

## Guidelines for Recording Your Presentation

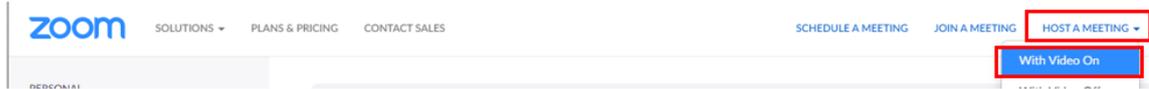
### Before recording presentation

<b>Precautions</b>	<ul style="list-style-type: none"> <li>- Please observe the allotted presentation time (8 minutes).</li> <li>- Please review the video from start to finish to check if there are any errors.</li> </ul> <p>If your video exceeds the allotted time or has any problems, the secretariat may ask you to record it again.</p>
<b>Allocated Time</b>	8 minutes
<b>Presentation File</b>	PowerPoint Slide 16:9 (wide screen)
<b>Setting</b>	<ul style="list-style-type: none"> <li>- Please <b>connect a separate microphone</b> so that the surrounding noise is not recorded.</li> <li>- When sharing the presentation <b>PPT screen</b>, please set it to '<b>full screen mode</b>' and record it.</li> <li>- Please use the keyboard instead of the mouse to prevent mouse sounds from being recorded.</li> </ul>
<b>Format</b>	<p>Video file (MP4) recorded your presentation after sharing the PPT slide</p> <p><b>*Please submit both Recorded Video(MP4) and PPT Slide.</b></p>
<b>Recording</b>	<p>Two options for recording your presentation.</p> <ol style="list-style-type: none"> <li>1) Zoom Recording</li> <li>2) Microsoft PowerPoint with an audio addition</li> </ol> <p>*Please refer to the detailed guideline below.</p>
<b>Submit to</b>	<p>Please upload <b>both Recorded Video (MP4) and PPT Slide</b> to the LMCE 2021 Dropbox link.</p> <ul style="list-style-type: none"> <li>- <b>Upload:</b> Dropbox link: <a href="https://www.dropbox.com/request/O1qYCI8XVftFsHZEXoci">https://www.dropbox.com/request/O1qYCI8XVftFsHZEXoci</a></li> <li>- <b>Recommended title:</b> Presentation Code_Presenter's name (ex. OP01-1_Gil-Dong Hong)</li> </ul>
<b>Deadline for Submission</b>	<b>September 6 (Mon.)</b>

## 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”**

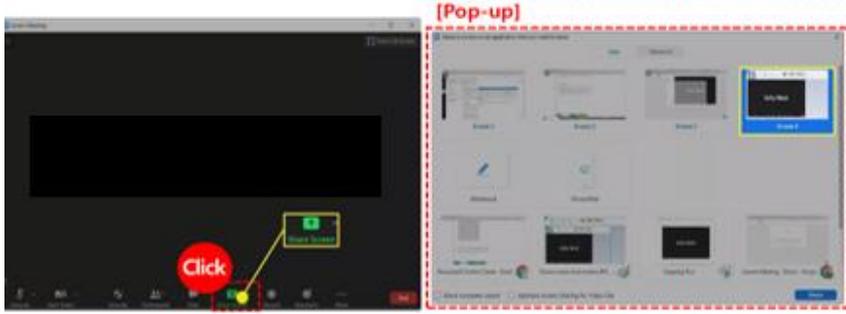


**Step 2.** **Check the Recording Setting**

- 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.

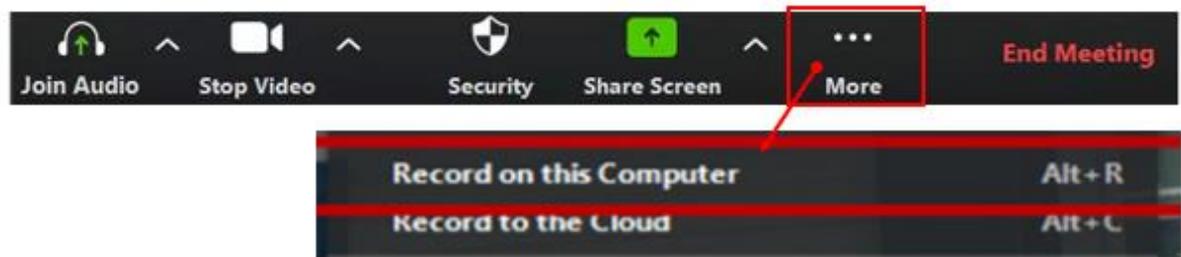


- ③ Please Click **“Share Screen” icon**
- ④ In the pop-up, select your presentation file to share, and then click **“Share”**.



**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)**

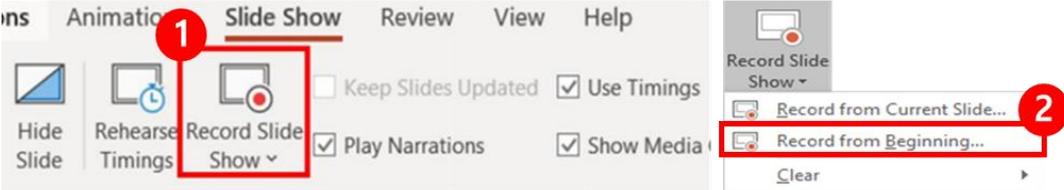
For further details on how to record your presentation with PowerPoint on Windows, click [here](#).

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

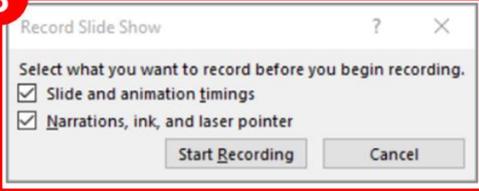
**Step 1.** **Set up your microphone**  
Before you start recording audio inside PowerPoint, start off by making sure that your microphone is plugged in and ready to record.

**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.”**



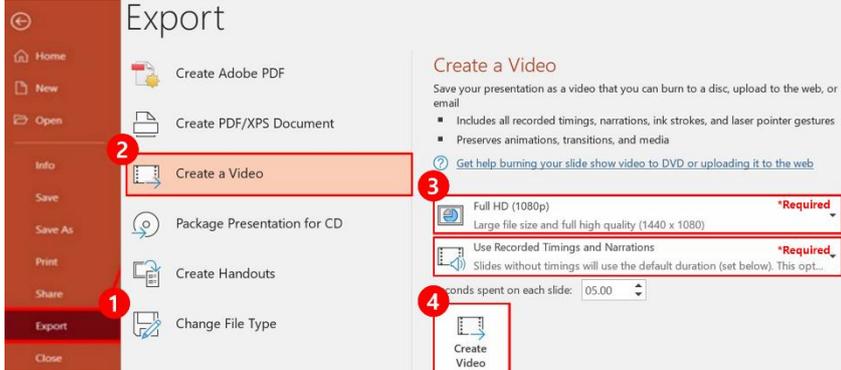
- Microsoft 365 for Windows) PowerPoint will go into a full screen view and begin to record your screen and audio as soon as you click **“Start Recording”**.

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.