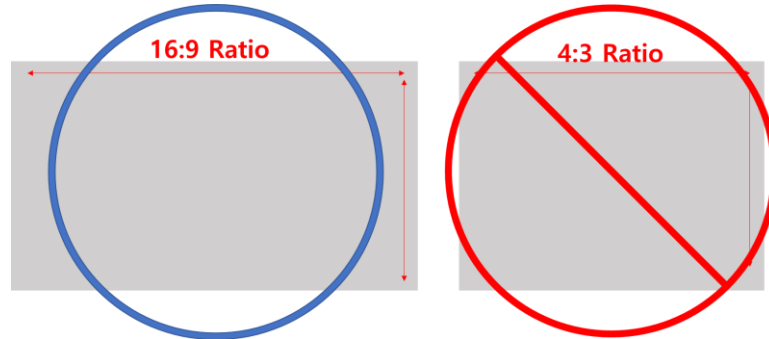


## [ Recording Tips ]

### ❖ 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](#).

- We would like to recommend using the provided **KSMO 2021 template**. (16:9 ratio) – **Not mandatory**



### ❖ Before You Start

- 1 Prepare your headphones or earphones with your microphone.



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



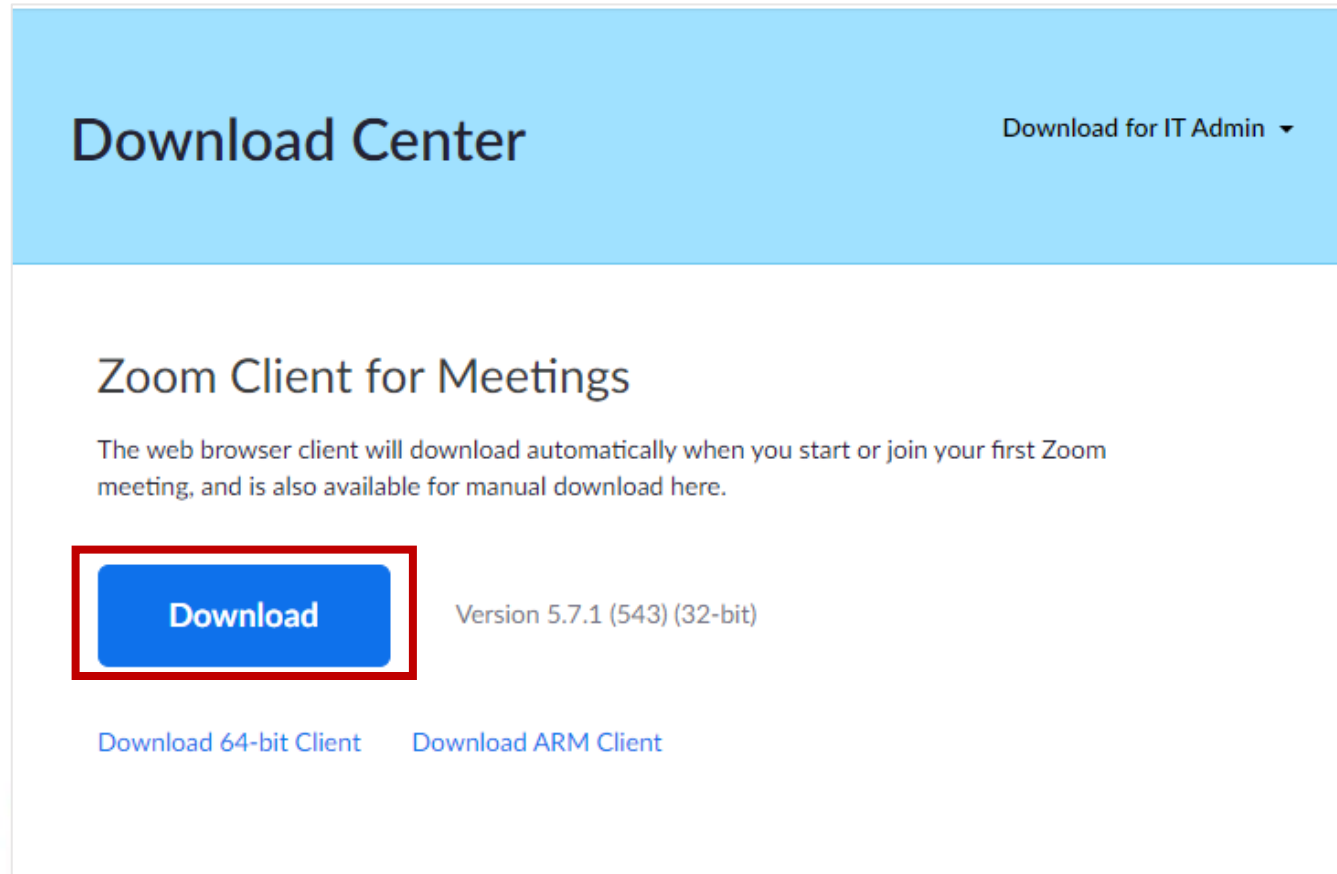
- 3 When recording, use the keyboard instead of the mouse to flip the presentation slides to prevent mouse sounds from being recorded.



# Guidelines for Video Recording

## [ Install ZOOM Client for Meetings ]

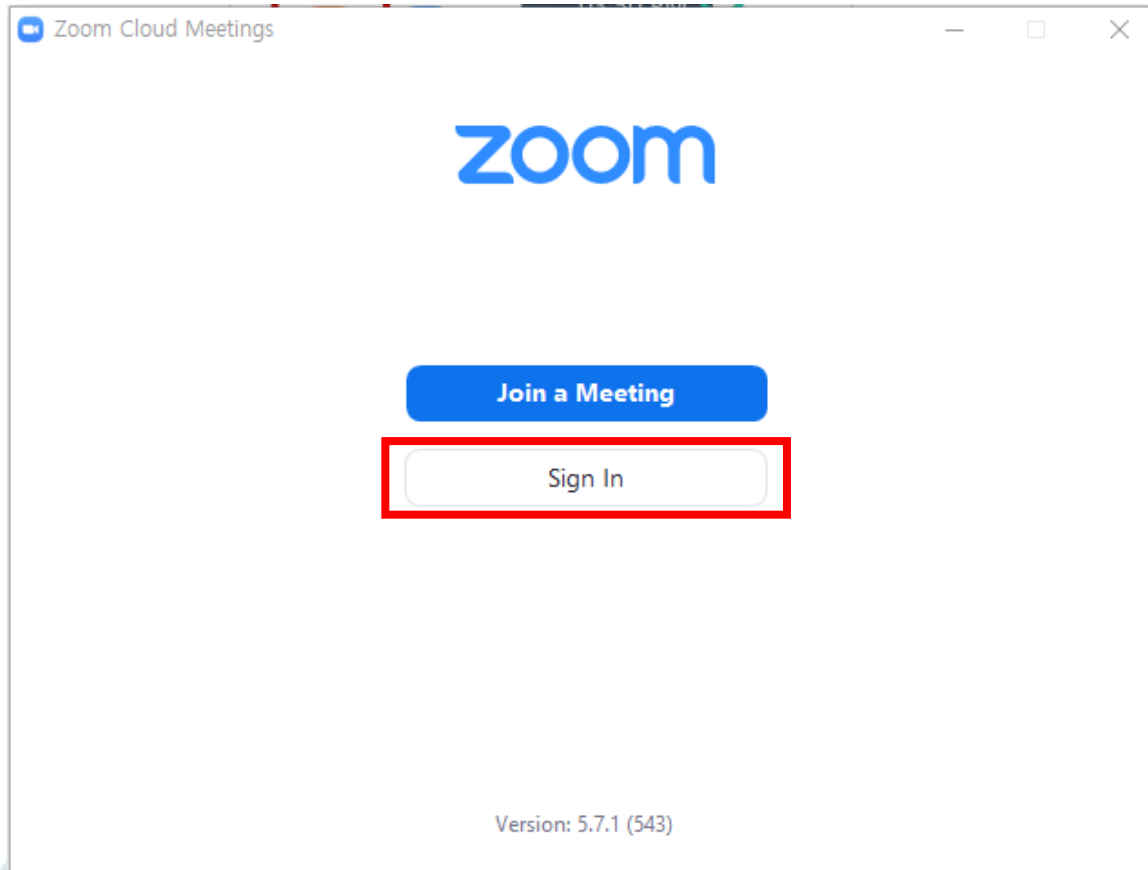
Please download and install ZOOM Client for Meetings from the ZOOM website. [Click to download](#)



The screenshot shows the Zoom Download Center interface. At the top, there is a light blue header with the text "Download Center" on the left and "Download for IT Admin" with a dropdown arrow on the right. Below the header, the main content area is white. It features the title "Zoom Client for Meetings" in a large font. Underneath the title, there is a paragraph of text: "The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here." Below this text, there is a prominent blue button with the word "Download" in white, which is highlighted with a red rectangular border. To the right of this button, the text "Version 5.7.1 (543) (32-bit)" is displayed. At the bottom of the main content area, there are two links: "Download 64-bit Client" and "Download ARM Client", both in blue text.

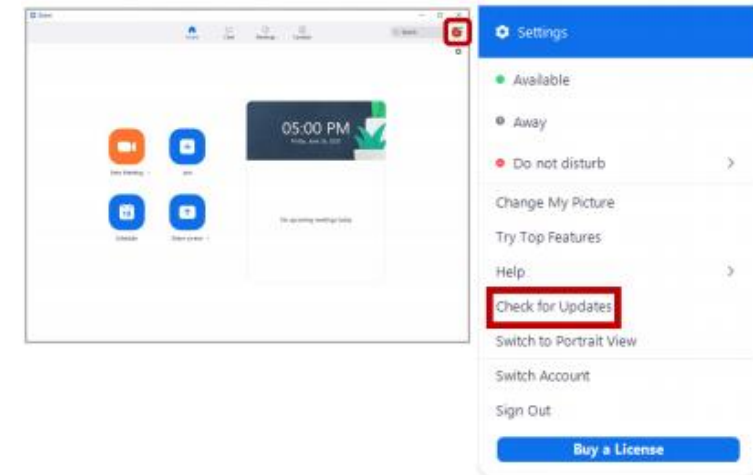
# [ How to Record ]

## 1 Open the Zoom app and "Sign In".



If you've already installed it,  
**Check your ZOOM program version.**

- Please check your ZOOM program version and update it if necessary.
- How to check the version?  
ZOOM Client main page → Personal Setting  
→ Check for Updates



# [ How to Record ]

2

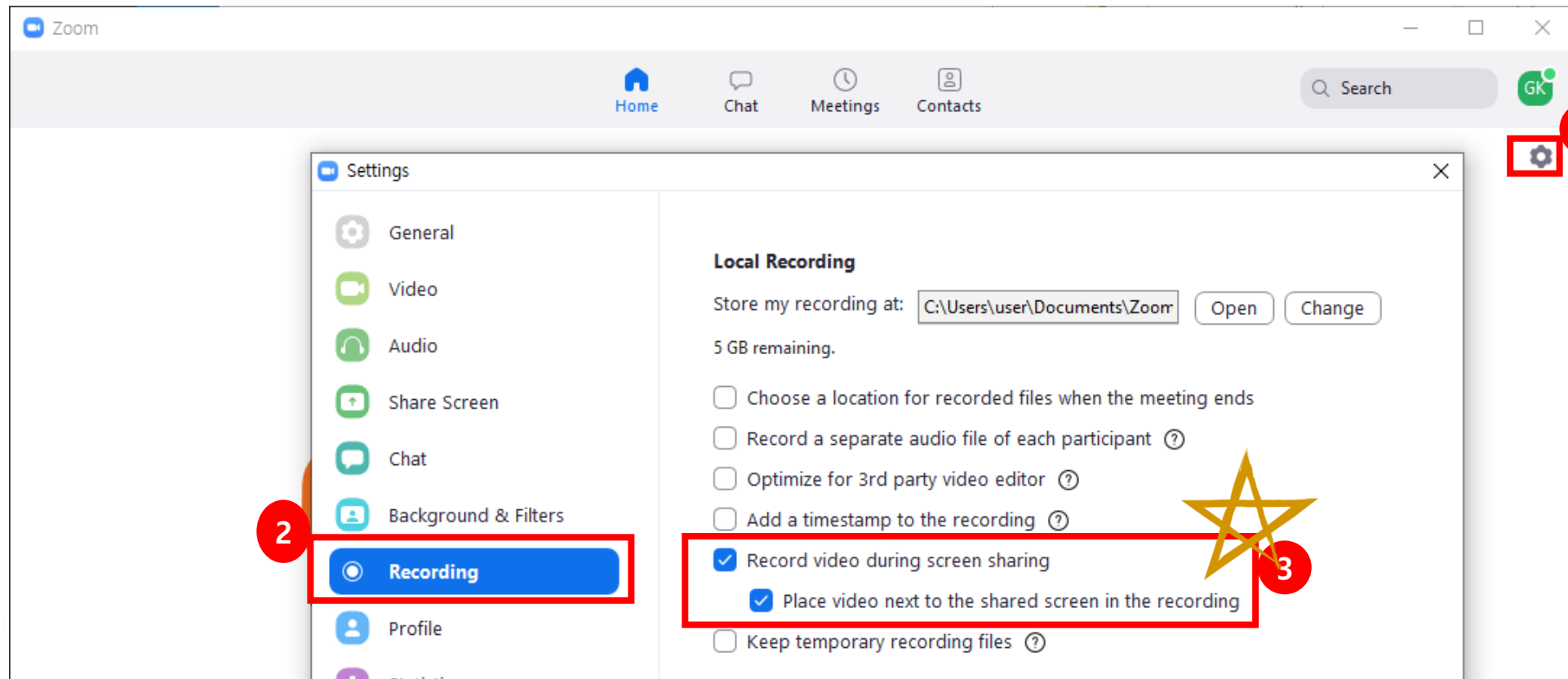
**\*Required\***

Please be sure to apply the following information for video editing later.



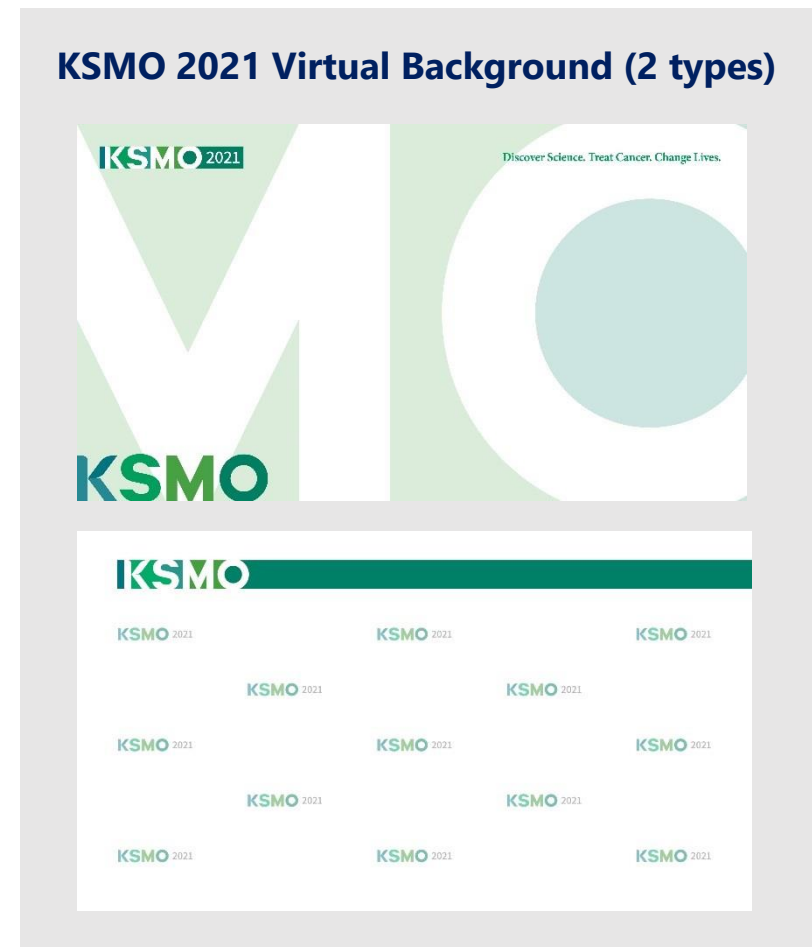
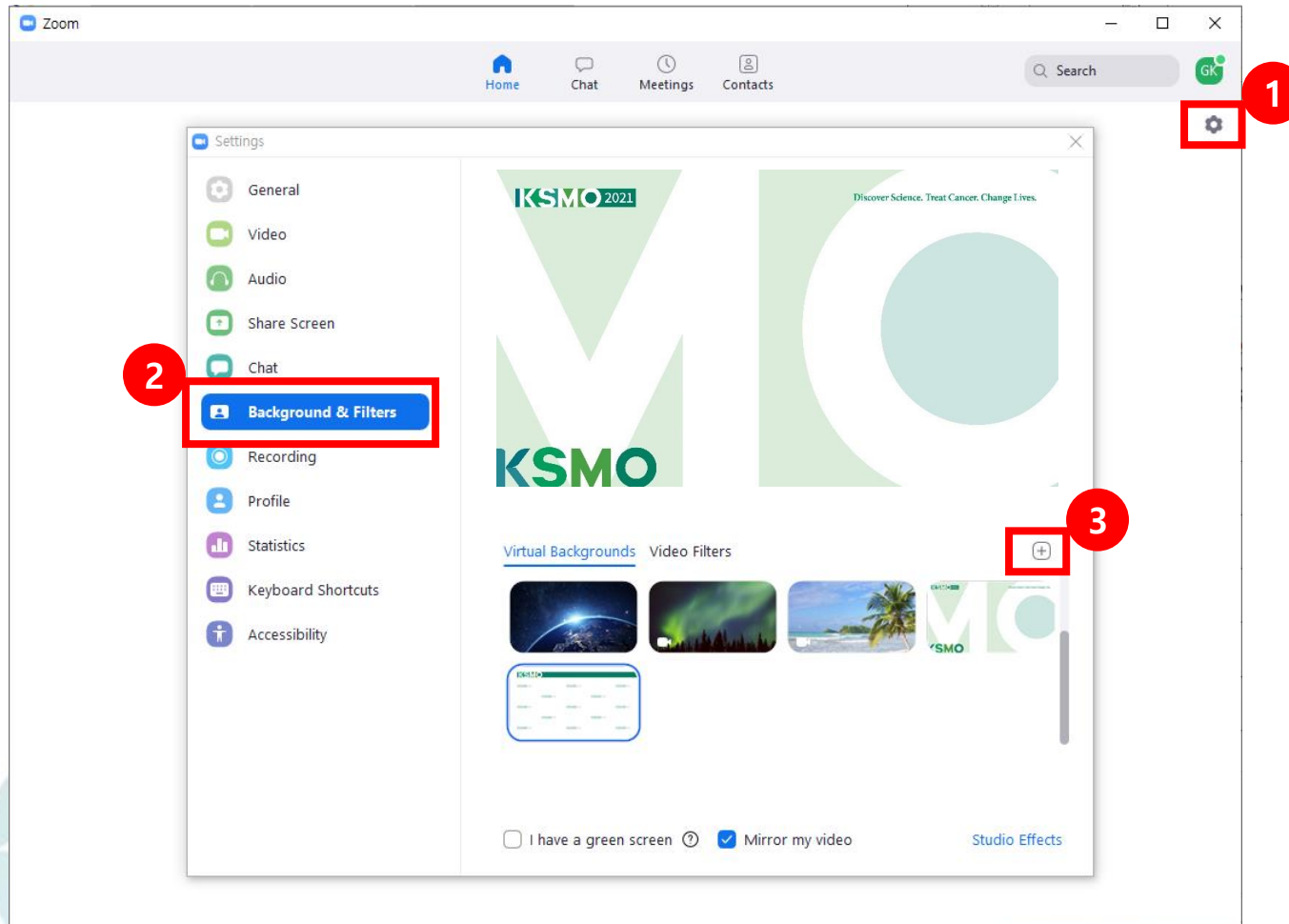
Settings > Recording > Check 'Record video during screen sharing'

> Check 'Place video next to the shared screen in the recording'



# [ How to Record ]

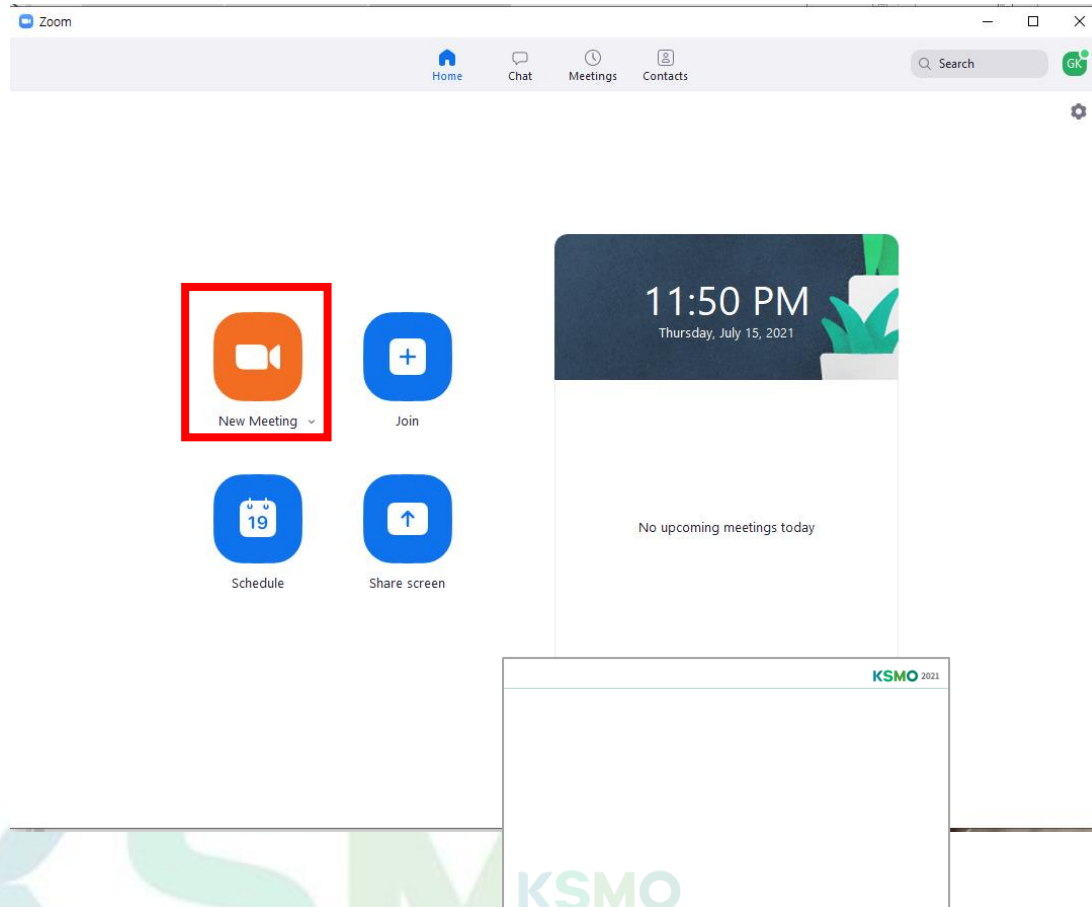
- 3 \* Please skip this step if you do not want to use the KSMO 2021 Virtual Background.
- Settings > Background & Filters > Add KSMO 2021 Virtual Background image



# [ How to Record ]

## ❖ Recording

### 4 Click 'New Meeting'



### 5 Open your presentation files.

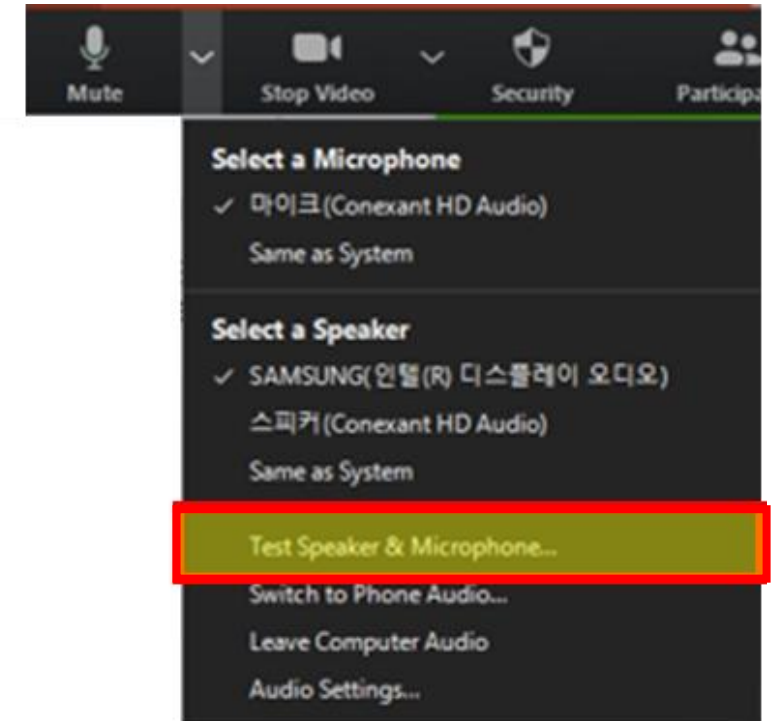
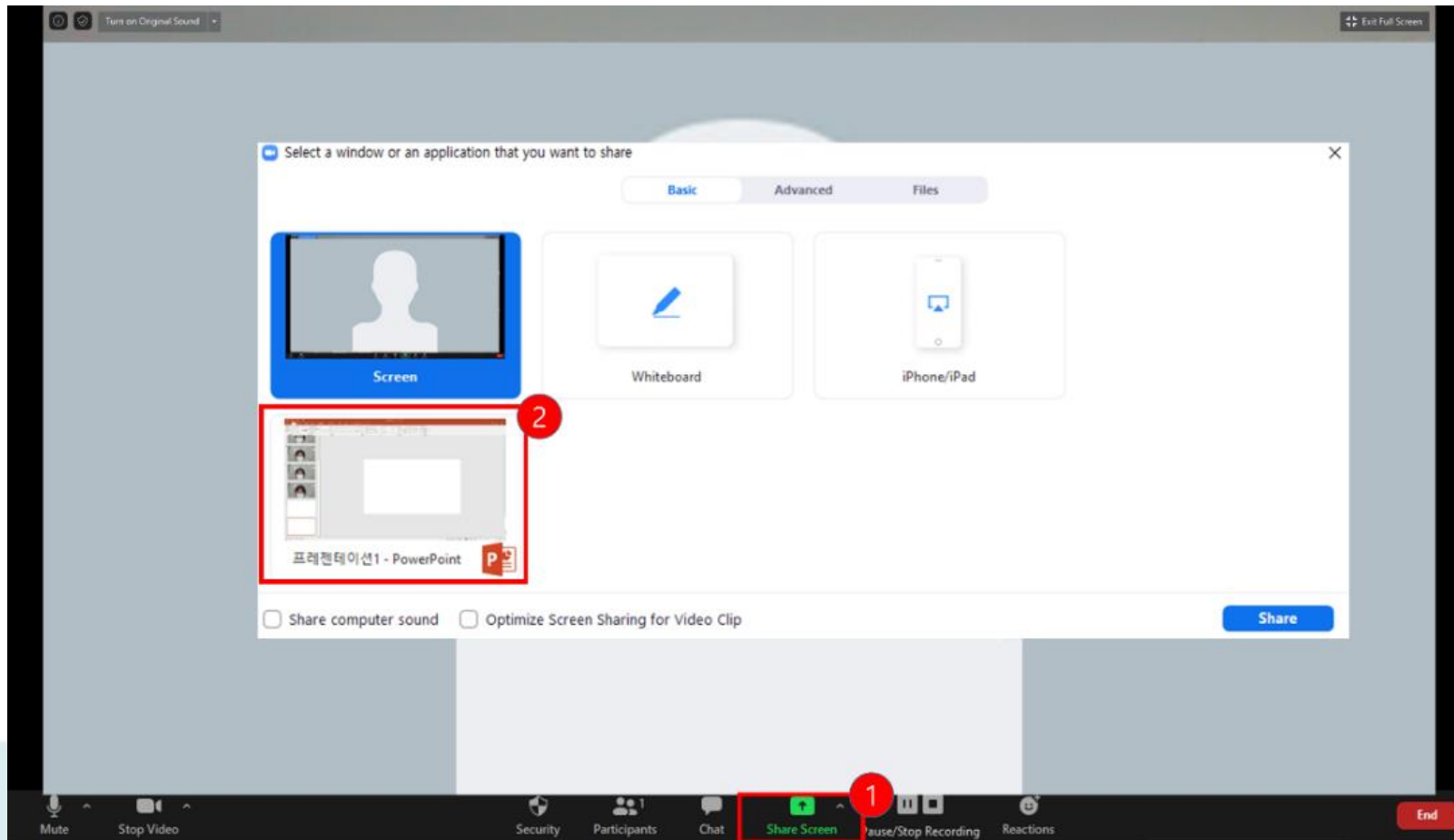


# [ How to Record ]

## ❖ Recording

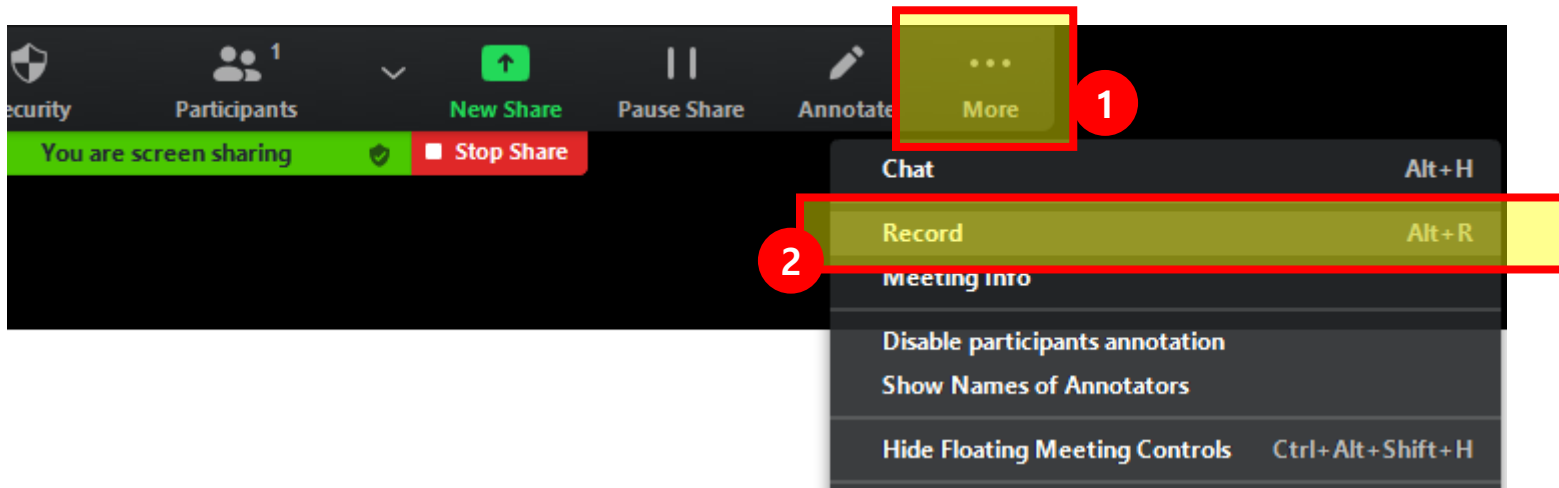
6 Go back to Zoom and Click 'Share Screen.'

7 Test your Sound & Microphone

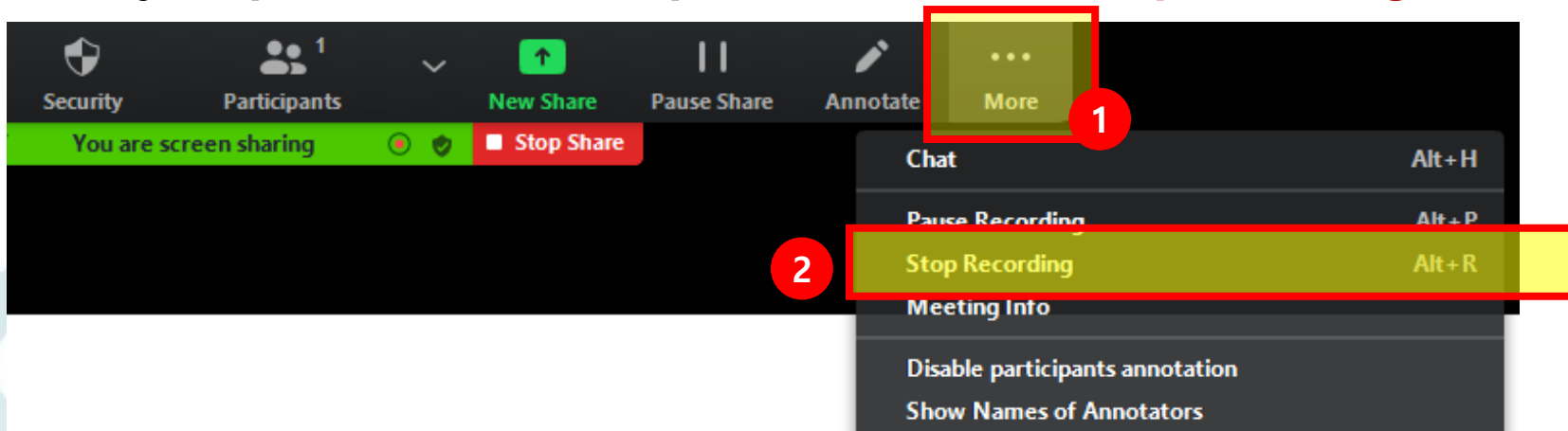


# [ How to Record ]

- 8 \* Before recording your presentation, **please press the F5 button for the maximum screen.** Click 'More' > Record on this computer. Please start your presentation with a greeting.



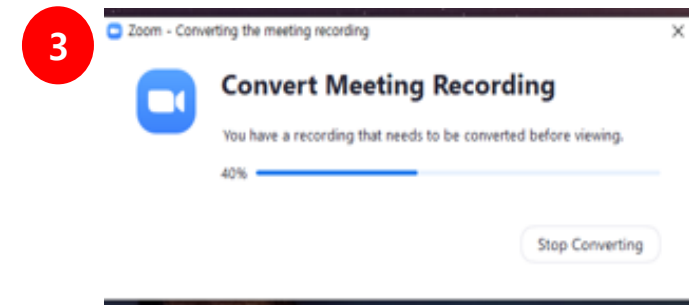
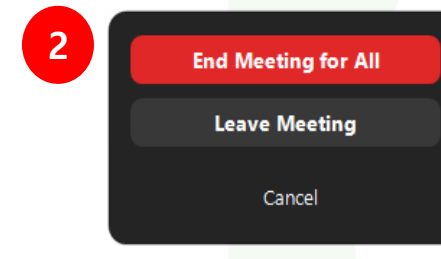
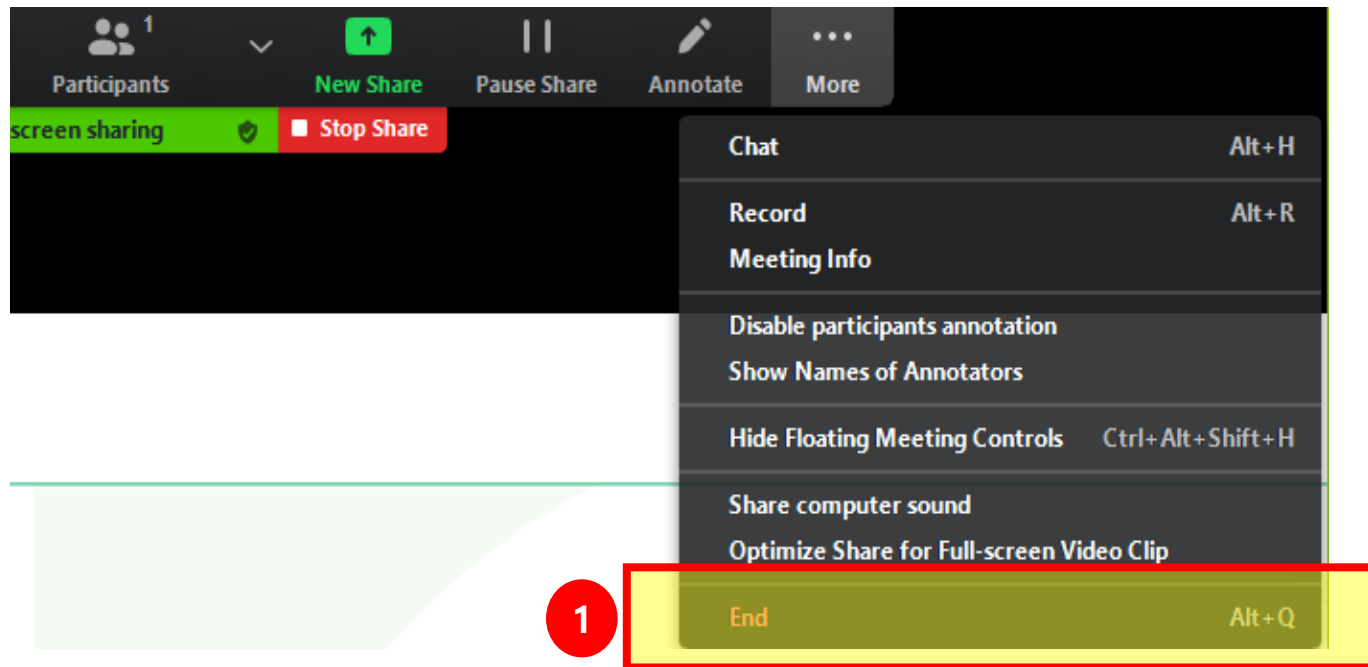
- 9 After your presentation is complete, click 'More' - 'Stop Recording'.





# [ How to Record ]

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



## ❖ Before Editing

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



The screenshot shows a video upload interface. On the left, there is a large text input field labeled "Presentation Title". Below it are three smaller input fields: "Presenter's Name", "Organization", and "Organization". On the right, there is a video preview window showing a person at a podium. The KSMO 2021 logo is visible in the top right corner of the main form area and in the bottom left corner of the video preview window.

## ❖ After Editing (Upload ver.)

The secretariat will edit your video as below. It will be sent out via our Virtual Website as below.



The screenshot shows the same video upload interface after editing. The video preview window now has a dark green background with a white silhouette of a person at a podium. The text "Name", "Affiliation", and "Country" is displayed below the silhouette. The main form area now has a dark green background with a white silhouette of a person at a podium. The text "Name", "Affiliation", and "Country" is displayed below the silhouette. The KSMO 2021 logo is visible in the top right corner of the main form area and in the bottom left corner of the video preview window.

# [ How to Upload the File ]

Presentation	File Name	Submission Link
Invited Lecture	<b>Your Presentation Code_Your Name</b> ex) PL 1_Jedd WOLCHOK	<a href="https://www.dropbox.com/request/QwRbX45QLZ8Hot0Kj0ry">https://www.dropbox.com/request/QwRbX45QLZ8Hot0Kj0ry</a>
Oral Presentation	<b>Your Presentation Code_Your Name</b> ex) OP 1_Gayeon KIM	<a href="https://www.dropbox.com/request/ZBIhUwyU5bFRHRpHbzCA">https://www.dropbox.com/request/ZBIhUwyU5bFRHRpHbzCA</a>
E-Oral	<b>Your Abstract Number_Your Name</b> ex) ABST0902_Gildong HONG	<a href="https://www.dropbox.com/request/KLTedmesRL5Gs2aIVovS">https://www.dropbox.com/request/KLTedmesRL5Gs2aIVovS</a>

\* Your presentation code will be sent via e-mail and uploaded to the website.

## ❖ Inquiries | KSMO 2021 Secretariat

- ◆ E-mail: [info@ksmoconference.org](mailto:info@ksmoconference.org)
- ◆ Tel: +82-2-557-8422/8423