

ICEAS 2023

International Conference on Energy, Aquatech and Sustainability

August 1 (Tue.) - 4 (Fri.), 2023

Arusha Technical College

Arusha, Tanzania

On/Off-line Hybrid Conference

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: Plenary - 25 min / Keynote : 15 min / Oral : 12min / Student : 8 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 : July 1 (Sat.), 2023

※ Email : Conferecne.ICEAS@gmail.com

3. Presenters and participants will be able to write/read comments through the online Q&A platform provided for each presentation

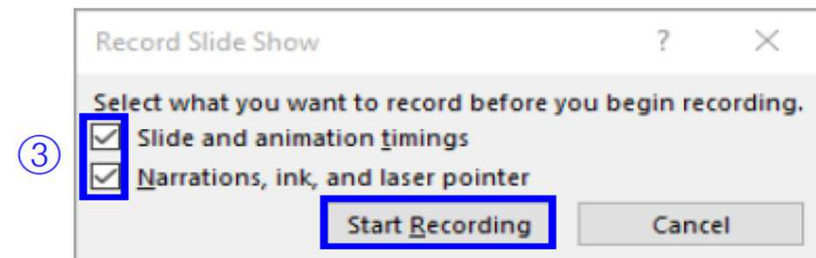
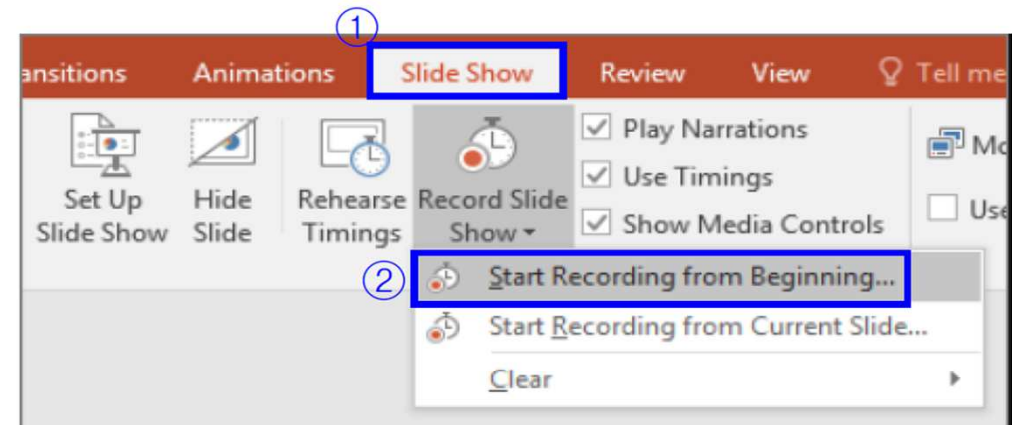
2. How to record a Presentation File(Video) (Cont'd)

- 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)



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.

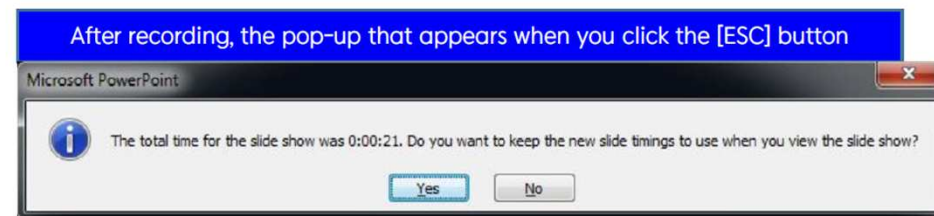


2. How to record a Presentation File(Video) (Cont'd)

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.



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

The image shows a screenshot of the Microsoft PowerPoint 'Export' menu. The 'Export' option in the left-hand navigation pane is highlighted with a blue box and a circled '1'. In the main 'Export' area, the 'Create a Video' option is highlighted with a blue box and a circled '2'. Below it, the 'Create a Video' settings are shown, with a blue box and circled '3' around the 'Computer & HD Displays' dropdown menu, which is set to 'Large (1280 x 720)'. Another blue box and circled '4' highlights the 'Create Video' button at the bottom of the settings. A large blue arrow points from the 'Create Video' button to a video thumbnail on the right. The thumbnail is titled 'Recording Video' and features the 'ICEAS 2022' logo. Below the logo, it reads: 'International Conference on Energy, Aquatich and Sustainability', 'August 3 (Wed.) - 5 (Fri.), 2021', 'HANYANG UNIVERSITY, ERICA CAMPUS', 'Astana, Republic of Korea', and 'On/Off-line Hybrid Conference'. A white box with a black border is overlaid on the bottom of the thumbnail, containing the text 'Presentation Guideline'.

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

●Extra Tools

#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 pptscreen, 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.