

Guidelines for Recording Your Presentation

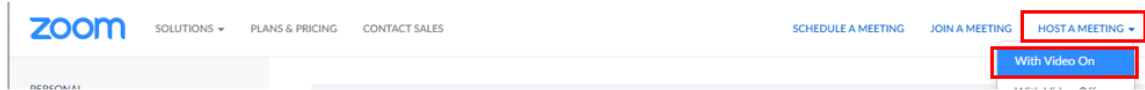
Before recording presentation

Precautions	<ul style="list-style-type: none"> - Please observe the allotted presentation time (8 minutes). - 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>
Allocated Time	8 minutes
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

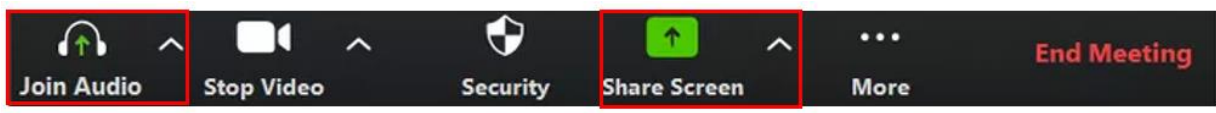
Step 1. **Install Zoom and Sign-up**

- 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.

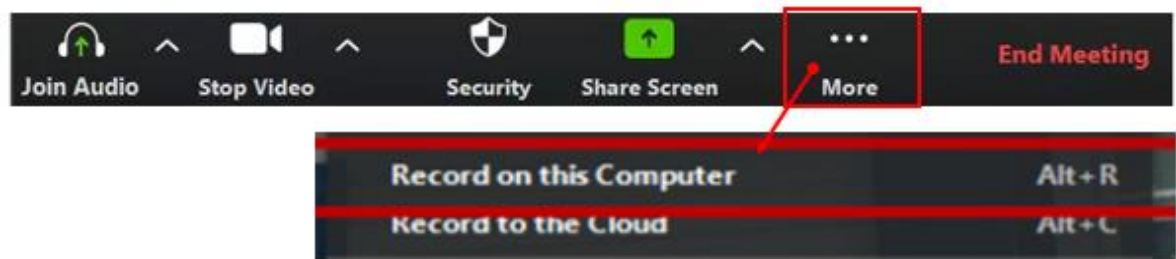


- ③ Please Click **“Share Screen” icon**
- ④ In the pop-up, select your presentation file to share, and then click **“Share”**.



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.

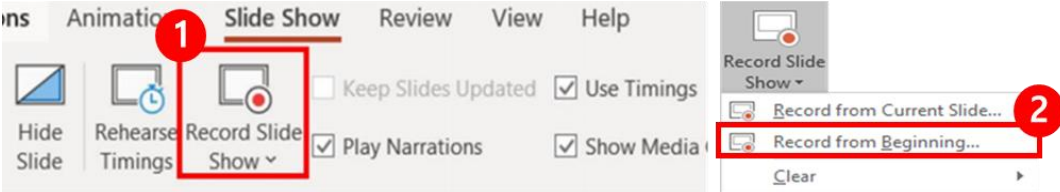
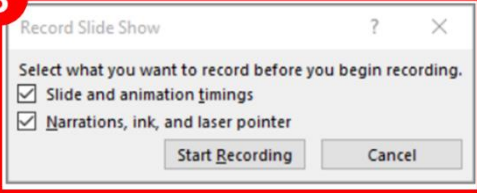
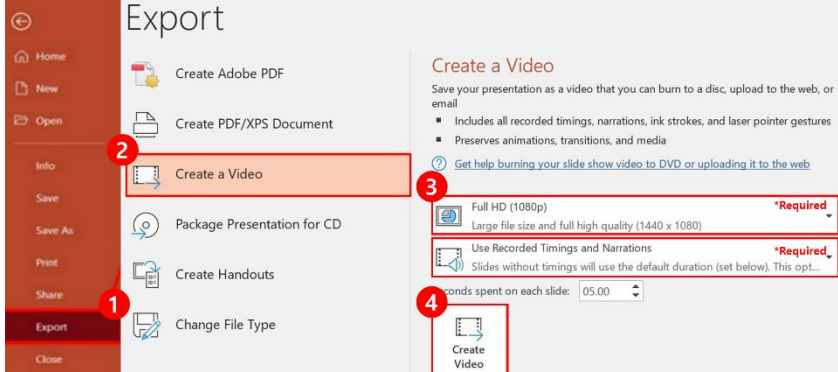
Step 5. **Check & Review**

- 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 <ol style="list-style-type: none">With your presentation open, click the “Slide Show” > “Record Slide Show” > “Record from Beginning.”  <ol style="list-style-type: none">In the “Record Slide Show” box, click “Start Recording.”  <ul style="list-style-type: none">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”. <ol style="list-style-type: none">To end your recording, right-click the final slide, and click End Show.<ul style="list-style-type: none">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 <ol style="list-style-type: none">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 <ol style="list-style-type: none">Be sure to check if there is any problem with the presentation video. (ex. Video Loss, Voice, Video Quality)Please understand that the secretariat may ask you to record the lecture again if there is any problem with the video.