

## I. Recording using ZOOM

**Submission Deadline**

**Sep. 30, 2022**

### 1. Basic Rules

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

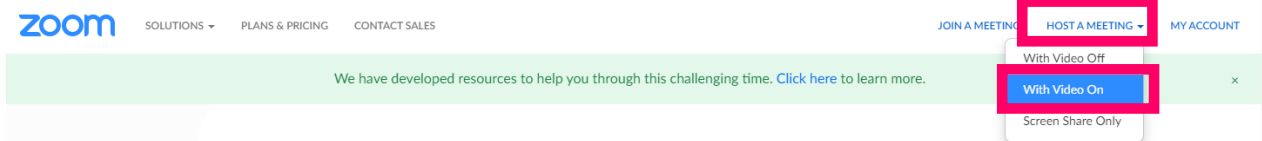
※ Download template: [www.ica2022korea.org/data/ICA2022\\_Template\\_16\\_9.pptx](http://www.ica2022korea.org/data/ICA2022_Template_16_9.pptx)

### 2. Before you start

① Install the Zoom.us software on your computer from <https://zoom.us/download> .

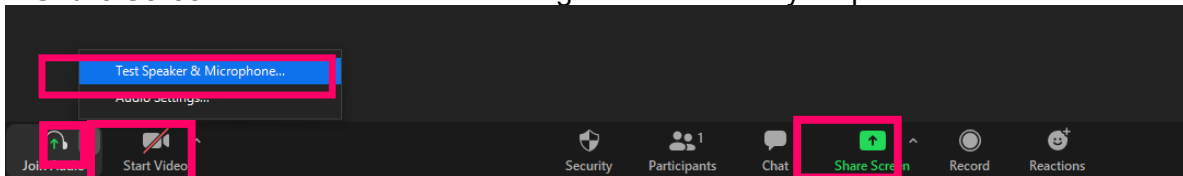
Once the application has installed, click **Sign In** (for existing account user) or **Sign up free** to create a new account.

② Log into the Zoom website ( <https://zoom.us/> ) → **'Host a Meeting'** → **'With Video On'** → **'Open Zoom Meetings'**.



③ When the Zoom meeting window opens, hover your mouse over the bottom of the window.

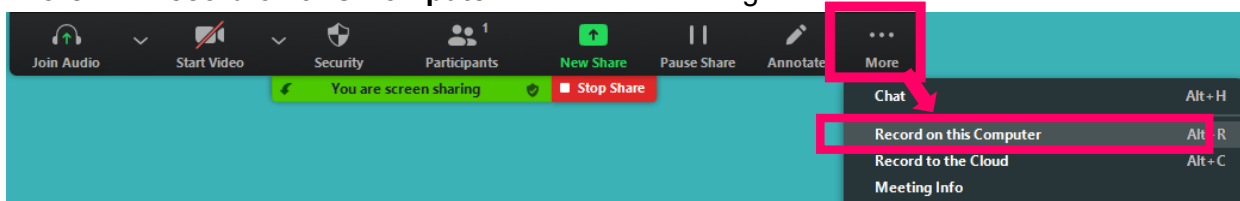
- **'Join Audio'** by either using a microphone or headset through your computer.
- Click the **'Start Video'** button to capture yourself on video while speaking.
- Select **'Share Screen'** to select and start sharing the screen with your presentation file.



### 3. During Recording

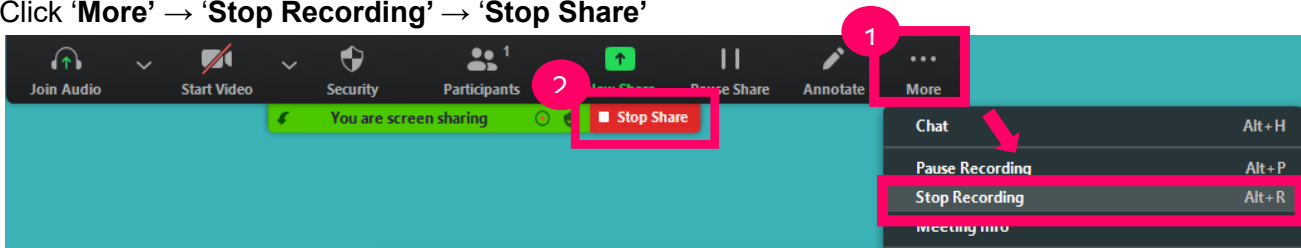
① Make sure the PPT slide goes to full screen (F5 Key; Windows OS)

② Click **'More'** → **'Record on this Computer'** and start recording.



### 4. Finish Recording

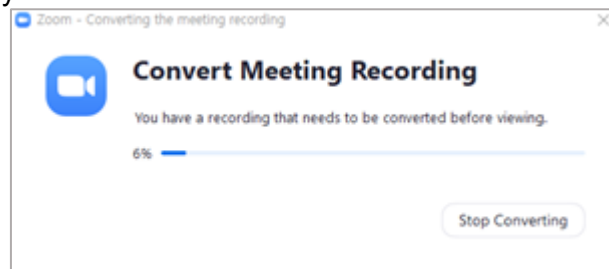
- ① Click 'More' → 'Stop Recording' → 'Stop Share'



- ② Click 'End' → 'End Meeting for All'



- ③ After your recording is complete, the pop-up window below will appear. If you do not set up a folder, the recording will be saved in your Document folder in a sub-folder called Zoom by default.



## 5. Review (★ Important ★)

- ① Please review the VOD from start to finish to check for 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.

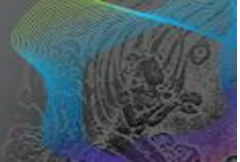
## 6. Video Submission

**Submission Deadline: Sep. 30, 2022**

-Please upload your Pre-recorded video file on the assigned link, (to be provided). (ID: your email)

## 7. Copyright Agreement

All presentations will be asked (when they submit the paper) if the recording of their presentation will be allowed. The recorded video will be uploaded on the virtual platform after the congress.



## II. Recording using PPT

Submission Deadline

Sep. 30, 2022

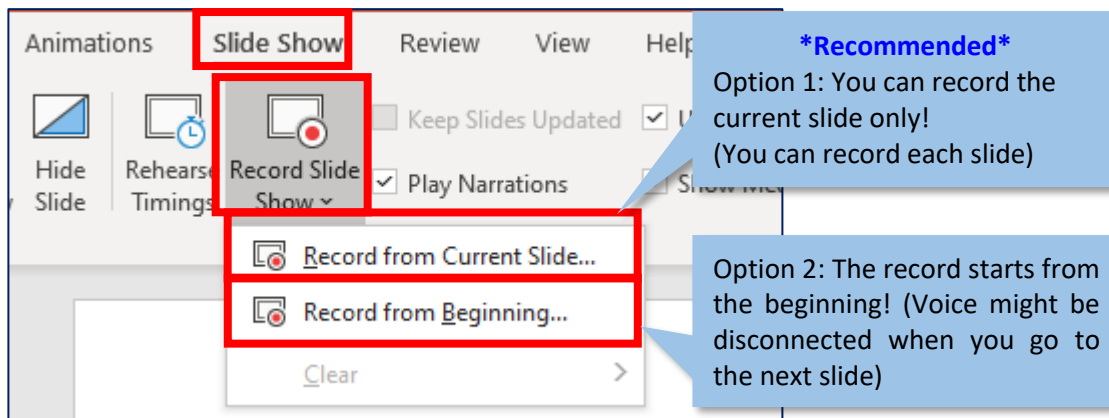
### 1. Basic Rules

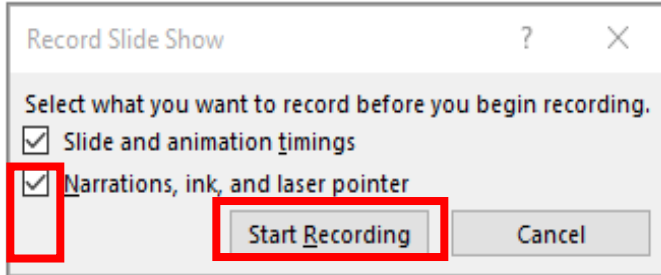
- ① These recording guidelines provide a basic description of Windows versions 2013-2019.
  - ② As for the aspect of your presentation slides, a ratio of **16:9** screen format is recommended. (Save in **MP4 format**)
  - ③ Use a common font such as Arial, Times New Roman, etc.
  - ④ Before you start your lecture, please introduce yourself briefly (name, affiliation, presentation title, etc.)
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※ 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**.



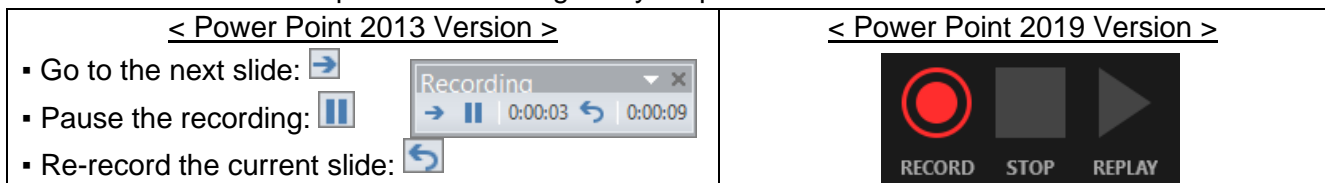


③ Leave both options checked to record audio and timings for the entire presentation.

④ Make sure you're ready before you click Start Recording. As soon as you click on it, PowerPoint will go in to 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.



\* 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**.

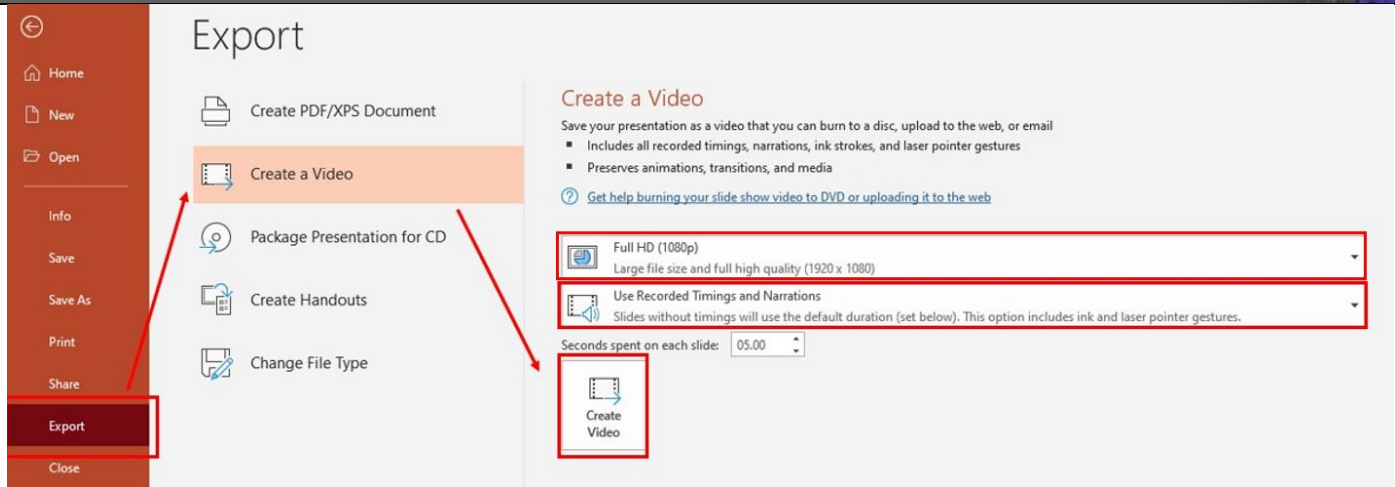
When you finish recording, a sound icon is automatically generated in the lower right corner of each slide.

### 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)



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