

# K-TRIB2020

**2<sup>nd</sup> Korea-Tribology International Symposium**

**November 29 – December 2, 2020**

**Online Symposium**

**How to make a presentation video using MS PPT & zoom**

# K-TRIB 2020

**Please follow this guide to prepare the video presentation file.**



## Secretariat of K-TRIB 2020

- E-mail: [secretariat@K-TRIB2020.org](mailto:secretariat@K-TRIB2020.org)
- Tel: +82-2-944-6678

## Basic guideline for making and submitting the video presentation file



**Record the presentation file (PPT) with your voice using the slide show feature of the PowerPoint (PPT) program or Zoom Video Communications.**

- For recording the presentation file, you must use a computer which is equipped with microphone or webcam. ※ We recommend you to use a laptop computer.
- Please check the running time of the video below
  - Oral Presentation: **12~15 minutes**
  - Poster Presentation: **2~3 minutes**



**Upload the presentation file using the file name as follows:**  
**‘**Paper Code\_Full Name**’ on the Web-proceedings.** ※ Paper code will be notified with Acceptance Notification.

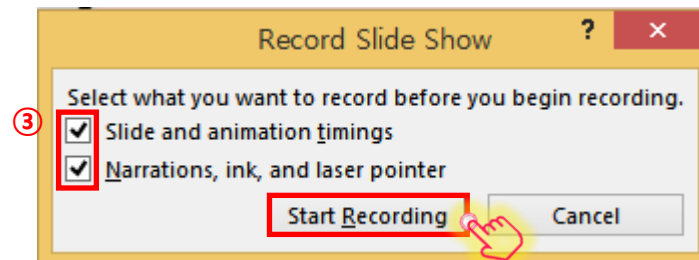
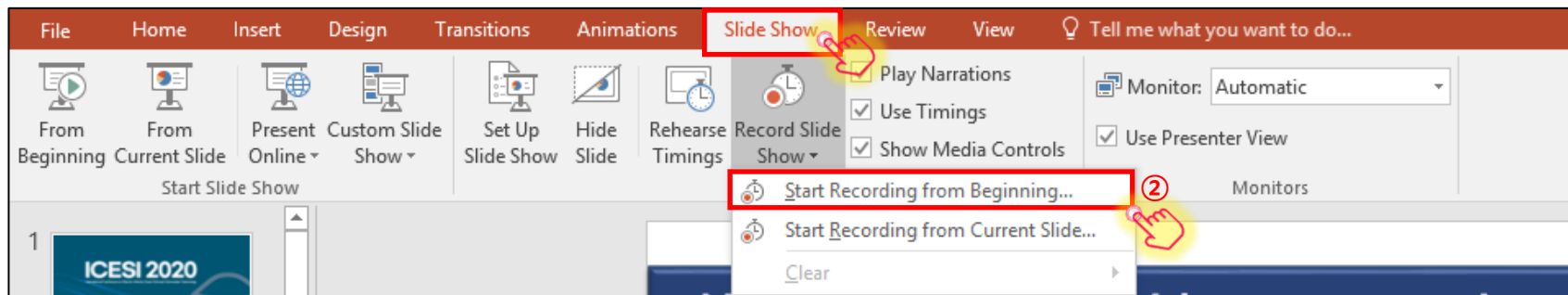
- Deadline for uploading video: **October 31, 2020**
- Example of video file name: Paper Code\_John Smith
- The size of submitted video should be under 150MB.
  - ※ If your file is over 150MB or fail to upload your file, please submit it by email to [secretariat@K-TRIB2020.org](mailto:secretariat@K-TRIB2020.org)  
\_ **(In this case, you must confirm with the secretariat about proper receipt of your presentation file.)**

## Basic guideline for making and submitting the video presentation file



By using **slide show feature of the PowerPoint (PPT) program (1/4)**

- 1. Click the [Slide Show] button above after opening the PPT file you want to record. (①)
- 2. Click the [Record Slide Show], and then click the [Start Recording from Beginning] button. (②)
- 3. Select the all button [Slide and animation timings] and [Narrations, ink, and laser pointer]  
> Click the [Start Recording] button. (③)

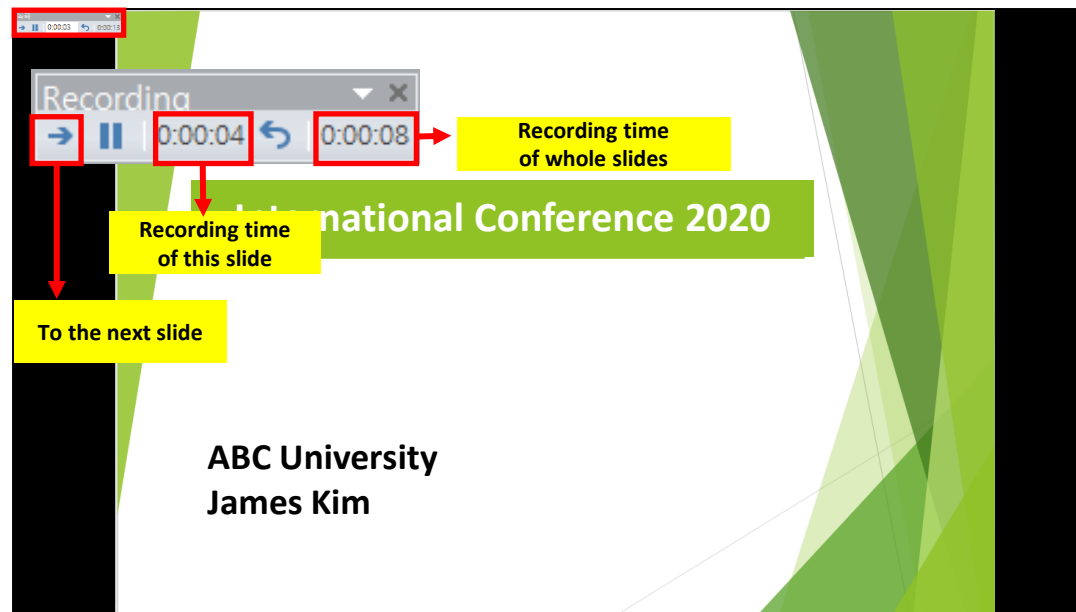


## Basic guideline for making and submitting the video presentation file



### By using **slide show feature of the PowerPoint (PPT) program** (2/4)

- 4. Start recording while checking the recording time at the top.
  - ※ If you click stop recording, you can record from the beginning..
  - ※ When you finish and have set the time for the last slide, close the Recording toolbar.

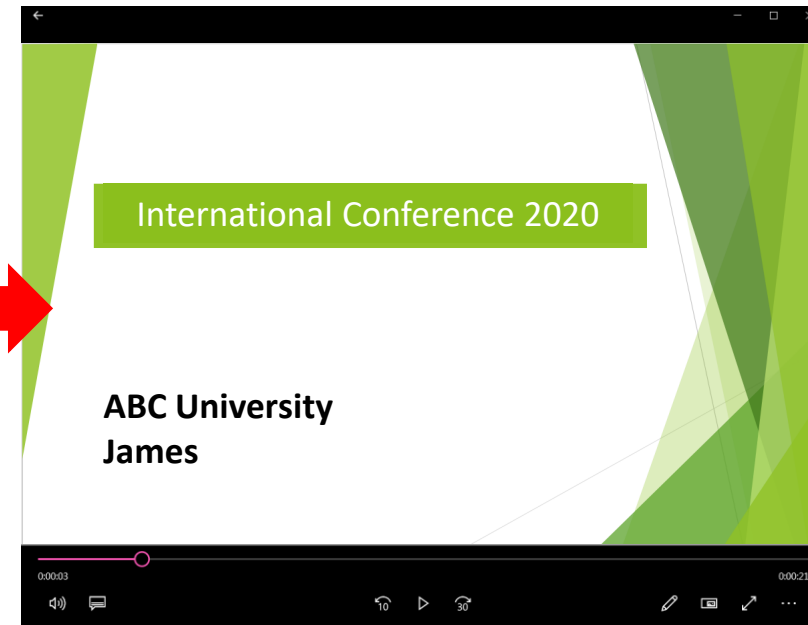
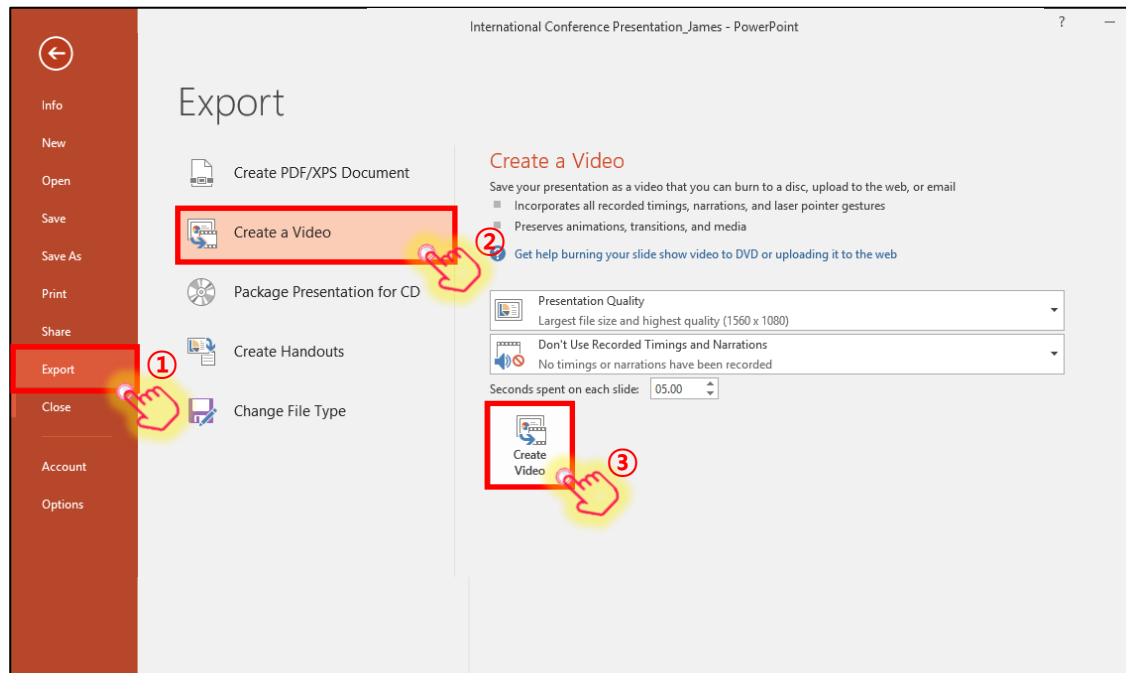


## Basic guideline for making and submitting the video presentation file



By using **slide show feature of the PowerPoint (PPT) program (3/4)**

- 5. After recording, click the [File] > [Export] (①)
- 6. When you click [Create Video], you can finish your recording and it will be saved. (②, ③)



# Basic guideline for making and submitting the video presentation file



## Upload the video file on the submission website system (4/4)

- 7. Open the submission website system and click [Submission] (①)
  - ※ Submission website system: <http://sigongji.k-trib2020.org/program/login/login.asp> with log-in.
- 8. When you click [Submission] (②), you can upload your presentation video. (③)

Profile **Submission** Registration ①

Paper List

\* If your final paper has changed compared to the extended abstract, please click the "Edit" button to modify the list. The list must be the same paper title, author's name, affiliation, order, upper and lower case characters as the final paper.

|                           |   |      |
|---------------------------|---|------|
| Paper No.                 | P00152  | Edit |
| Paper Type                | Extended Abstract   |      |
| Presentation Type         | Oral  |      |
| Topic                     | GS01. Smart Grid, Electrical Infrastructure, and V2G/V2I Applications |      |
| Paper Title               | Sigongji test paper   |      |
| Authors                   | Bonghoon Lee  |      |
| File Upload (Word Format) | <a href="#">Submission_test1.docx</a>                                 |      |
| File Upload (PDF Format)  | <a href="#">Submission_test1.pdf</a>                                  |      |
| Final Paper Upload        | PDF : Not Submitted<br>VOD : Not Submitted                            |      |

Submission ②

※ Sample image

Submit Paper

|                                 |   |
|---------------------------------|---|
| Final Paper Upload (PDF format) | File max size:10MB, format:pdf<br><input type="text"/> <a href="#">찾아보기...</a>                            |
| VOD                             | Max. 150MB, .mp4, .wmv and .avi format can be uploaded.<br><input type="text"/> <a href="#">찾아보기...</a> ③ |

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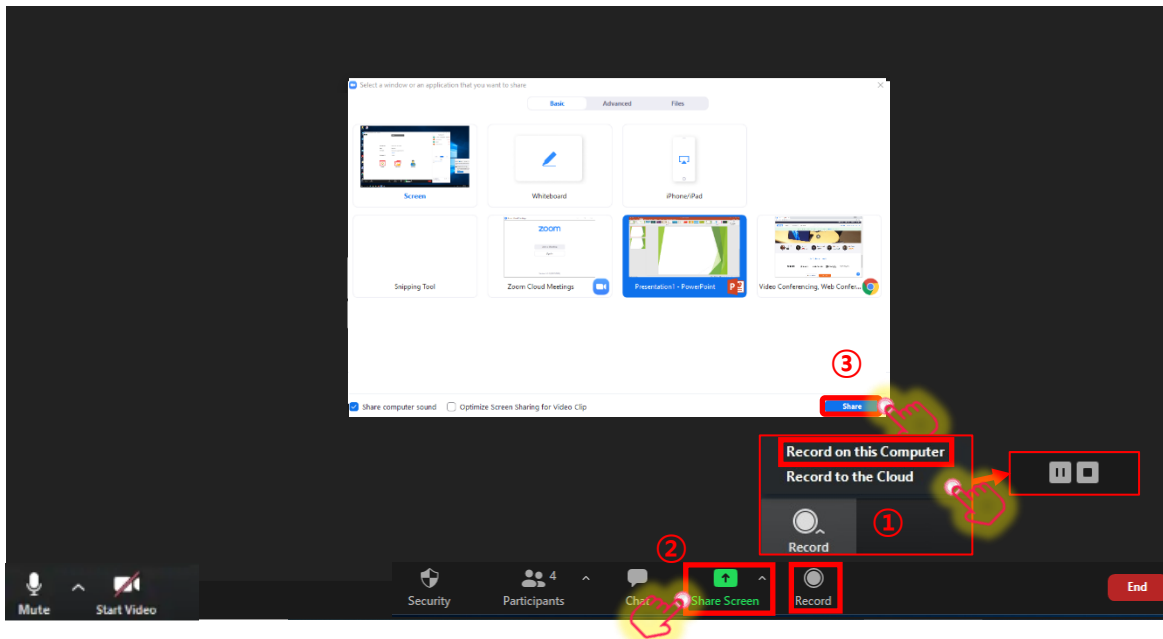
- The purpose of collection and use: Management for the presentation of the conference
- Collected personal information: Name, E-mail Address, Affiliation, etc.
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# Basic guideline for making and submitting the video presentation file



## By using **Zoom Video** (1/3)

- 1. After activating zoom meetings, click the [Record] and [Record on this Computer] (①)
- 2. Click the [Share Screen] button (②)
- 3. Click the [Basic] tap, and then activate your PPT file. (③)  
※ You should open your PPT file in advance.
- 4. Click the [Share] button, then you can show your PPT file on the screen. (④)



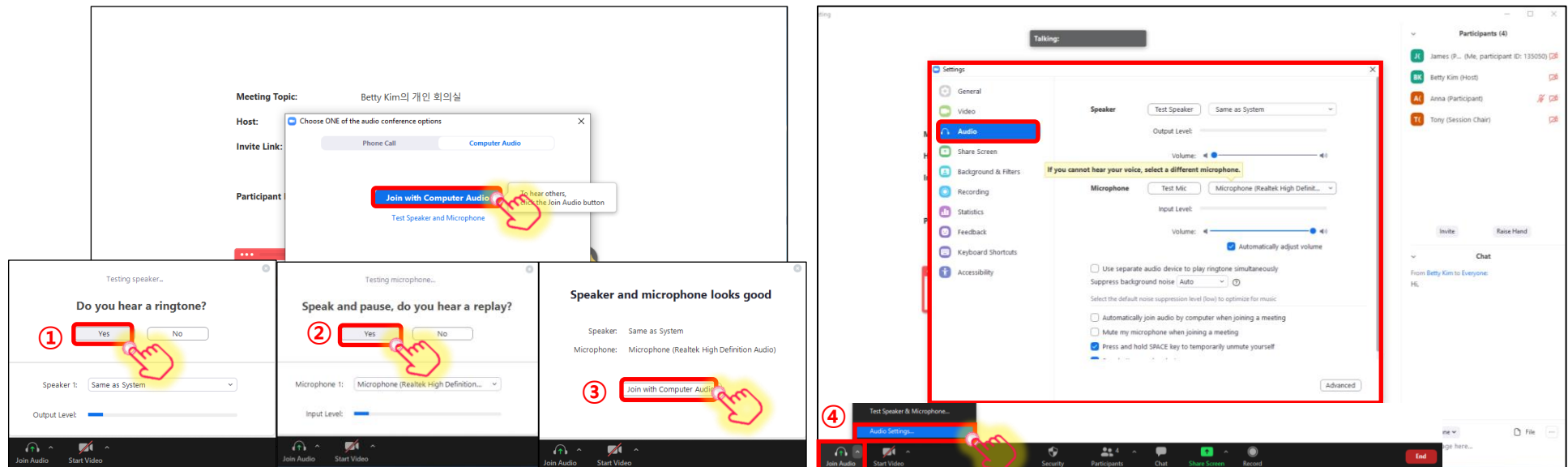


# Basic guideline for making and submitting the video presentation file



## By using Zoom Video (2/3)

- 5. Click the [Test speaker and microphone] and test your sound before recording
- 6. Select the speaker you will use and if you hear the ringtone normally, click [Yes] (①)
- 7. Select the microphone you will use and speak into your microphone.  
Once you hear a replay, click [Yes] (②)
- 8. Start recording by clicking [Join with Computer Audio] button. (③)
- 9. If you want to change the settings, navigate to the [Audio Settings]. (④)

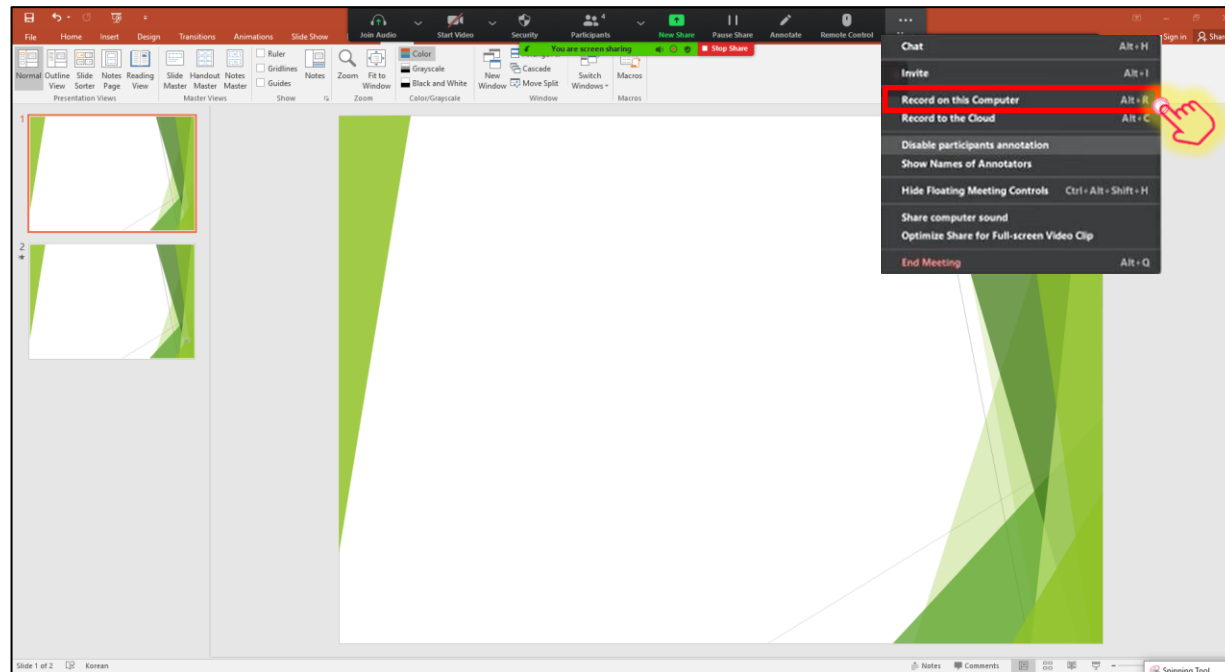


## Basic guideline for making and submitting the video presentation file



### By using **Zoom Video** (3/3)

- 10. Record your presentation using various functions including [Annotate].  
**(\*Record your video in full screen mode by using Slide Show(F5) button.)**
- 11. When you click [Stop Record], you can finish your recording and it will be saved.



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**Thank you**