

[Guidelines for Recording Your Presentation]

What to check before recording presentation

Format	Video file (MP4) recorded your presentation after sharing the PPT slide *1920*1080 FHD Resolution <i>*Please submit both Recorded Video(MP4) and PPT Slide.</i>
Presentation File	PowerPoint Slide (3:4 or 16:9 ratio)
Recording	Below two options for recording your presentation is recommended. 1) Zoom Recording 2) Microsoft PowerPoint Recording <i>*Please refer to the detailed guideline below.</i>
Precautions	- Before you start recording, please make sure that your camera and microphone are plugged in (or turned on) and ready to record. - Please connect a separate microphone so that the surrounding noise is not recorded and the speaker's voice can be heard well. - When sharing the presentation PPT screen , please set it to ' full-screen mode ' and record it. - Please ensure that the presentation time doesn't exceed 25 minutes and the file size is not over 700MB .
Submission	Please save your file as recommended title below, and upload the file to the ICDM 2022 Dropbox link. - Recommended title: Session Code_Speaker's Name - Upload: ICDM 2022 Dropbox link (To be informed)
Deadline for Submission	April. 14 (Thur.)

Option 1) Zoom Recording

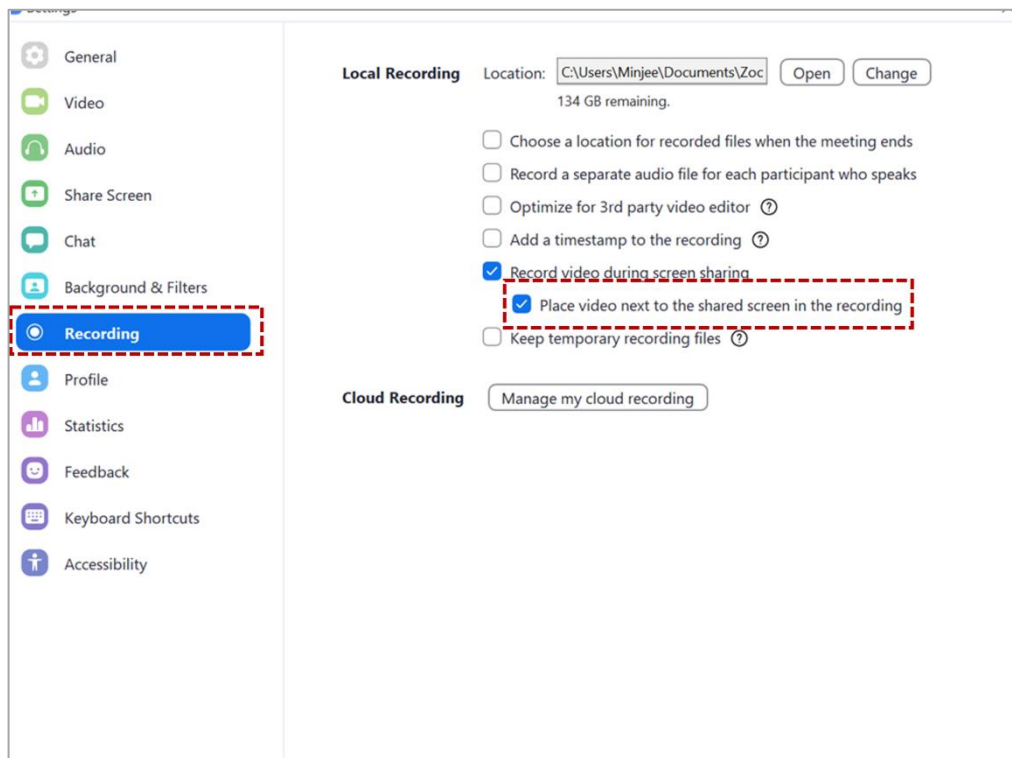
Step 1. Install Zoom and Sign-up.

- ① Install the [Zoom software](https://zoom.us/download) 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.

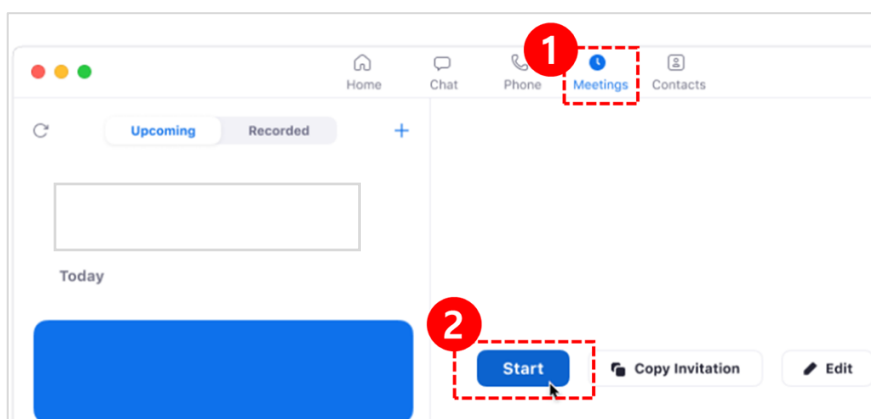
Step 2. Change the Recording Setting and Start a Meeting

- ① From the Zoom home screen, change the recording setting.

➔ Check “Place video next to the shared screen in the recording.”



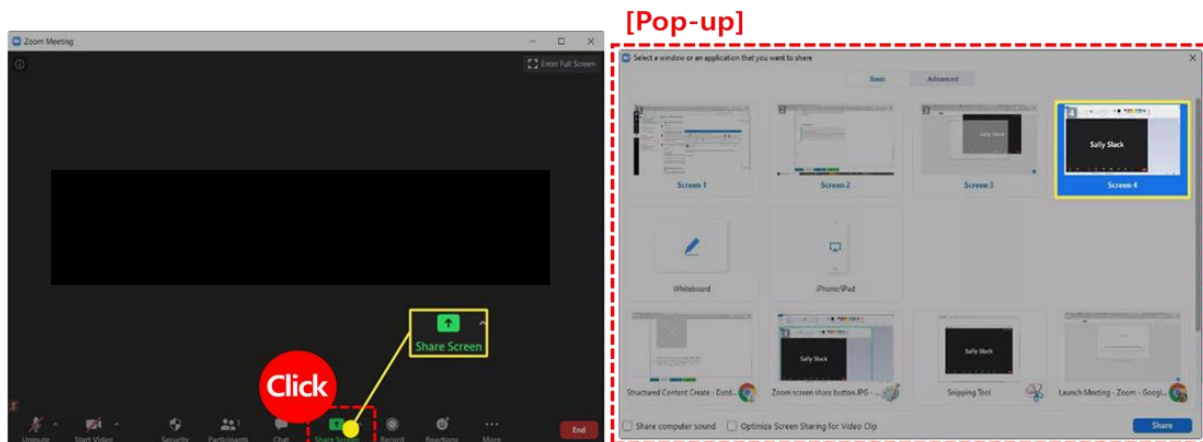
② Click “Meetings” -> “Start”.



Step 3. Share your presentation.

- ① Check whether your audio and video are both on and working.
- ② Have your presentations ready for sharing and click the “Share Screen” icon

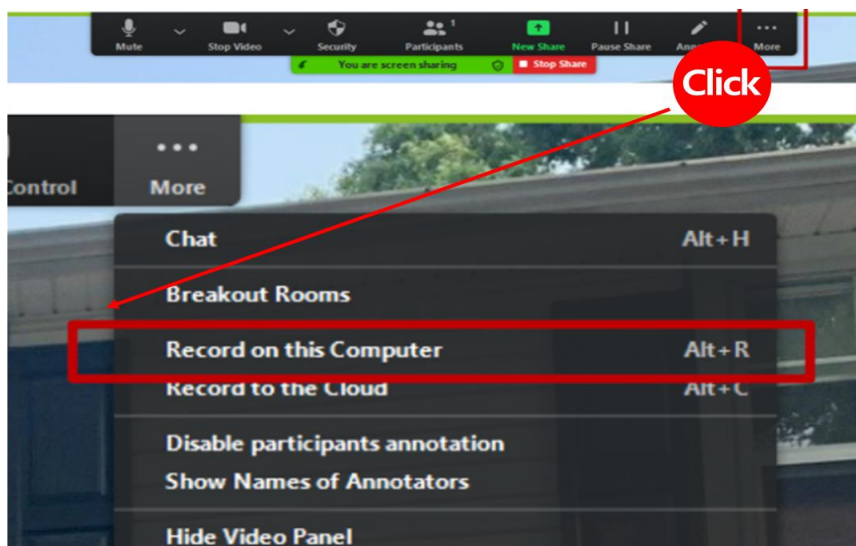
- ③ In the pop-up, select your presentation file to share, and then click “Share”.



- * The Share Screen option is near the middle, beside the “Chat” option.
- * The screen you are currently using will appear with a bright blue background; others will show white backgrounds. Use the scroll bar on the right to move through your options if you need to. Once you’ve selected the window you want to share, click “Share.”

Step 4. Record your presentation.

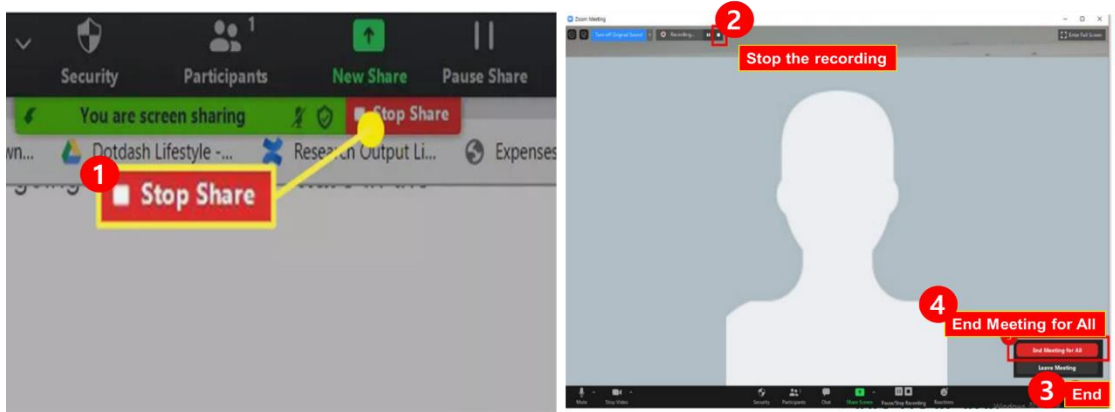
- ① Once you are sharing your screen, click on “More” at the top of your screen,
- ② Select “Record on this Computer.”



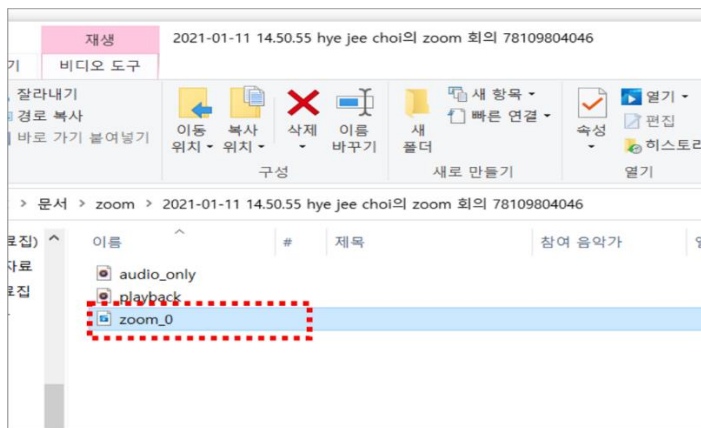
- *Before recording your presentation, please press the F5 button for the full screen.

Step 5. Save and convert your recording

- ① Once you have finished your presentation,
Select “Stop Share” → “Stop the Recording” → “End” → “End Meeting for All.”



*After the files are converted, a window will pop up on your computer showing the converted files.



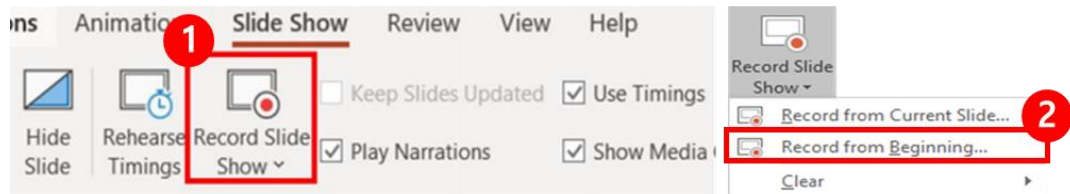
***Please check whether it is recorded as shown in the sample image**



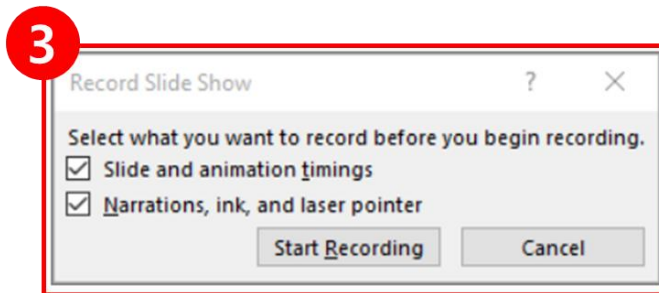
Option 2) PowerPoint Recording

Step 1 Record your presentation.

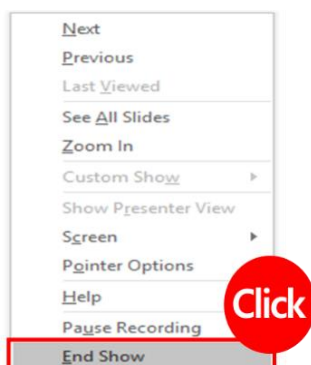
- ① With your presentation open,
click the "Slide Show" tab → "Record Slide Show" → "Start Recording from the Beginning."



- ② In the "Record Slide Show" box, click "Start Recording."
*Before recording your presentation, please press the F5 button for the full screen.



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



Step 3 Export presentation as a video.

- ① Click "Export"
- ② Select "Full HD" and "Use Recorded Timings and Narrations" options → "Crete a video"

* NOTE: Please select the "Full HD," and "Use Recorded Timings and Narrations" options.

