

Guidelines for Recording your Presentation

AOCPRM 2020 is requesting you to use '**Zoom**' program for recording your presentation
Please submit not only your VOD file but also your Presentation file (PPT);

● Recording Tips

Introduction	At the start of your presentation, please introduce yourself, including your name, institution, and the title of your presentation.
Finish	At the end of your presentation, please say, "I'm done with my presentation."
Web Camera	If you have a web camera, please use it as it will be better for mixing images and audio. (Presenter & Presentation file)
Microphone	Good microphone (or headset with microphone) close to mouth BUT away from direct line of mouth to reduce "pops". Avoid using default built-in microphone on computer.
Keyboard	Please use the keyboard instead of the mouse to flip the presentation slides to prevent mouse sounds from being recorded.
Disk Space	Please make sure there is enough disk space on your local drive to record and save your screen recording.

● How to record

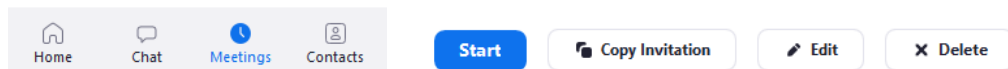
*Before using Zoom

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

One the application has installed, click **Sign In** (for existing account users) or **Sign up free** to create an account.

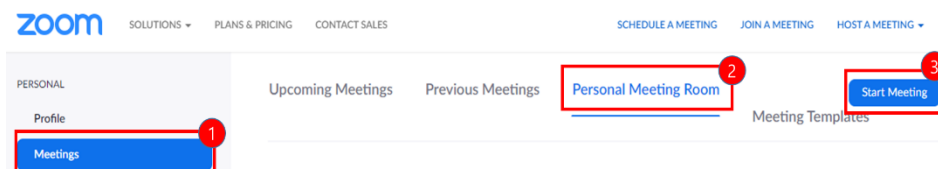
> From the Zoom home screen, click **Meetings** in the top navigation menu.

> In your **Personal Meeting** window, click **Start**.

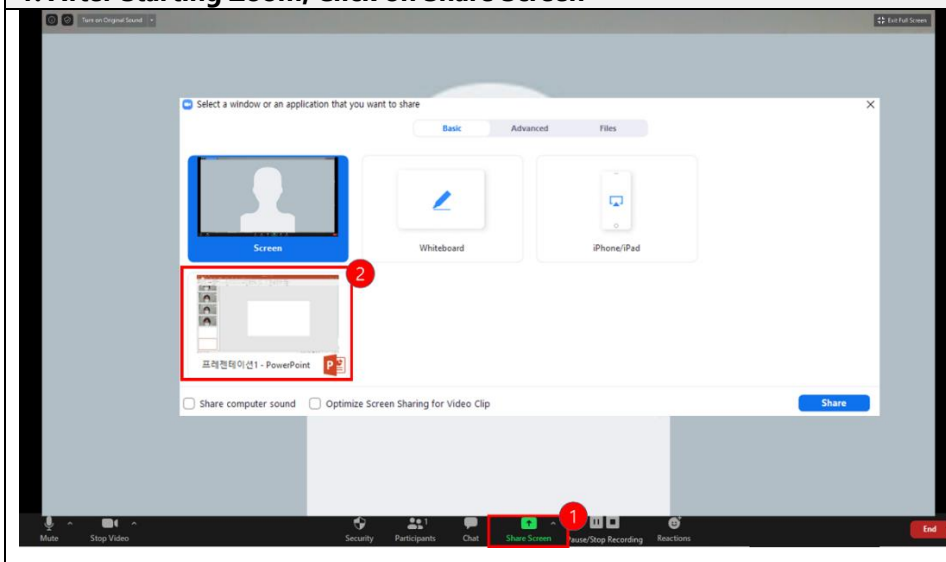


2) Zoom (<https://zoom.us/>)> Login (free) > Meetings > Personal Meeting Room

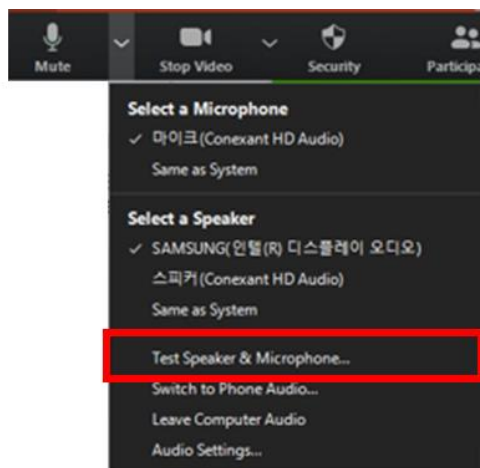
> **Start Meeting and Click the "Start"**.



1. After Starting Zoom, Click on Share Screen

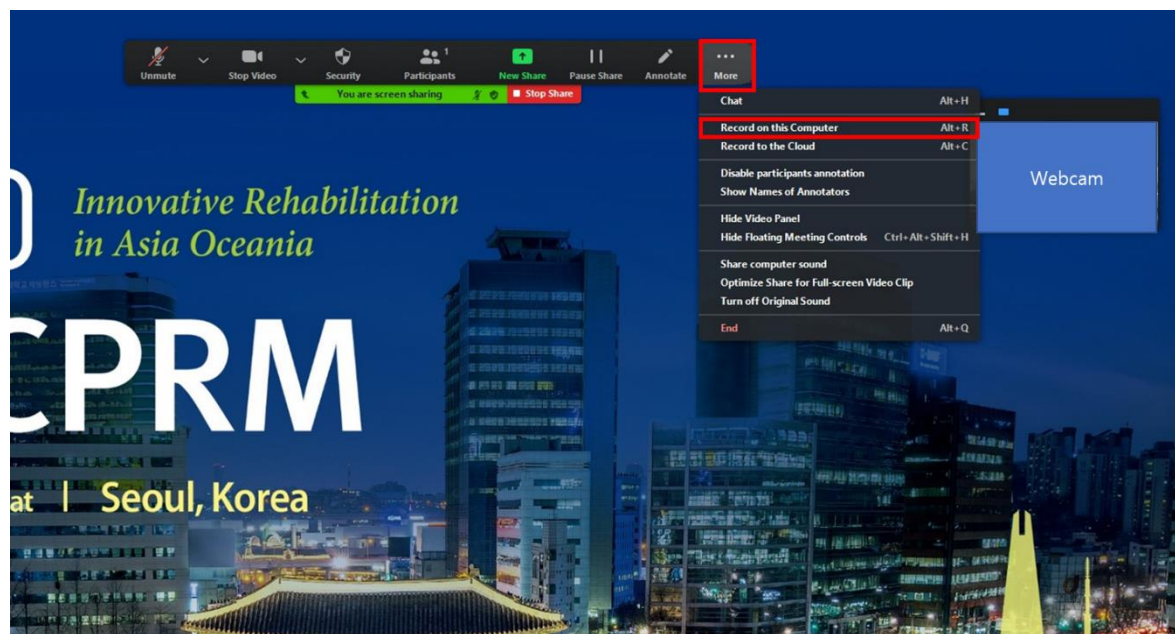


2. Test your Sound & Microphone



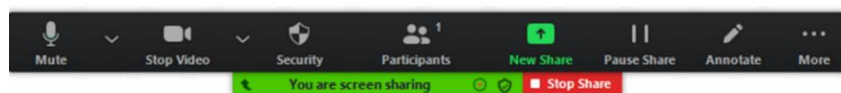
3. Record

* Before recording your presentation, *please press the F5 button for the maximum screen.*
More > Record on this Computer

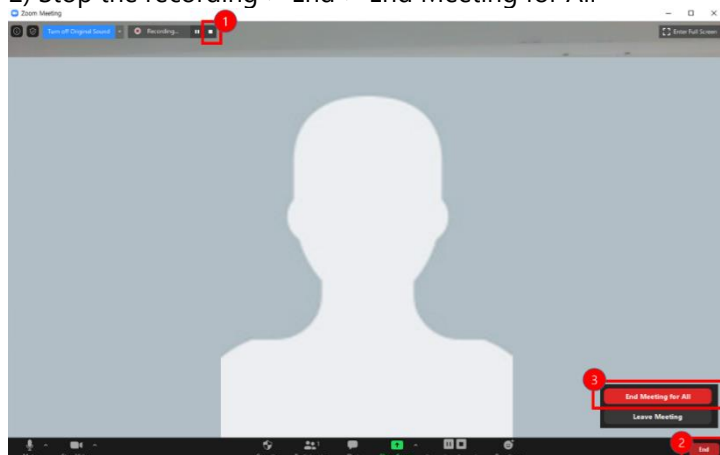


4. Save

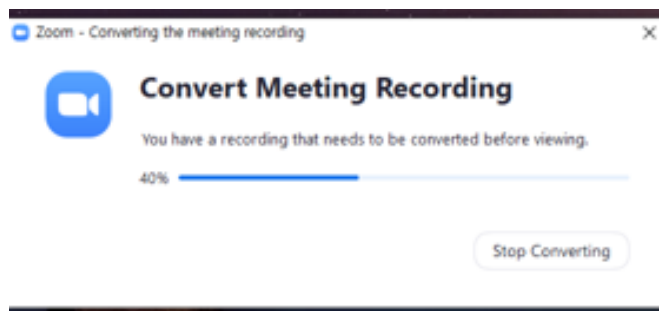
1) Once your presentation is complete, click Stop Share.



2) Stop the recording > End > End Meeting for All



3) Convert your recording > Upload to the AOCPRM Dropbox link.



Example) When you complete your recording, you will see the form below.



● How to upload VOD & PPT file

How to Upload	Please upload your Video File and Presentation file via the link.	
	Invited Speakers of Plenary & Parallel Sessions	CLICK Here
	Presenters of Free Paper Sessions	CLICK Here
	1. Click the "+" > The VOD File & Presentation File (PPT) Name: Your Session Code 2. Your Name: Name _Your Session Code ex) Seahui Lee_PL1 3. Email address: Your Email 4. Click "Upload" * Your session code has been sent via e-mail and will be uploaded to the Homepage.	
Presentation File	PowerPoint 16:9 size	

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