제 11회 적정기술국제컨퍼런스
11TH INTERNATIONAL CONFERENCE ON APPROPRIATE TECHNOLOGY 2020
2020 과학기술ODA 국제컨퍼런스
INTERNATIONAL CONFERENCE ON SCIENCE & TECHNOLOGY ODA
2020. 12. 4 (금) 서울대학교 글로벌컨벤션 플라자 Global Convention Plaza, Seoul National University

Poster Presentation Guideline

과학기술정보통신부 Ministry of Science and ICT

NRF 한국연구재단 National Research Foundation of Korea

적정기술학회 Academic Society For Appropriate Technology

GTC 녹색기술센터 GREEN TECHNOLOGY CENTER

Presentation Guideline

1 General Information

1. The presentation(PPT) should be recorded with your face/voice using the recordable tools (PPT slide show, OBS Studio, Zoom etc.).

   ※ Use the PC with built-in microphone or web camera to record the presentation.

   (V Be sure to record with horizontal screen when you record with a mobile phone)

   ※ It will be okay to record the presentation with only your voice without your face.

   (Please do NOT use the paid voice codec tools such as Dolby etc.)

   ※ Please make sure to record through a microphone/headset in order to record the audio at an appropriate volume of the presentation video.

   ※ Presentation video Playback time: Max 5 min

   ※ Presentation File (PPT) Form (V REQUIREMENT)

   · Presentation File Ratio : 16:9 size

   · File Format : .mp4

   · Screen Resolution : 720p

2. Please send the presentation file to Secretariat email, and please refer to the following submission deadline.

   ※ Submission Deadline of the Recorded Presentation Video File : Nov 18 (Wed), 2020

   ※ Email : oda.conference@gmail.com

3. Presenters and participants will be able to write/read comments through the online Q&A platform provided for each presentation.
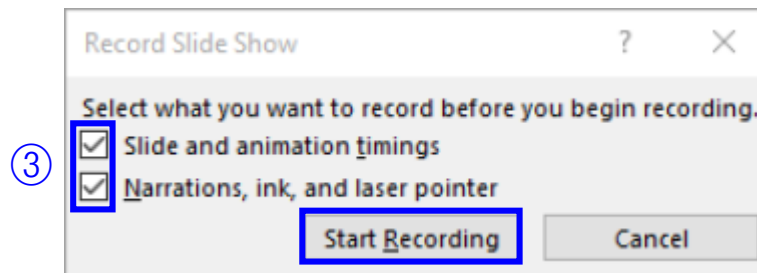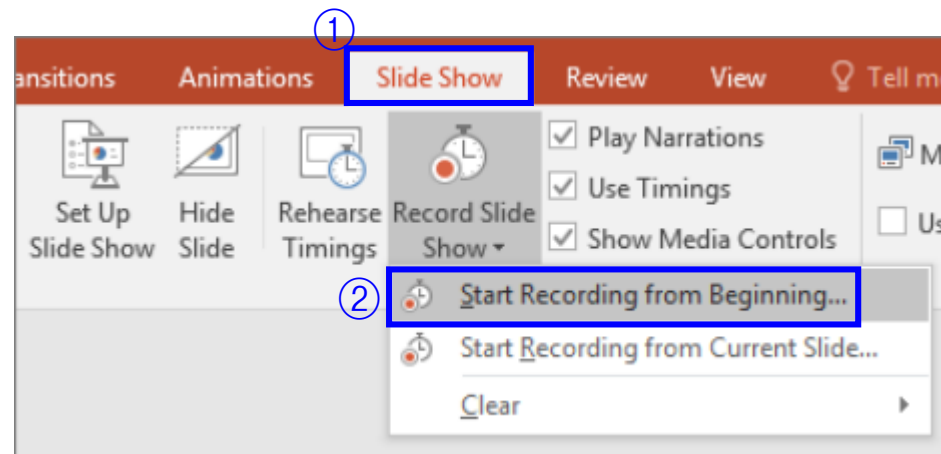
2 How to record a Presentation File (Video) (Cont'd)

- **How to record a presentation file using the PPT slide show**

#1. Click the [Slide Show] in the upper side after open a PPT file which you would like to record (①)

#2. Click the [Start Recording from Beginning] after click [Record Slide Show] (②)

#3. Be sure to have the recording options for the slide and animations timings, Narrations, ink, and laser pointer checked. (③)

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2 — How to record a Presentation File (Video) (Cont'd)

Office 365 or 2019 version [Recommended]
#4. Start to record the presentation file

※ If you use the latest Office version, you can record the presenter's face (If you have a webcam) and use more convenient tools and interfaces.
※ If you click the [Record Slide Show], you can see the below window.
Powerpoint will record what's inside the yellow box in the figure shown below and the activities made therein with a pen, laser pointer, highlighter etc.
※ Click the red dot in the upper left corner to begin recording and click the square button (and 'ESC') to stop the recording and save the file. It automatically records the time you spend on each slide, including any animated text or objects steps that occur, and the use of any triggers on each slide.

Record, pause, replay buttons

Notes button: The slide notes appear overlapped, but not recorded. Convenient to record while watching the script.

Settings
Click here to choose a particular webcam or a microphone.

Recording area

Creating a lecture video showing yourself and slides with MS Powerpoint

Available with Office 365 and Office 2019.

What you will need additionally:

(1) webcam (if you want to show yourself in addition to slides)
(2) microphone (this may be optional if you have a webcam and use its built-in mic.)

Time

Eraser, pen, highlight pen, and pen color selection buttons

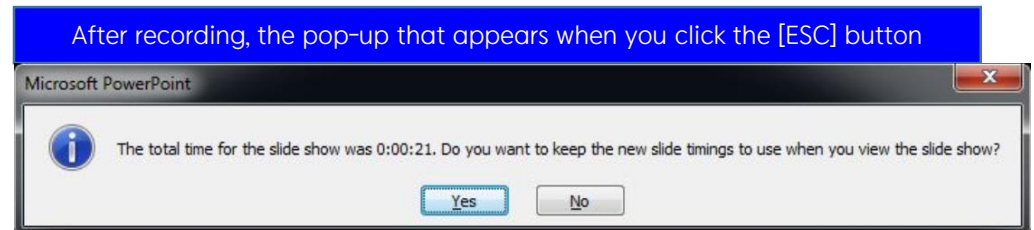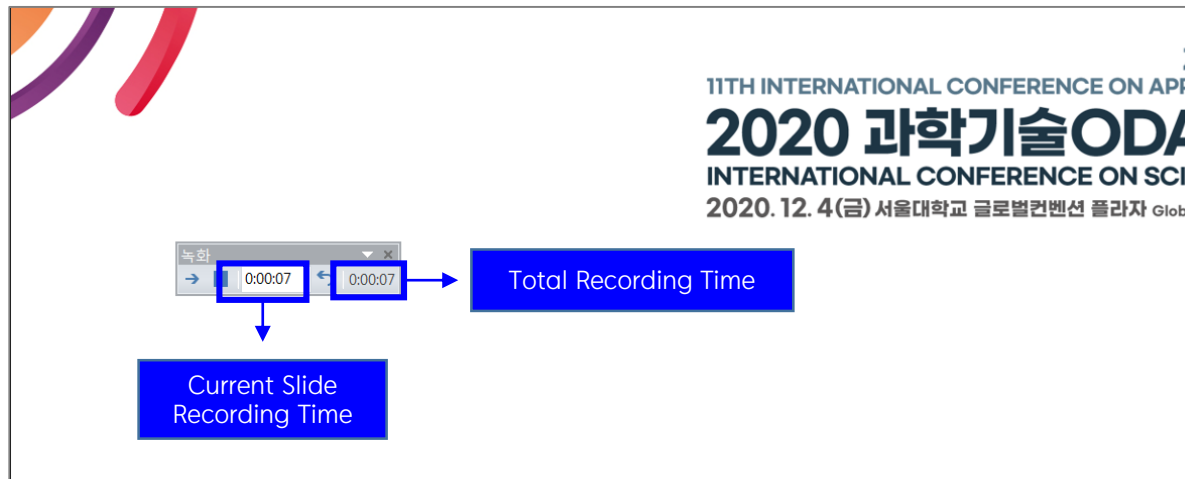Microphone, webcam, webcam preview ON/OFF

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2   How to record a Presentation File (Video) (Cont'd)

Office 2016 version [If you use the Office 365 or Office 2019 version, please move to the next page]

#4. Check the recording time at the top and start recording the presentation

※ If you click Pause button, you can record from the beginning.
※ Audio is not recorded at the moment the slide is over, so do not comment at this timing
※ After recording, click the [ESC] button and save it.

Total Recording Time

Current Slide Recording Time

After recording, the pop-up that appears when you click the [ESC] button

Microsoft PowerPoint

The total time for the slide show was 0:00:21. Do you want to keep the new slide timings to use when you view the slide show?

Yes   No

2 How to record a Presentation File (Video) (Cont'd)

#5. After ending your recording file, please click the [File] 〉 [Export] (①)

#6. Click the [Create a Video] to save it (②, ③, ④)

※ Screen Resolution : 720p

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2 How to record a Presentation File (Video)

● <u>Extra Tools</u>

#1. Using the 'Zoom' :

Play the 'Zoom' app. – Start the "My Personal Meeting" – Choose "Use the computer audio" –
Screen-share the PPT presentation file – Start Recording (ALT+R) – Stop recording –
Close the meeting – Automatically create the MP4 file

※ If you can't hear your video or sound, check if the source of the webcam, etc. is properly selected.
※ We recommend the earphones when you recording to prevent unwanted echo or howling.
※ If it is not possible to record from the beginning to the end, it may be necessary to collect several videos
    later and edit them separately in a video editing program.

#2. Using screen-recording programs :

Recording the presentation file and presenter's face using OBS Studio (Free program),
Camtasia (Paid program), etc.

※ The above programs support multi-source recording so that ppt screen, webcam, and microphone inputs
    simultaneously are recorded in sync.
※ They can be edited later as individual objects in the video editing program.
※ It is recommended only for experienced users.