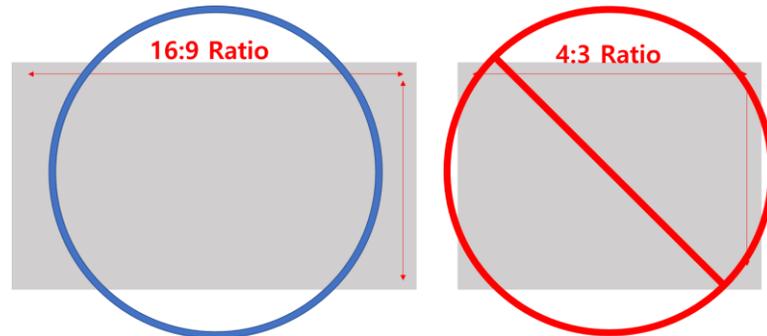


[Recording Tips]

❖ Presentation File Format

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



- When sharing the presentation **PPT screen**, please set it to **'full-screen mode'** and record it.
- We would like to recommend creating PPT slides with a **KSMO 2025 template.** (16:9 ratio)

KSMO 2025

KSMO 2025

❖ Before You Start

- 1 Prepare your headphones or earphones with your microphone.



- 2 Prepare your Laptop or Desktop with your web camera.



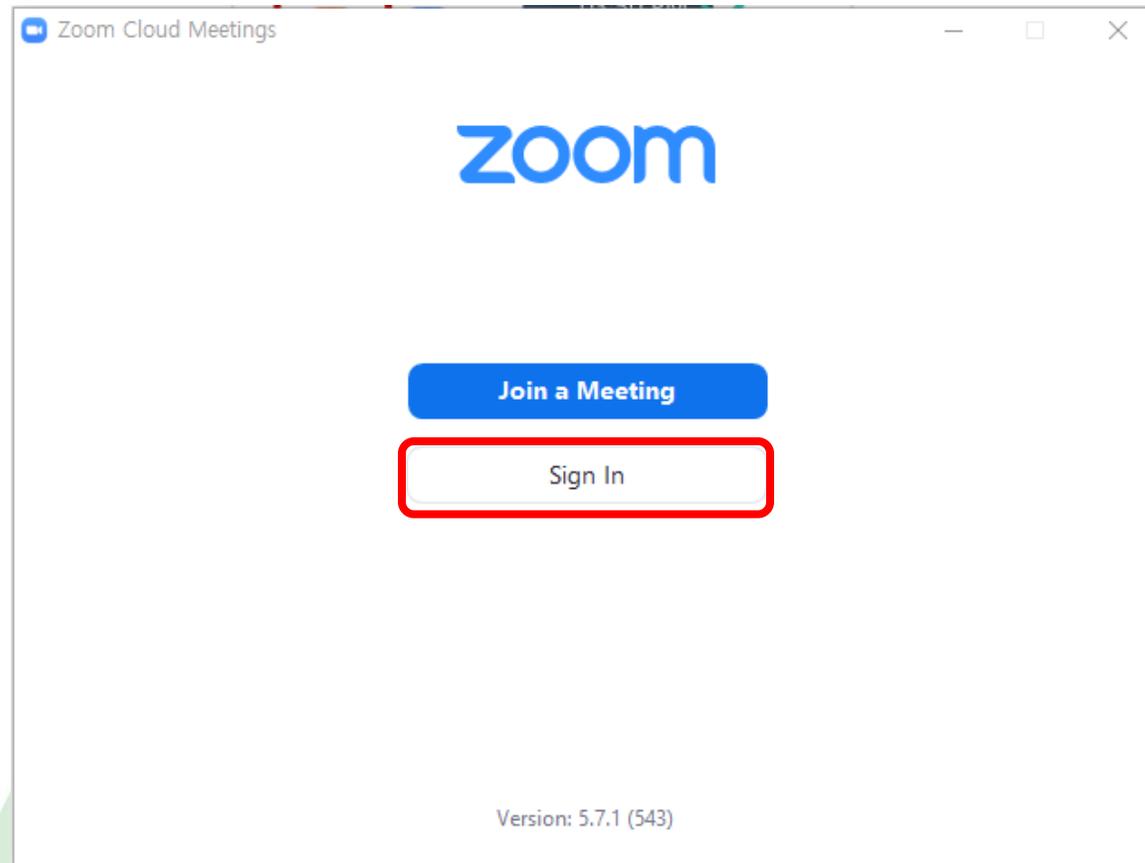
- 3  When recording, Please make sure to **use your cursor**, to **point the contents** on the slide that you want to draw attention to.

- 4 Maintain **eye contact** with the camera lens throughout your talk.

How to Zoom Record

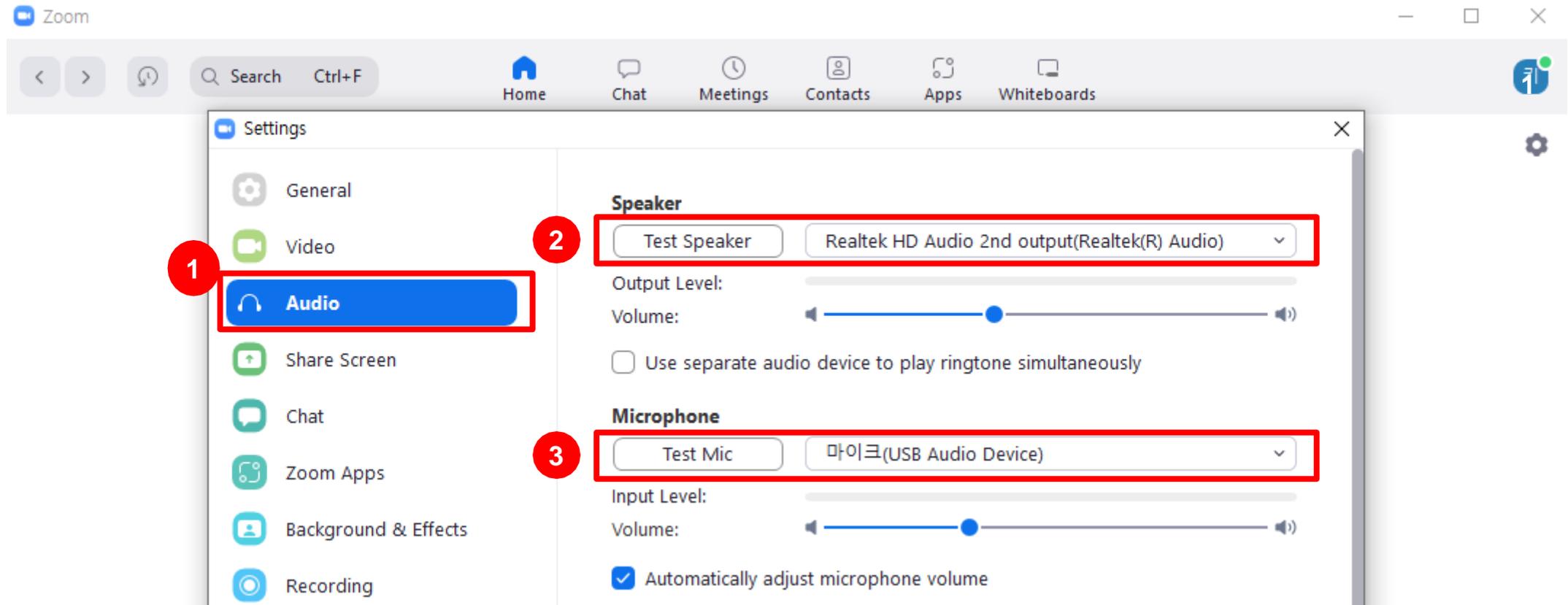
1 Install Zoom and Sign-up

- ① Install the Zoom software 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.



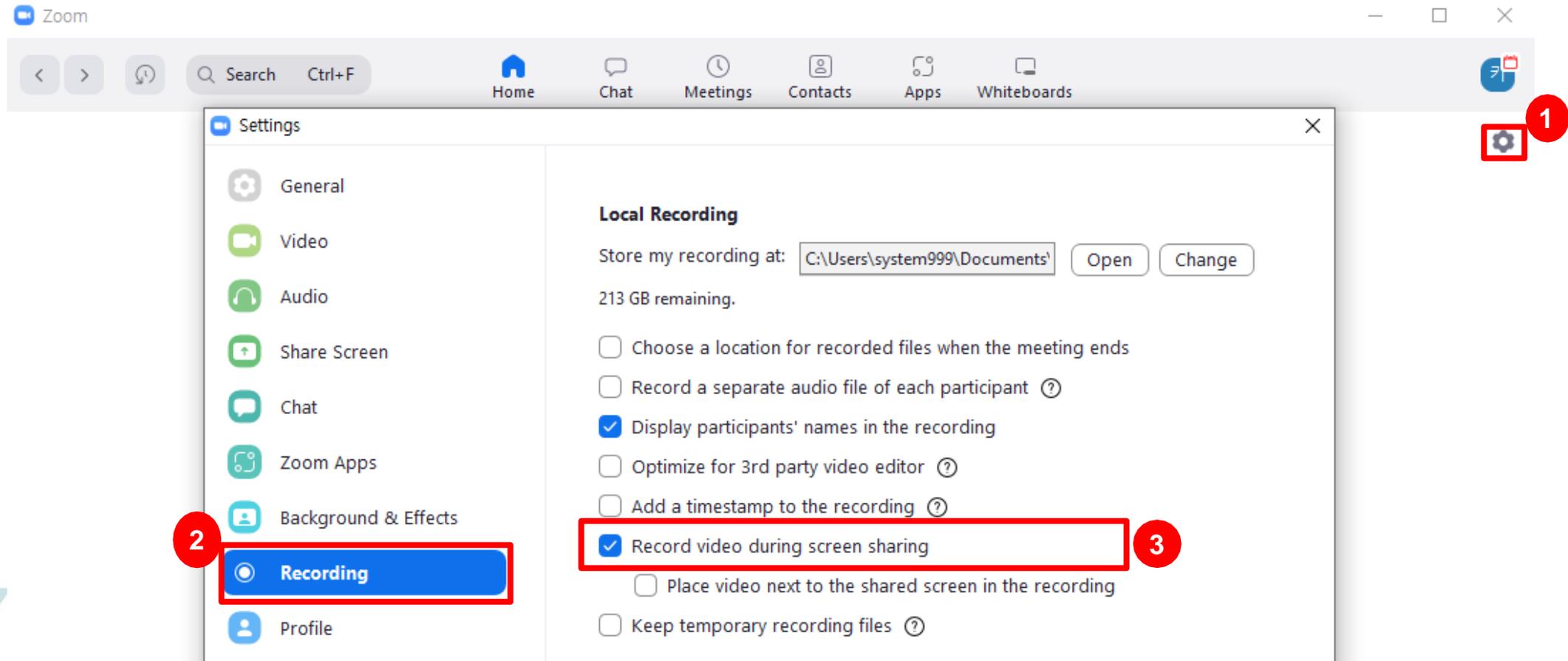
2 Testing your Audio

③ Test your Speaker & Microphone



3 Recording Settings

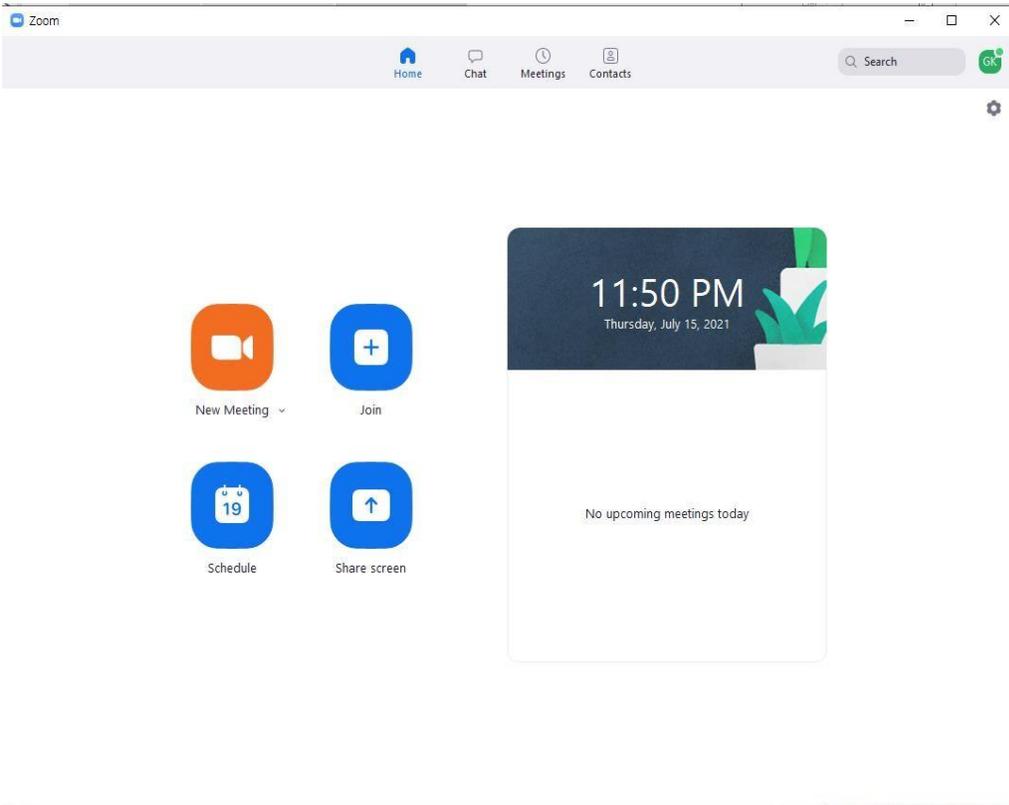
④ Settings > Recording > Check 'Record video during screen sharing'



How to Zoom Record

4 Start the Zoom meeting

⑤ Click 'New Meeting'

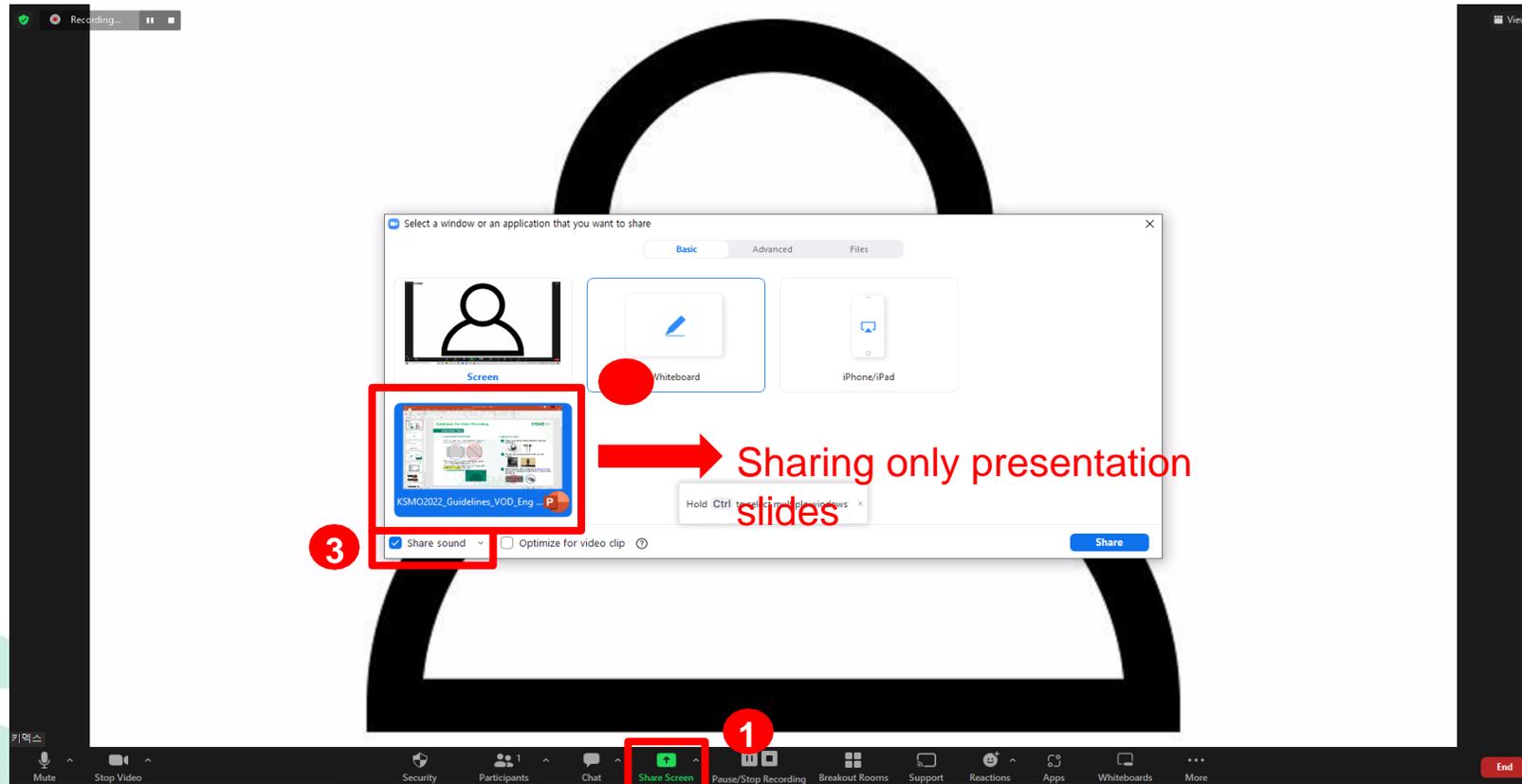


⑥ Open your presentation file



5 Share your presentation slides

- ⑦ Go back to Zoom and Click ‘Share Screen’ icon.
- ⑧ In the pop-up, select your presentation file to share, and then click “Share”.
- ⑨ If you check the “Share Sound” option, any sound played by your computer will be shared during the record.



How to Zoom Record

- 6 **Before start recording your presentation,**
- ⑩ Put the presentation in slide show mode. (Press **F5** button)
 - ⑪ Make sure your self-view is visible as a floating window in the top right corner of your shared screen.



→ Your Image

Presentation Title

Presenter's Name

Organization

→ Presentation slides

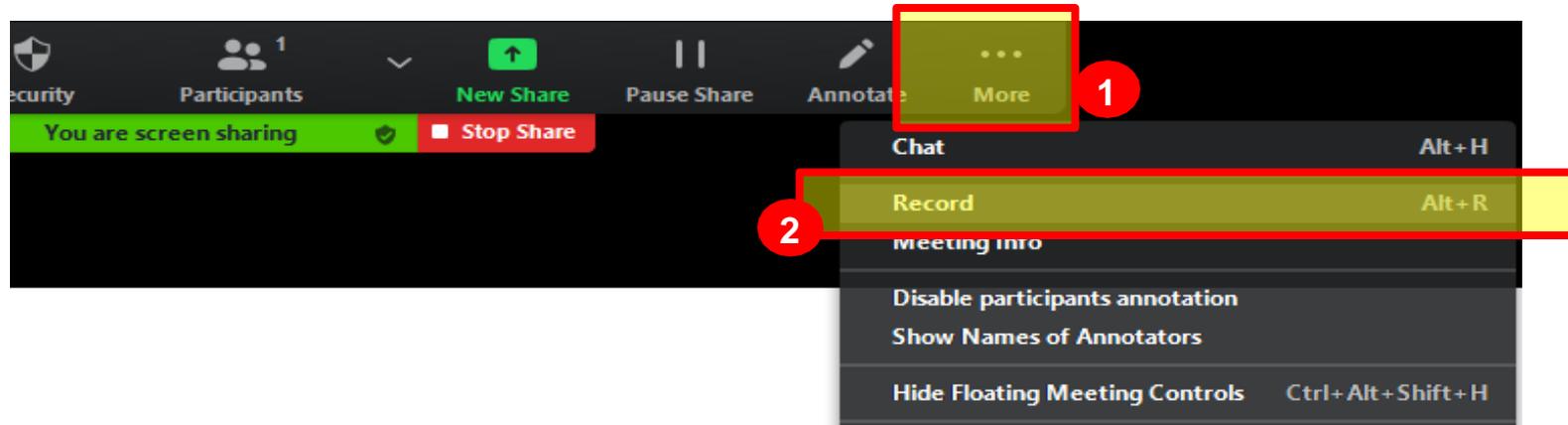


If you are using a Dual Monitor, please make sure that the **slide show tab > monitor** is set to **Primary Monitor**.

How to Zoom Record

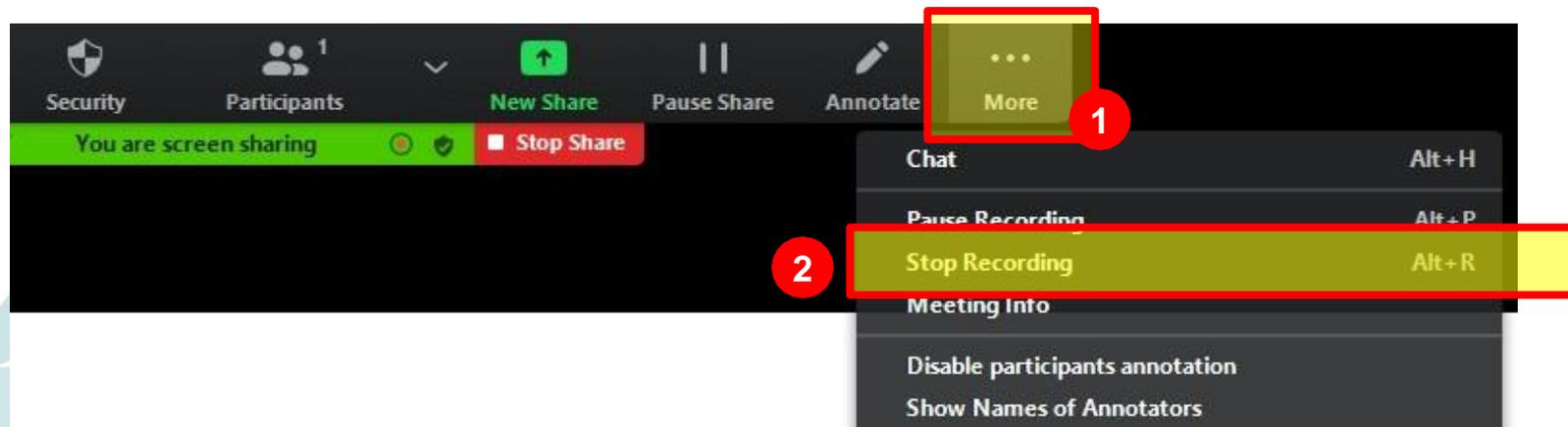
7 Start the recording

⑫ Click **'More' > Record** on this computer. Please start your presentation with a greeting.



8 Stop the recording

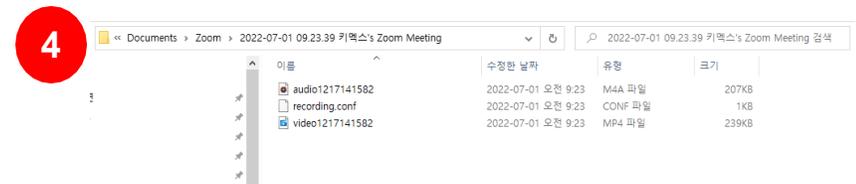
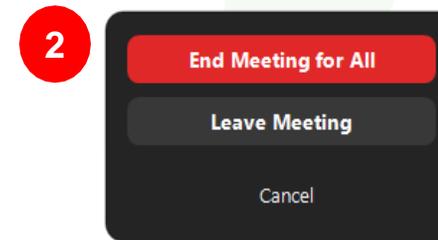
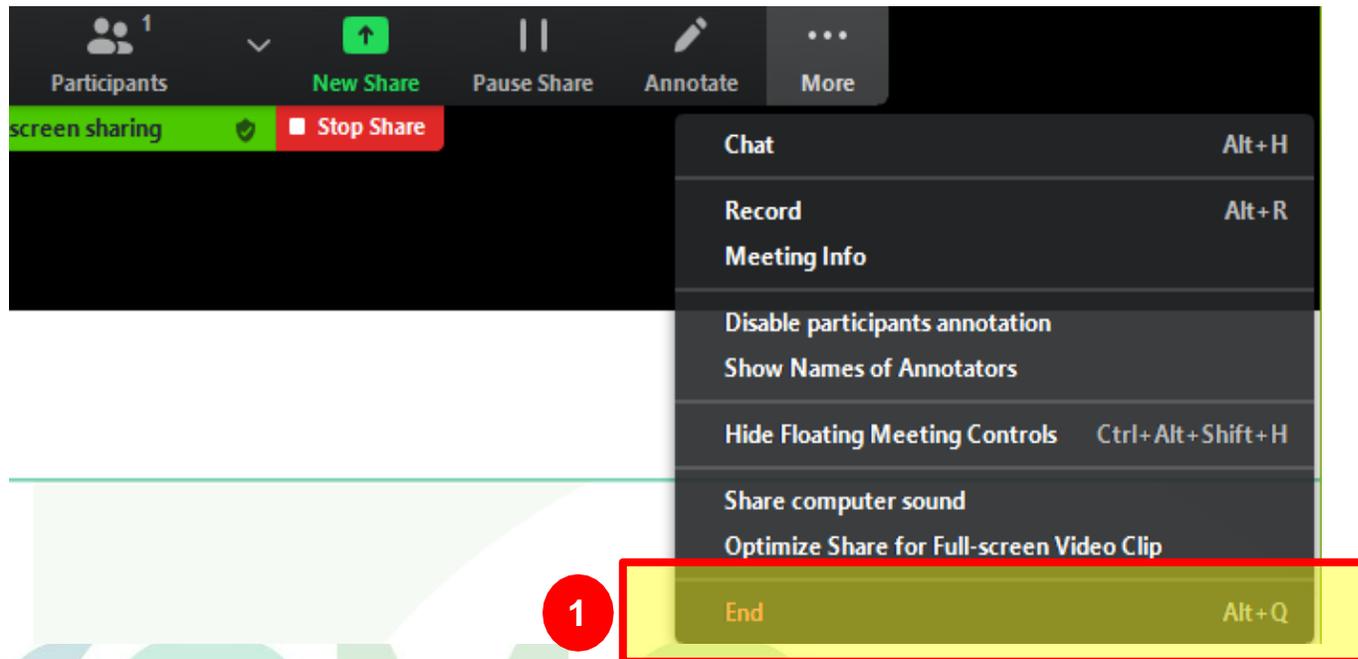
⑬ After your presentation is complete, click **'More'-'Stop Recording**.



How to Zoom Record

9 End the Meeting

- ⑭ Click 'End' > 'End Meeting for All' > Convert your recording
- ⑮ After converting the recording, the folder of the saved file will pop up
- ⑯ Check the recordings, and **upload the file to the submission site.**



10 Check and Review

- Be sure to check if there is any problem with the presentation video.
(ex. Video Loss, Voice, Video Quality)



- Please understand that the secretariat may ask you to record the lecture again if there is any problem with the video.

Presentation	File Name	Submission
Invited Lecture	Session Code_Speaker's Name (Ex. SS1-1_Gil-Dong Hong)	Deadline for Submission: Aug 4 (Mon.) E-mail: info@ksmoconference.org