <https://zoom.us/download>
- ② After installation, click **“Sign In”** for existing account users, or **“Sign up for free”** to create an account. Click **“Host a Meeting”** > **“With Video On”** > **“Open Zoom Meetings”**

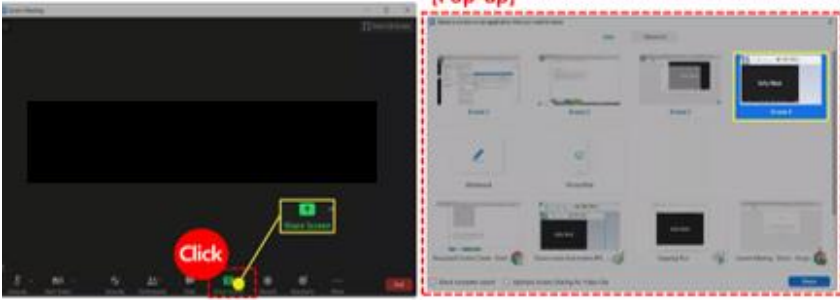


Step 2. Check the Recording Setting

- ① When you hover your mouse over the bottom of the window, you can see **the bottom menu**.
- ② Click **“arrow” icon** (next to 'Join Audio') and select **“Test Speaker & Microphone”** and test your sound and Microphone.

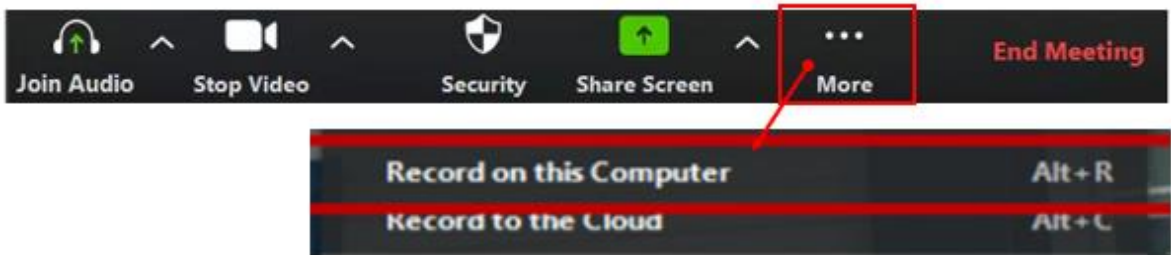


- ③ Please Click **“Share Screen” icon**
- ④ In the pop-up, select your presentation file to share, and then click **“Share”**.



Step 3. Record

- ① Before recording your presentation, please press F5 button for the maximum screen. Click on **“More”** at the top of your screen and Select **“Record on this Computer”**.



Step 4. Save and convert your recording

- ① Once you have finished your presentation, select **“Stop Share”** > **“Stop the Recording”** > **“End”** > **“End Meeting for All.”**
- ② After the files are converted, a window will pop up on your computer showing the converted files.

Step 5. Check & Review

- ① Be sure to check if there is any problem with the presentation video. (ex. Video Loss, Voice, Video Quality)
- ② Please understand that the secretariat may ask you to record the lecture again if there is any problem with the video.

Option 2. PowerPoint Recording (2013-2019 version)

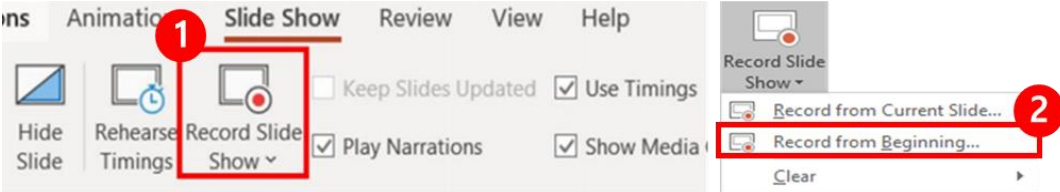
For further details on how to record your presentation with PowerPoint on Windows, click [here](#).

For details on how to record your presentation with PowerPoint on Mac, click [here](#).

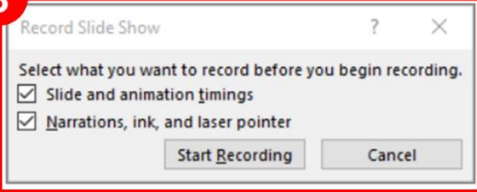
Step 1. **Set up your microphone**
Before you start recording audio inside PowerPoint, start off by making sure that your microphone is plugged in and ready to record.

Step 2. **Record your presentation**

① With your presentation open, click the **“Slide Show” > “Record Slide Show” > “Record from Beginning.”**



② In the **“Record Slide Show”** box, click **“Start Recording.”**



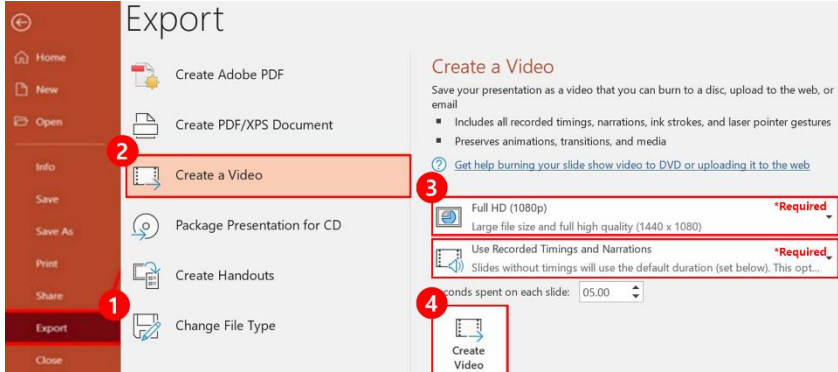
- Microsoft 365 for Windows) PowerPoint will go into a full screen view and begin to record your screen and audio as soon as you click **“Start Recording”**.

③ To end your recording, right-click the final slide, and click End Show.

- Microsoft 365 for Windows) To end your recording, select the square Stop button (or press S on your keyboard).

Step 3. **Export presentation as a video**

① Click **“File” > “Export” > Select “Full HD (Large file size and full high quality)”** and **“ Use Recorded Timings and Narrations”> “Create a video”**



Step 4. **Check & Review**

① Be sure to check if there is any problem with the presentation video. (ex. Video Loss, Voice, Video Quality)

② Please understand that the secretariat may ask you to record the lecture again if there is any problem with the video.