

July 17-18, 2020 CONRAD SEOUL, Korea

Guidelines for video submission

1. Presentation Time

Category	Session type	VOD	Allocated Time
Invited Session	Scientific Session 1, 3, 4, 5	O	20 min
	Scientific Session 2	O	10 min
	Scientific Session 6 Sponsored Symposium	O	15 min
Oral Session	Plenary Session	O	15 min
	Free Paper Session 1, 2, 3	O	10 min
Others	E-poster Display	PPT or PDF file	

** Invited and Oral Sessions will be streamed during the symposium period.

2. VOD (Pre-recorded presentation) Information

Presentation File	Please prepare a presentation file (PPT 16:9 size)
How to record	You can choose between two methods below. (Option1, 2)
Presentation Time	Please observe the allotted presentation time

3. Guidelines for Recording your Presentation

1) 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." And, on the last slide, please write "Thank you."
Disk Space	Please make sure there is enough disk space on your local drive to record and save your screen recording.

- Option 1) (Web Camera: O) Zoom Video Recording
- Option 2) (Web Camera: X) Microsoft PowerPoint with an audio addition

2) How to send your VOD file

- Please send the file via e-mail directly or using google drive. (Submission Deadline: **July 7, 2020**)
- e-mail: helicobacter@conventionpm.com

Guidelines for recording using zoom or power point

Option 1) Video Recording _ Zoom

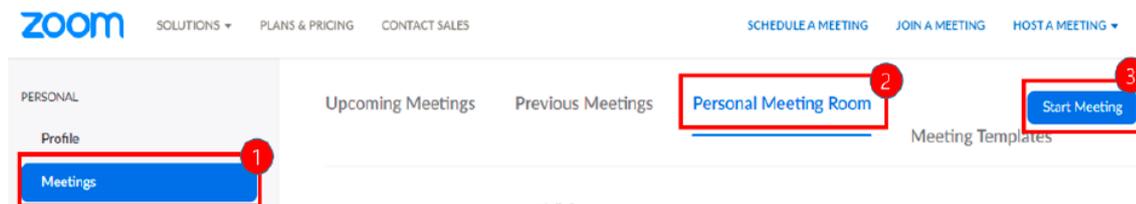
Web Camera	If you have a web camera, please select “video recording_zoom” as it will be better for mixing images and audio. (Presenter & Presentation file)
Keyboard	Please use the keyboard instead of the mouse to flip the presentation slides to prevent mouse sounds from being recorded.

1. Zoom

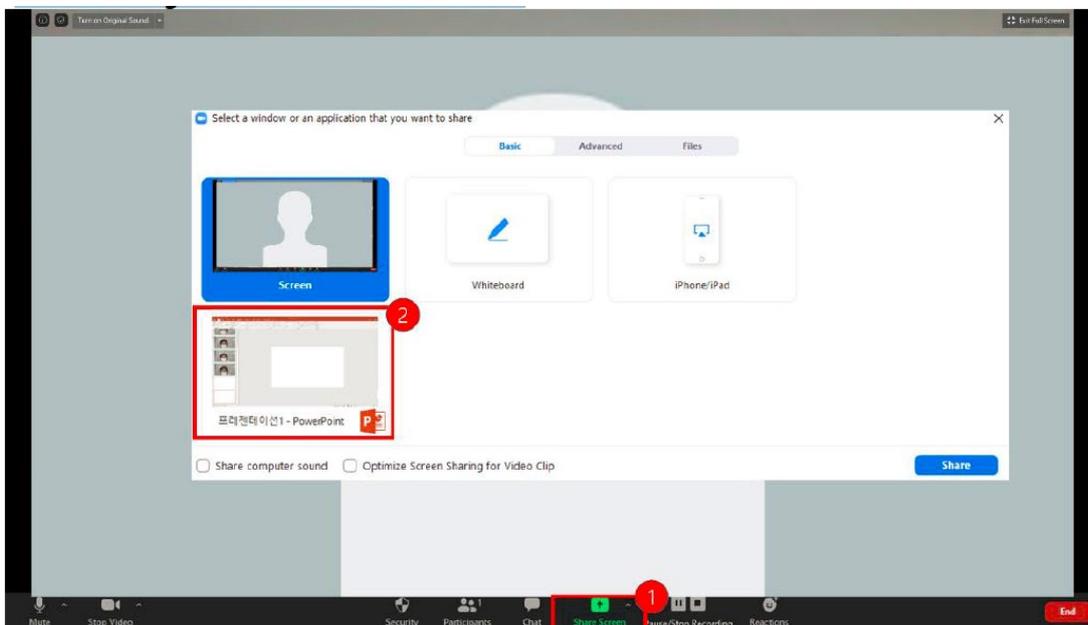
- 1) Install the Zoom.us software or application on your computer from <https://zoom.us/download>.
The application has installed, click **Sign In** (for existing account users) or **Sign up free** to create an account.
> From the Zoom home screen, click **Meetings** in the top navigation menu.
>In your **Personal Meeting** window, click **Start**.



- 2) Zoom (<https://zoom.us/>)> Login (free) > Meetings > Personal Meeting Room > **Start Meeting and Click the “Start”**.

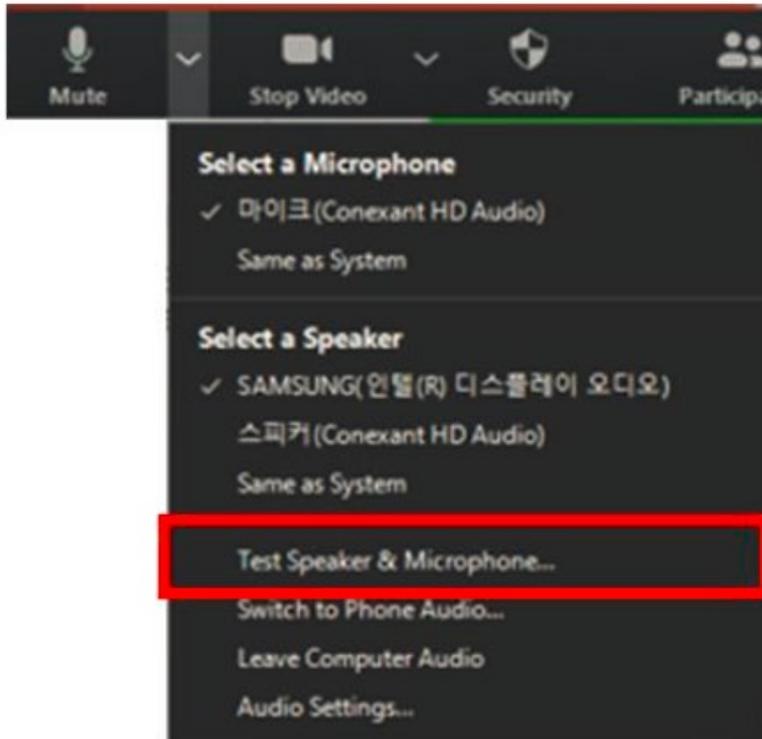


2. After Starting Zoom, Click on Share Screen



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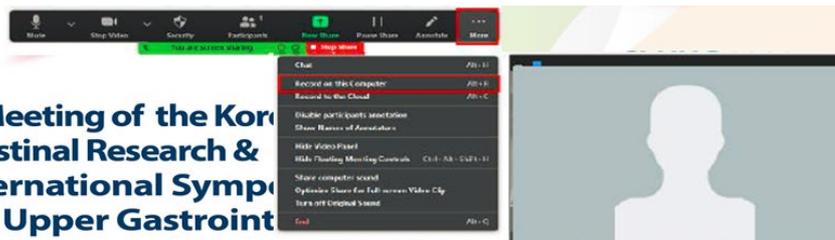
3. Test your Sound & Microphone



4. **Speaker size** : Please increase the size from minimum to **maximum**.

5. **Record**: More > Record on this Computer

* Before recording your presentation, *please press the F5 button for the maximum screen.*



The 28th Annual Meeting of the Korean College of *Helicobacter* and Upper Gastrointestinal Research & the 3rd Seoul International Symposium on *Helicobacter* and Upper Gastrointestinal Diseases

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www.helicobacterkorea.org

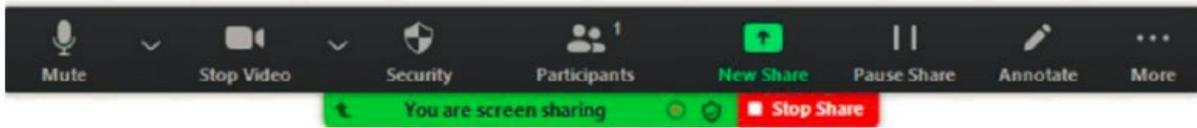


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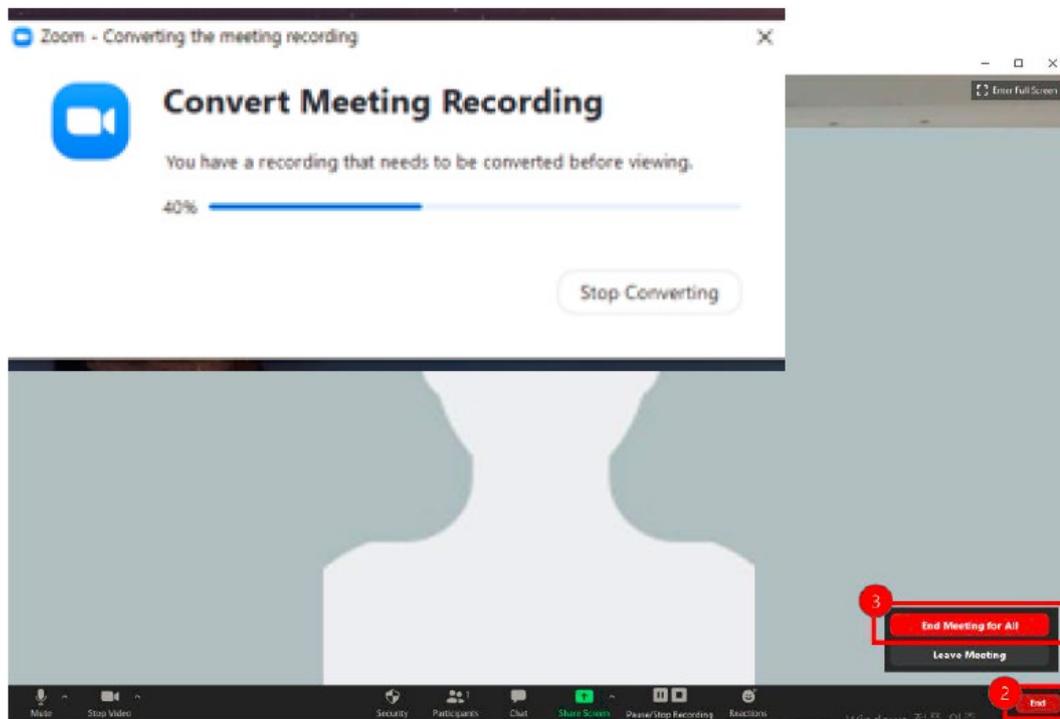
6. Save

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



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

3) Convert your recording.



4) Example)

When you complete your video recording, you will see the form below. Please send us the MP4 version.



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Option 2) Microsoft PowerPoint with an audio addition

You can record your presentation in Microsoft PowerPoint with an audio addition.

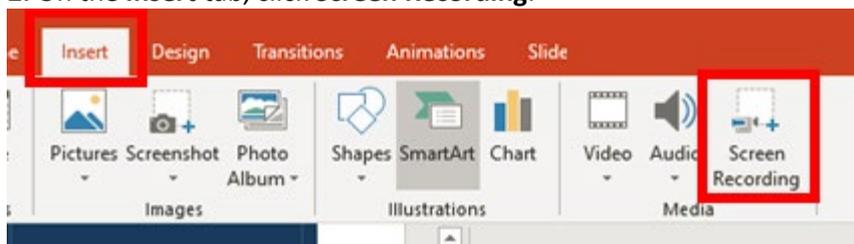
※ For PowerPoint 2019, 2016, 2013

1. Open the slide you want to put the screen recording on.

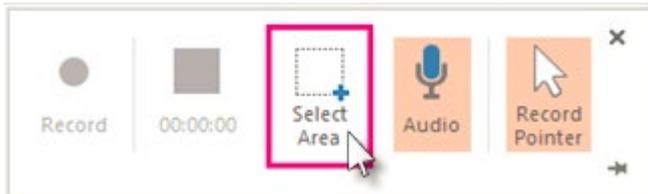
* A mouse click can also be recorded, so please use the keyboard to advance the presentation slides.



2. On the Insert tab, click Screen Recording.



3. On the Control Dock, click Select Area (Windows logo key+Shift+A).



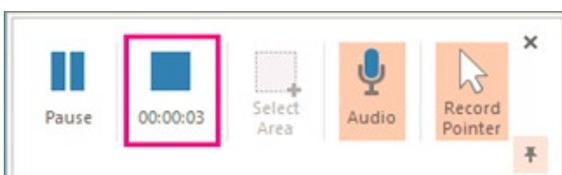
Tip: PowerPoint automatically records the audio and the mouse pointer, so by default those options are selected on the control dock.

4. Click Record (Windows logo key+Shift+R).

* Before recording your presentation, please press the F5 button for the maximum screen.

5. To control your recording:

- Click **Pause** to temporarily stop the recording (Windows logo key+Shift+R).
- Click **Record** to resume recording (Windows logo key+Shift+R).
- Click **Stop** to end your recording (Windows logo key+Shift+Q) (shown below).

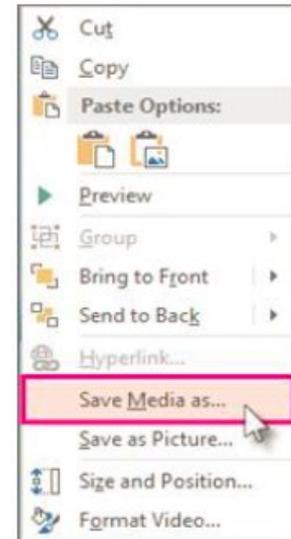


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6. How to make the video

Right-click the picture on the slide that represents the recording,
and select **Save Media as**.

In the **Save Media As** dialog box, specify a file name and folder location,
then click **Save**.



For more detailed information:

<https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c?ui=en-us&rs=en-us&ad=us#OfficeVersion=Windows>