KTS 한국트라이볼로지학회
KOREAN TRIBOLOGY SOCIETY

K-TRIB2020

2nd 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.

KOREAN TRIBOLOGY SOCIETY

Secretariat of K-TRIB 2020

- **E-mail:** 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.

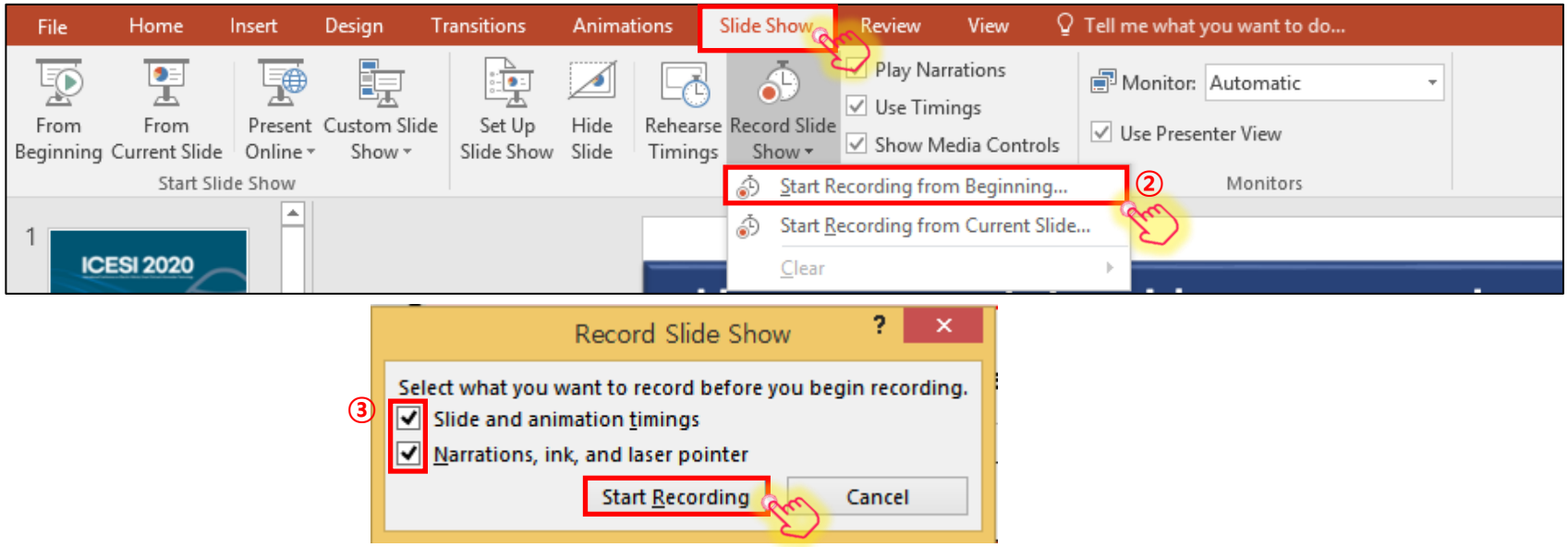
※ If your file is over 150MB or fail to upload your file, please submit it by email to secretariat@K-TRIB2020.org

(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)



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

- 4. Start recording while checking the recording time at the top.

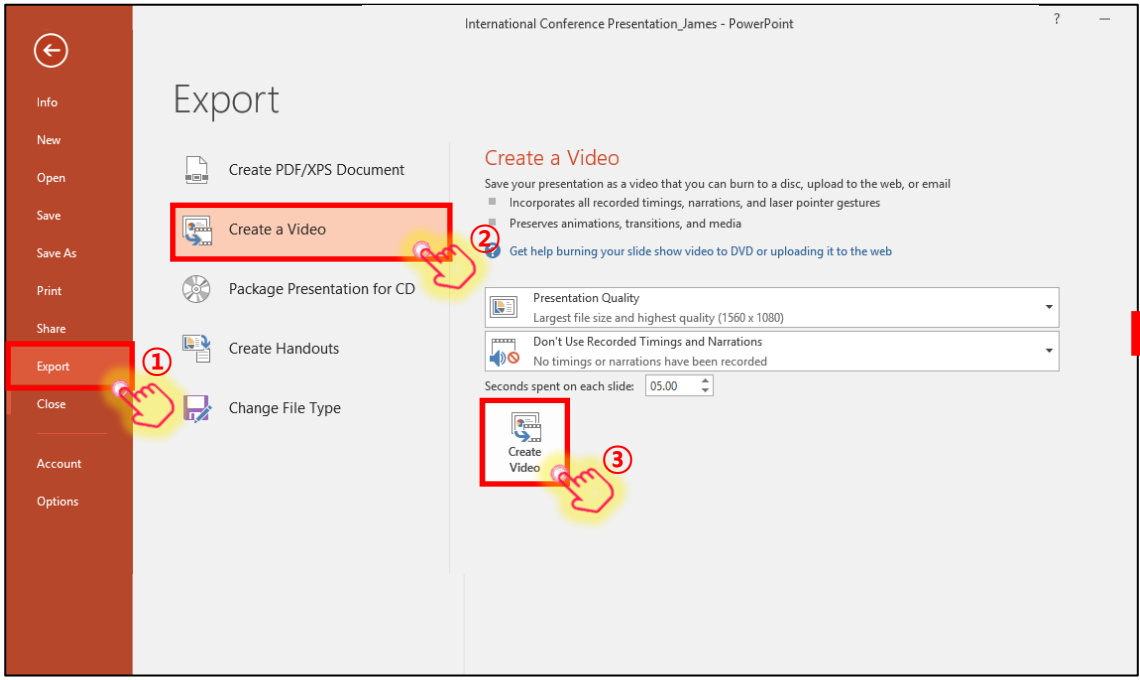
  ※ If you click stop recording, you can record from the beginning..

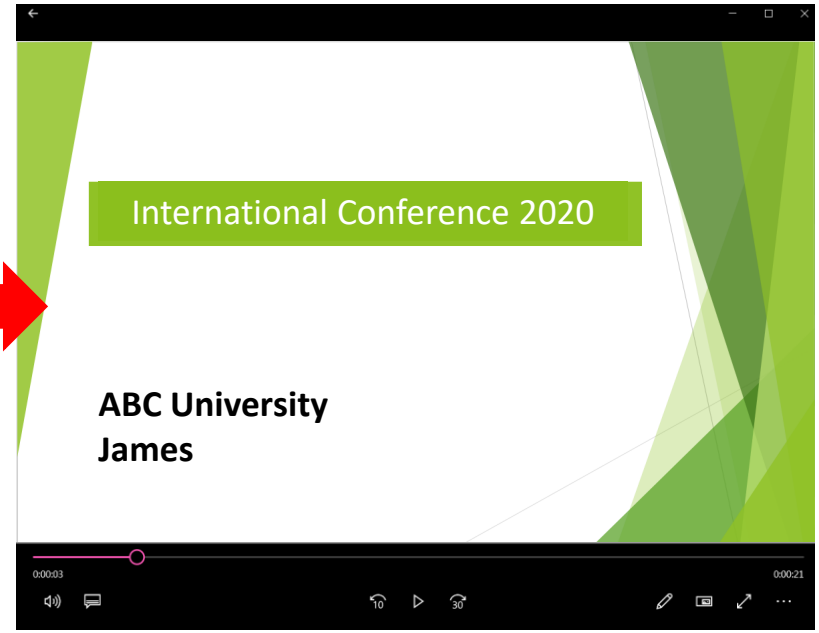
  ※ When you finish and have set the time for the last slide, close the Recording toolbar.

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)



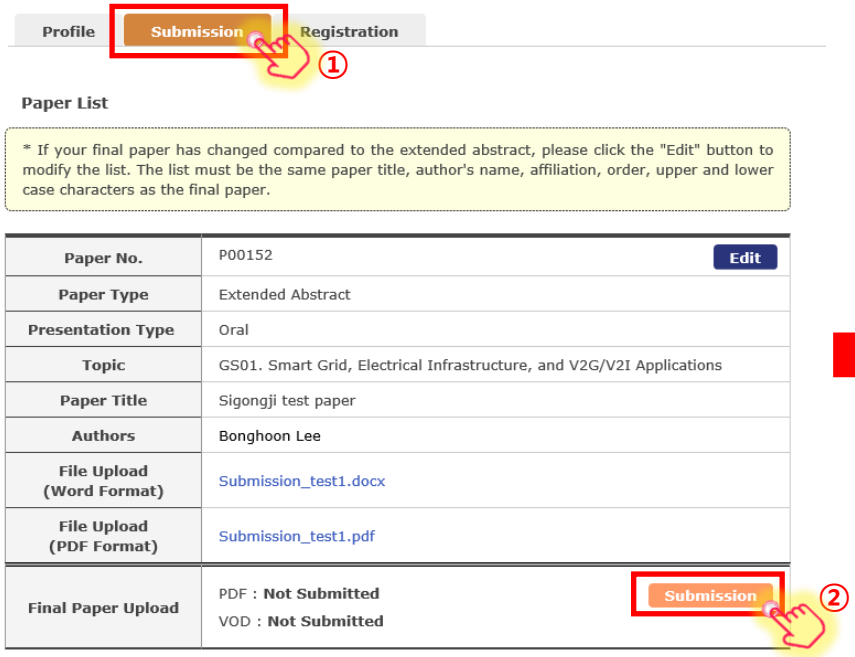


Upload the video file on the submission website system (4/4)

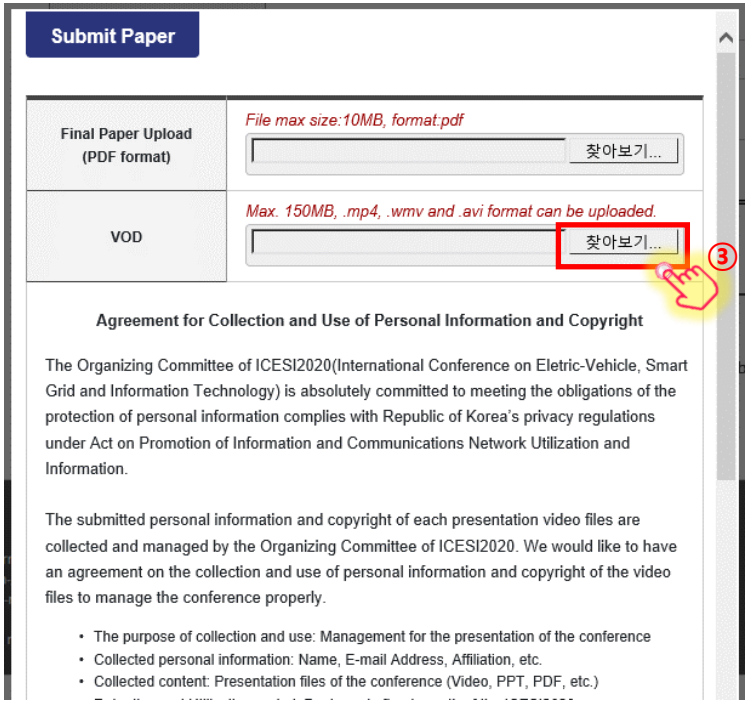
- 7. Open the submission website system and click [Submission] (①)

  ※ 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)



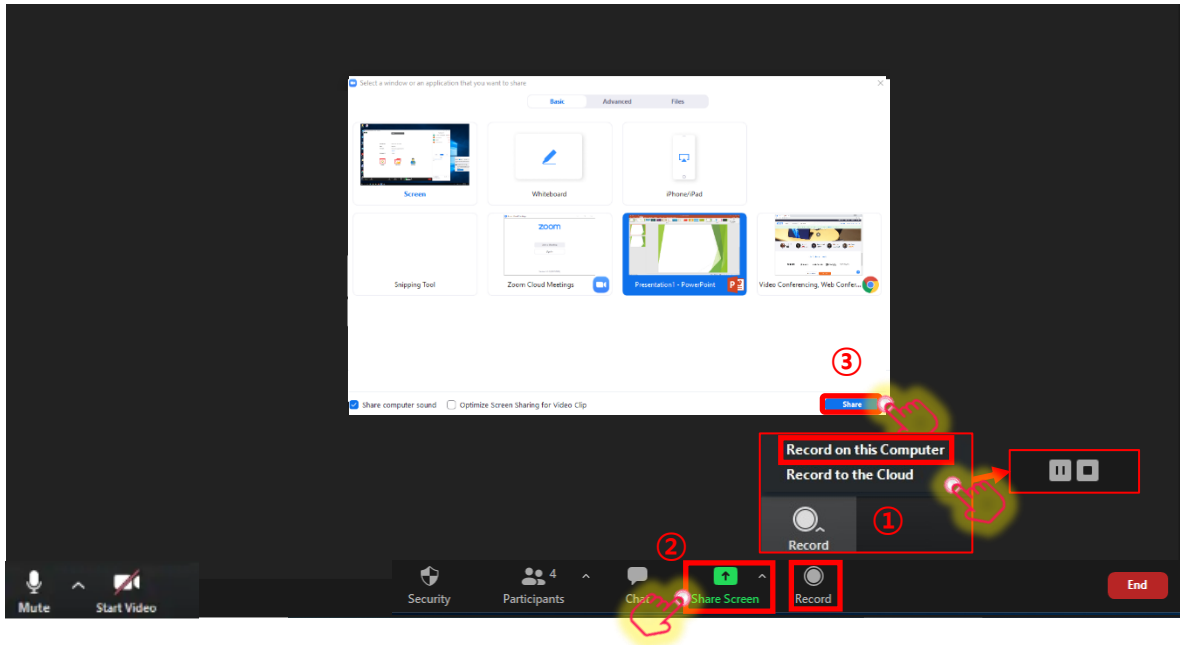
※ Sample image



Basic guideline for making and submitting the video presentation file

By using Zoom Video (1/3)

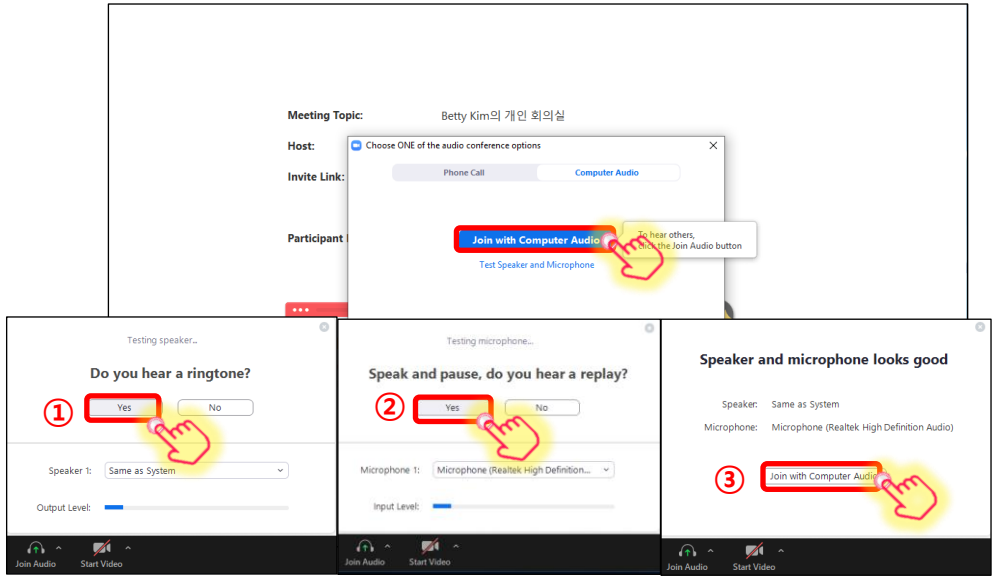
- 1. After activating zoom meetings, click the [Record] and [Record on this Computer] (①)
- 2. Click the [Share Screen] button (②)
- 3. Click the [Basic] tap, and then activate your PPT file. (③)
  ※ You should open your PPT file in advance.
- 4. Click the [Share] button, then you can show your PPT file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

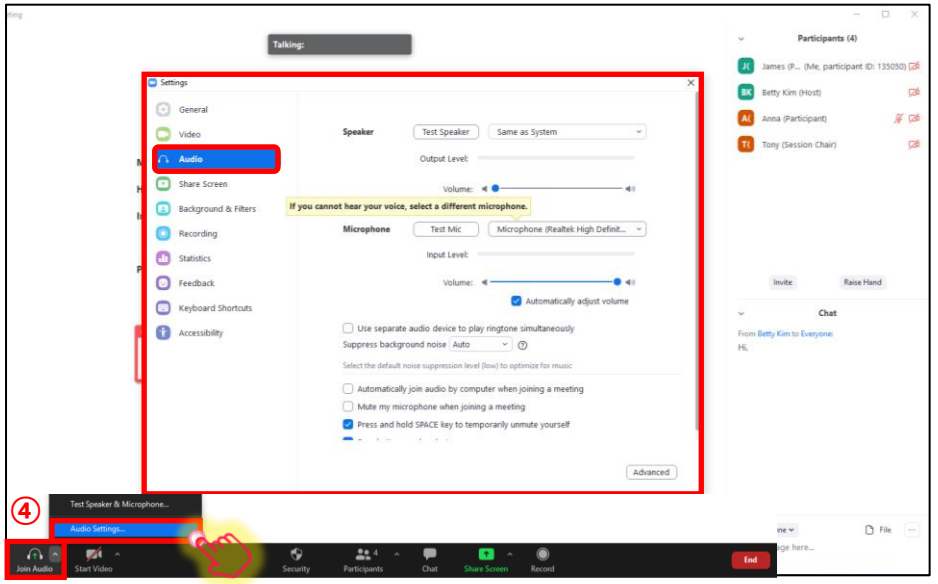


Basic guideline for making and submitting the video presentation file

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)



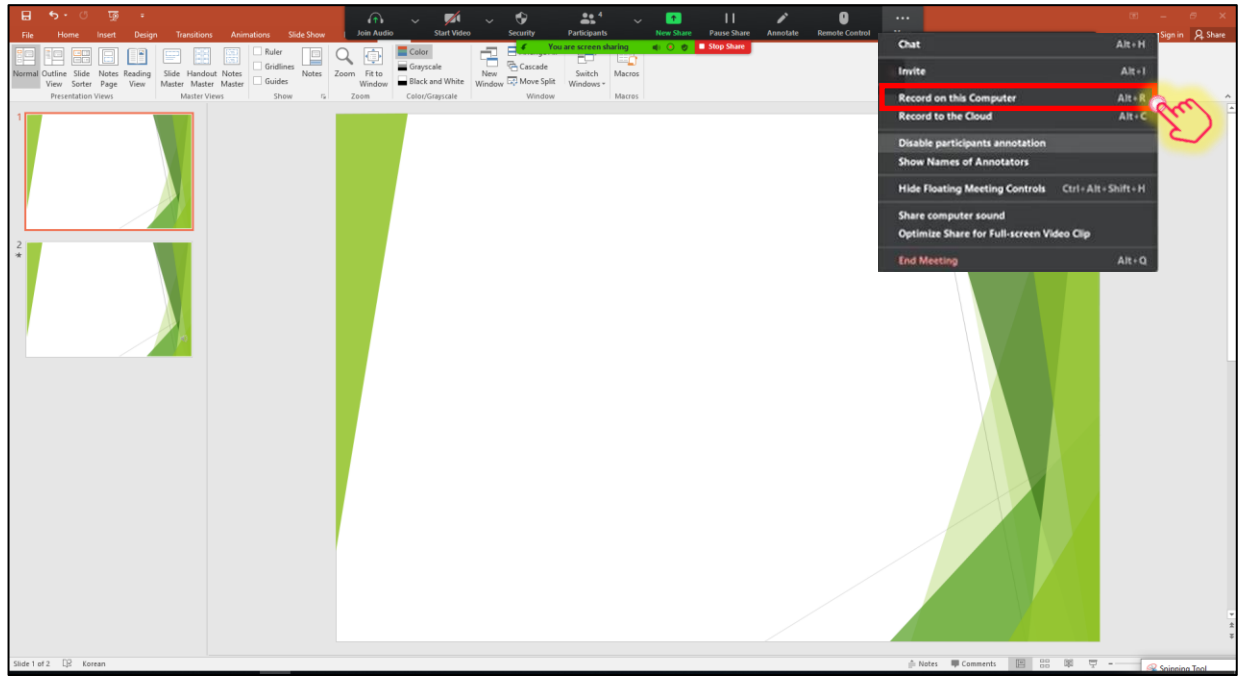


By using Zoom Video (3/3)

- 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