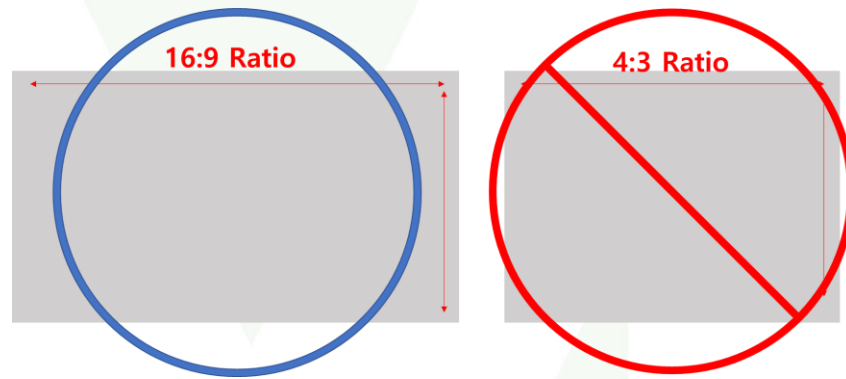


[Recording Tips]

❖ Presentation File Format

As for the aspect ratio of your presentation file (slides), a ratio of **16:9** is recommended for virtual platform.



Don't you know how to change? Please click [HERE](#).

❖ Before You Start Presentation

- 1 Prepare headphone or earphone with microphone.



- 2 Prepare Laptop or Desktop with web camera.



- 3 During recording, use the keyboard instead of the mouse to flip the presentation slides to prevent mouse sounds from being recorded.



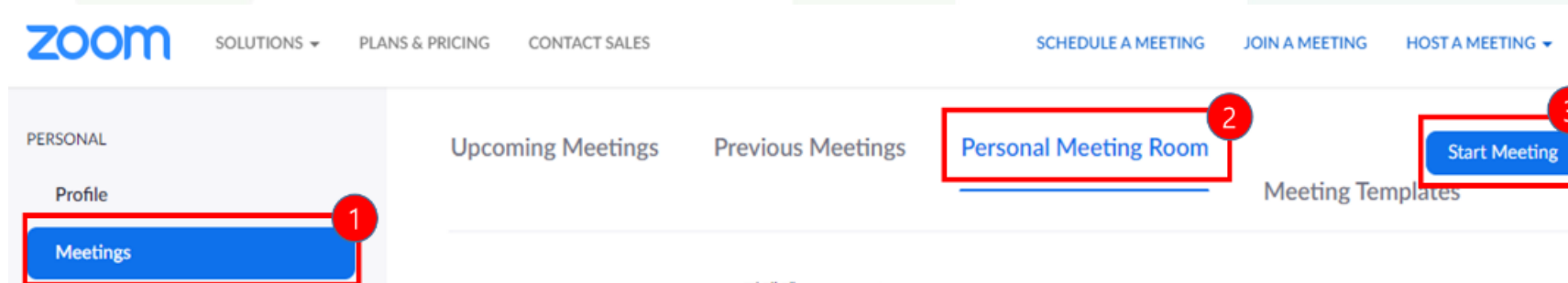


Recording Program: Zoom

❖ Installation of Zoom

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

To Start Meeting, Click the "Start".

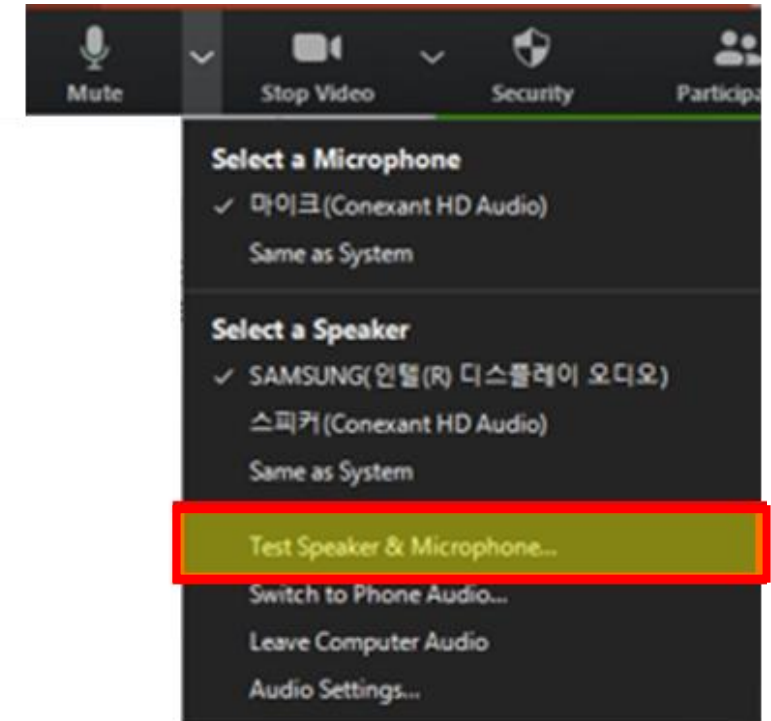
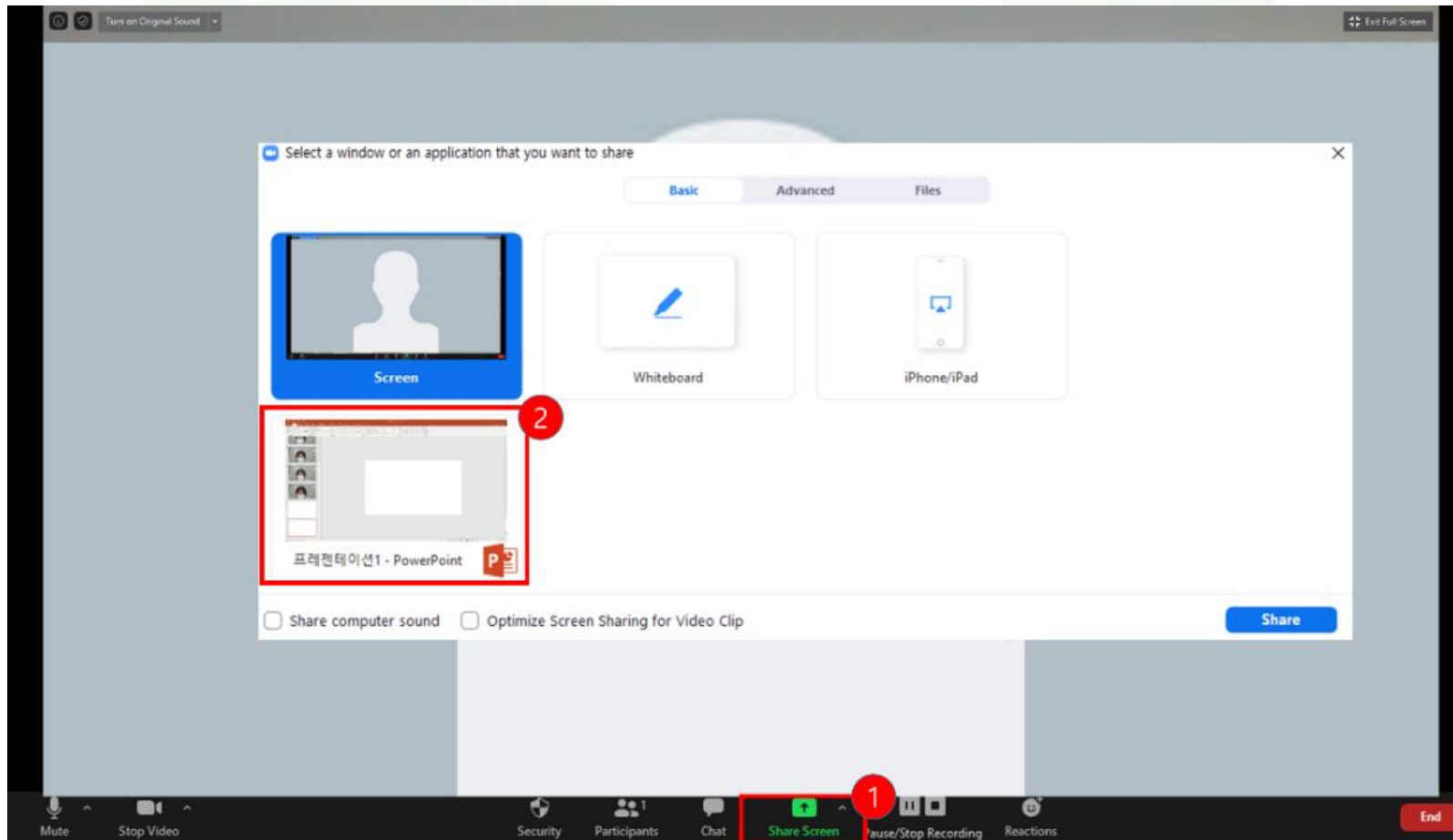


1. How to Record

❖ Recording

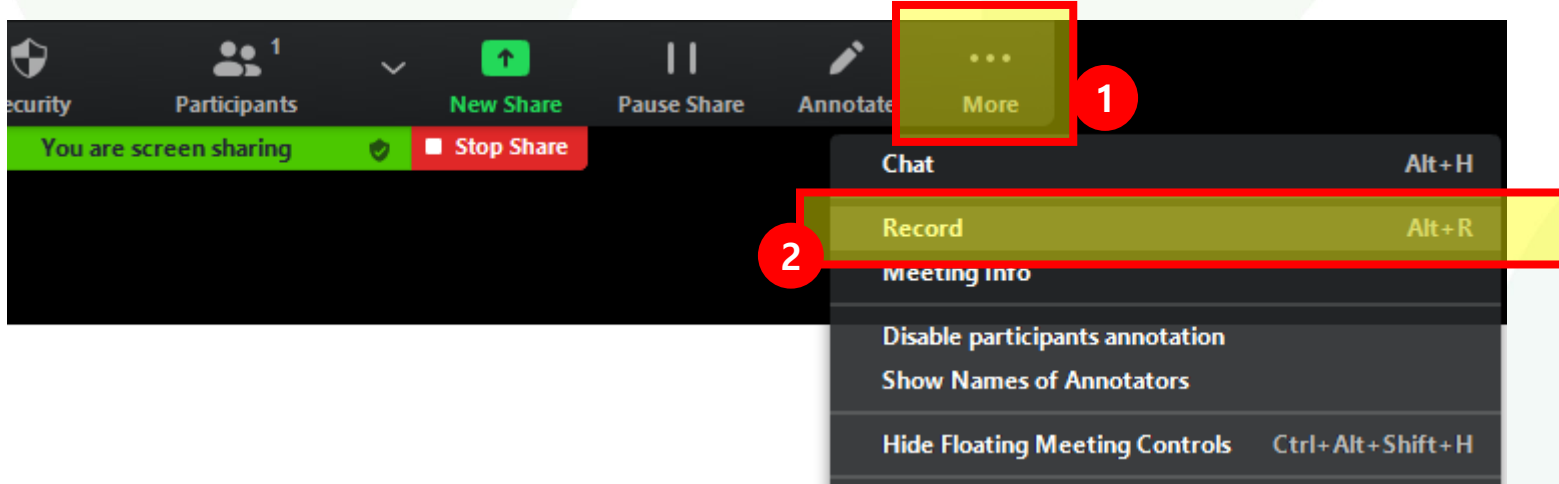
1 After Starting Zoom, Click on Share Screen.

2 Test your Sound & Microphone

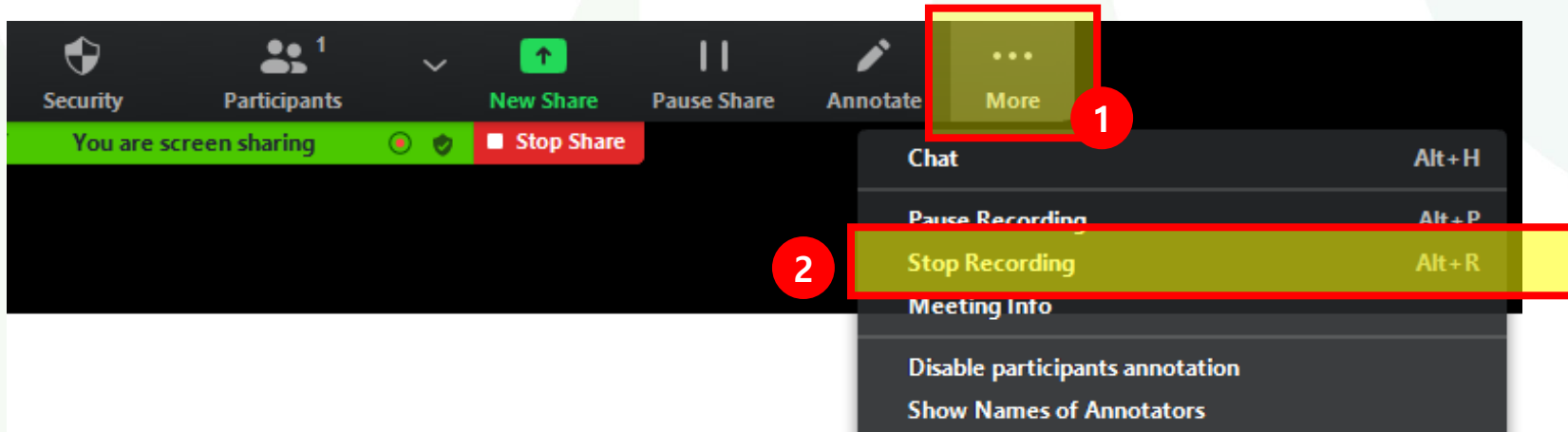


1. How to Record

- 3 * Before recording your presentation, **please press the F5 button for the maximum screen.**
Click More > Record on this Computer. Please start your presentation with greetings.

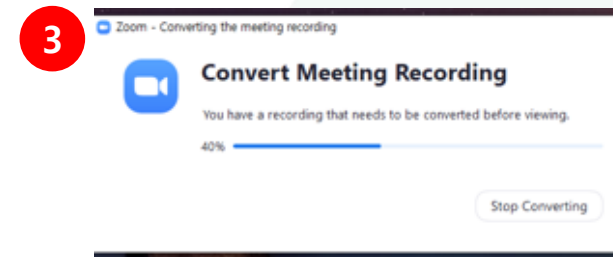
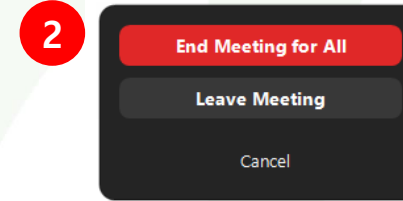
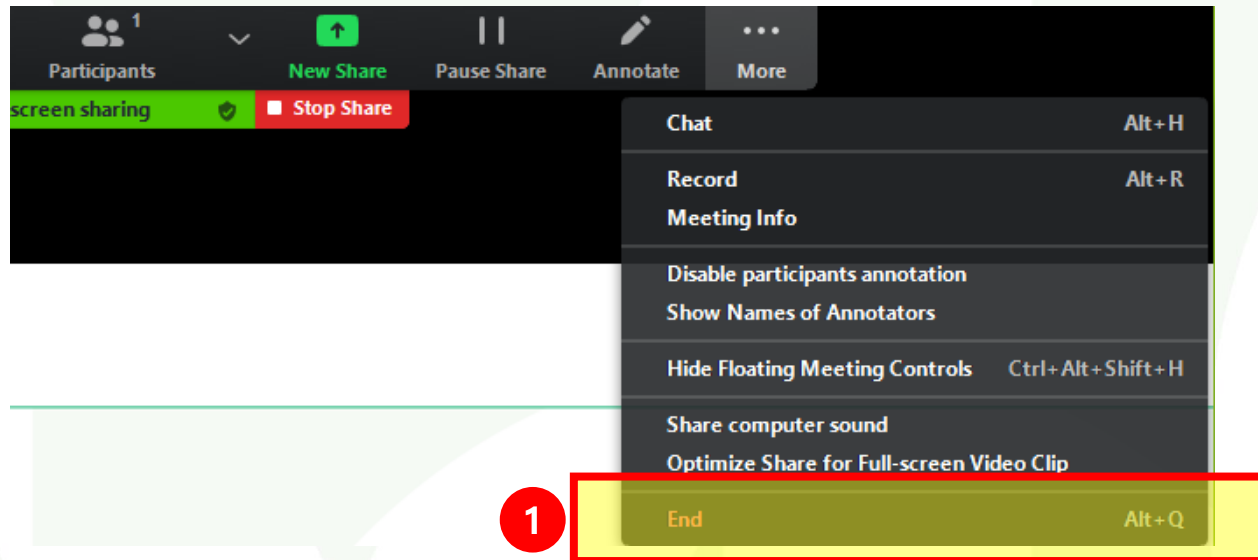


- 4 After presentation is complete, click '**More**' - '**Stop Recording**'.



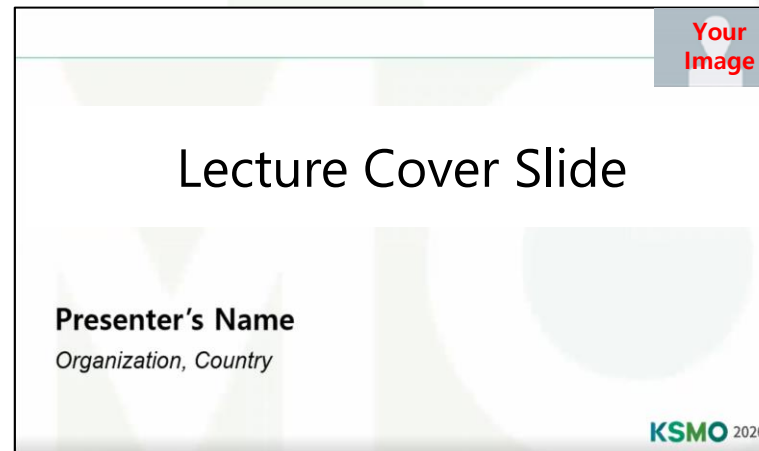
1. How to Record

- 5 Click 'End' > 'End Meeting for All' > Convert your recording > Upload the file to the submission site.



❖ Video Example

When you complete your recording, you will see the form as shown.



A screenshot of a 'Lecture Cover Slide' form. The form has a white background with a light blue border. At the top right, there is a placeholder for 'Your Image'. The main title is 'Lecture Cover Slide'. Below it, there is a section for 'Presenter's Name' with a sub-label 'Organization, Country'. At the bottom right, there is the 'KSMO 2020' logo.

2. How to Upload the File

For Invited Speakers of Invited Lectures

[Upload >](#)

How to Submit

1. Click the “+”
2. Put in your name: **Your Session Code_Name** ex) Plenary Lecture 1_Suyun KIM
3. Put in your Email address: **Your Email**
4. Click “Upload”

* Please check your Code No. and it has been sent via e-mail.

File Name **Your Session Code_Name** ex) Plenary Lecture 1_Suyun KIM

For Presenters of Oral Presentation

[Upload >](#)

Submission Open July 31 (Fri), 2020

Deadline for File Submission **August 15 (Sat), 2020**

Review for Award After the deadline, the Committee will review your submitted presentation file and select awardees.

Files submitted after the deadline will not be considered for an award.

How to Submit

1. Go to the submission website below and enter your ID and Password.
2. Check the abstract information and upload the presentation file.

Submission ID/PW

- ID: Presenting author e-mail
- Password: ksmo2020

File Name ABST-0000_Presenter Name

Presentation Time **10 min.** (Please make sure to fit the video time.)

❖ Inquiries | KSMO 2020 Secretariat

- ◆ E-mail: info@ksmoconference.org
- ◆ Tel: +82-2-557-8422/8423