# [Guidelines for recording your presentation using PPT]
## -Plenary Session & Free Paper -

*SIDDS 2022 will be held virtually from April 16 to 17, 2022. Presentation files will be received in advance and streamed at an allocated time (Korea standard time). Q&A will be live after streaming of the presentations.* **we ask for your** <u>**intensified attention in keeping your presentation time**</u> **strictly within limits so as to run the conference smoothly.** *The following guidelines are to assist you in preparing your presentation.* *Please understand that we may ask you to record a new video if it exceeds the time limit or has quality issues.*
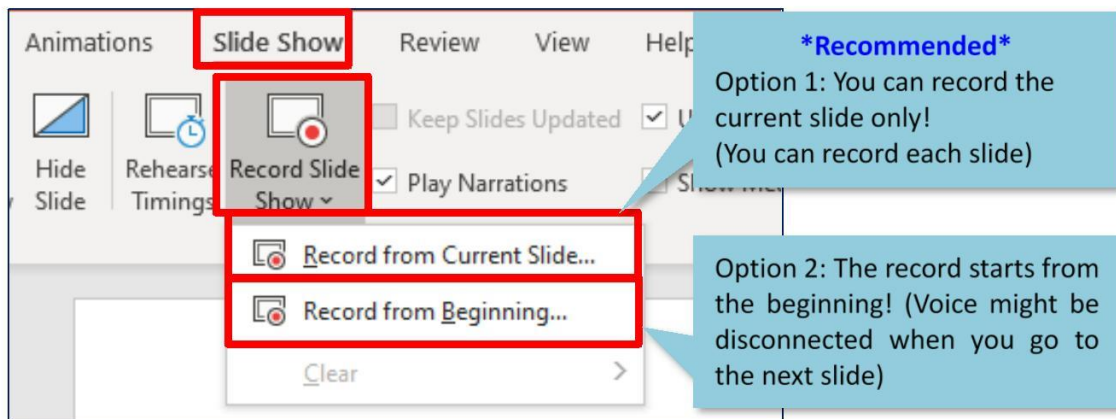
## Submission Deadline: April 1, 2022

### 1. Basic Rules

① These recording guidelines provide a basic description of Windows versions 2013-2019.

② As for the aspect of your presentation slides, a ratio of **16:9** screen format is recommended. (Save in MP4)

③ Use a common font such as Arial, Times New Roman, etc.

④ Presentation: 7 min and 3 min(Q&A)

⑤  Before you start your lecture, please introduce yourself briefly (name, affiliation, presentation title, etc.).

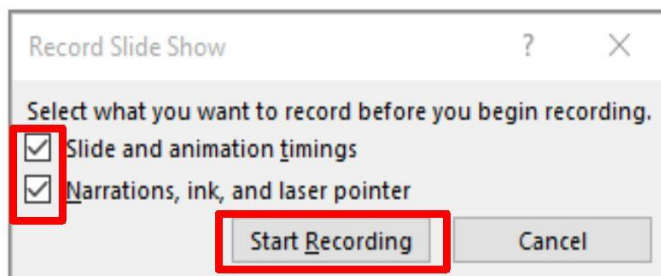※ If you are not familiar with recording using PowerPoint, you can also record using Zoom.

### 2. Record a Slide Show [Further Information]

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**.



*Recommended*
Option 1: You can record the current slide only!
(You can record each slide)

Option 2: The record starts from the beginning! (Voice might be disconnected when you go to the next slide)

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 your screen and audio.

## 3. 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.

| < Power Point 2013 Version > | < Power Point 2019 Version > |
|---|---|
| ▪ Go to the next slide: <br> ▪ Pause the recording: <br> ▪ Re-record the current slide: <br> Recording → II 0:00:03 ↩ 0:00:09 | RECORD STOP REPLAY |

　* 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.
　- 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.

## 4. 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)



## 5. 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.

## 6. Video Submission

① Recommended Title: Abstract Code_Presenter's name (Ex. FP01-1_Gildong Hong)

② Submit your lecture file to the secretariat(sidds2022@medioffice.or.kr)

③ **Submission Deadline: April 1, 2022**

  ※ *The secretariat will conduct a preliminary inspection of the video, so we would appreciate your keeping to the deadline.*

## 7. Copyright Agreement

We cordially ask for your permission to allow us to use the presentation file or video of your presentation for publicity purposes. If you agree, the video will be uploaded to the platform for about two months after the conference.

If you don't agree, it will only be played and streamed via the online congress website and will not be uploaded. Your agreement will highly contribute to the development of academic achievement and education.