



iMiD 2020

The 20th International Meeting on Information Display
August 25 - 28, 2020 / Online Conference

Presentation Guideline



The 20th International Meeting on Information Display (IMID 2020) **will be held**
virtually for the health and safety of all our participants.

We greatly appreciate your contribution to submit papers.
Regarding your presentation, please kindly find the **presentation guidelines**
and other detailed information prepared for you in this file.



Oral Presentation

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.)

※ Presentation Time

- Invited Talk : approx. 22 minutes
- Oral Talk : approx. 12 minutes
- Tutorial Talk : approx. 55 minutes

※ Presentation File (PPT) Form (V REQUIREMENT)

- Presentation File Ratio : 16:9 size
- File Format : .mp4
- Screen Resolution : 720p

2. Presenters should upload the presentation file directly on online system. We will soon inform you of the details on how to upload the presentation file. Please refer to the following submission deadline.

※ Submission Deadline of the Recorded Presentation Video File : July 31 (Fri.), 2020

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

※ Q&A : August 25 (Tue.), 2020 ~ August 30 (Sun.), 2020



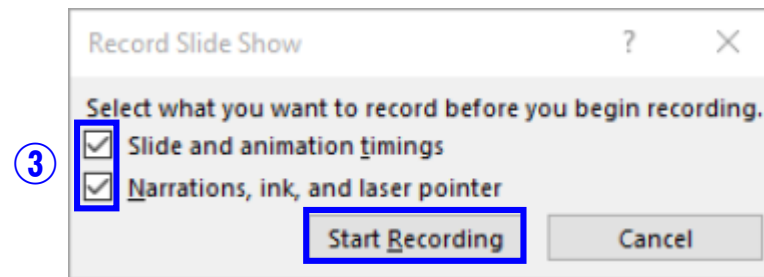
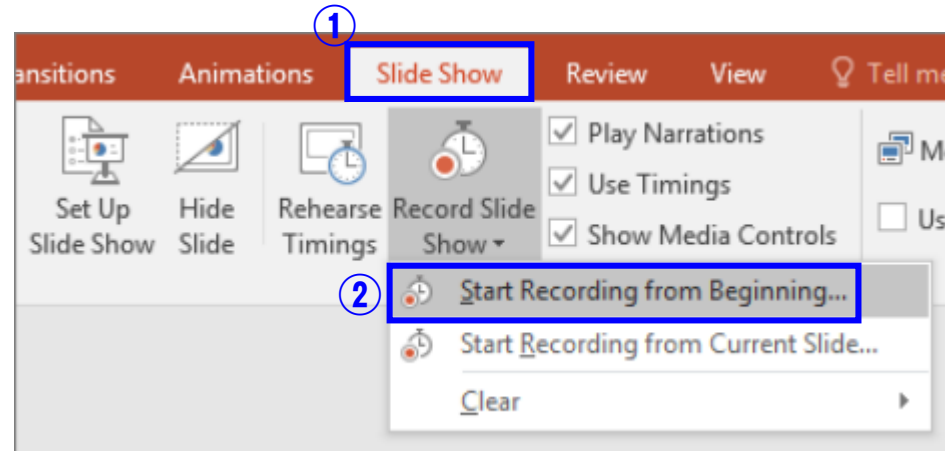
How to record a Presentation File (Video)

- 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 painter checked. (③)



How to record a Presentation File (Video)

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.)

※ If you want to use the laser pointer function, right-click on the slide screen and select 'Laser Pointer'. You can be assured that this selection process that appears on the screen will not be recorded.

Time: 0:00 / 0:00

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

Microphone, Webcam, webcam preview ON/OFF

How to record a Presentation File (Video)

If you use Office 2016:

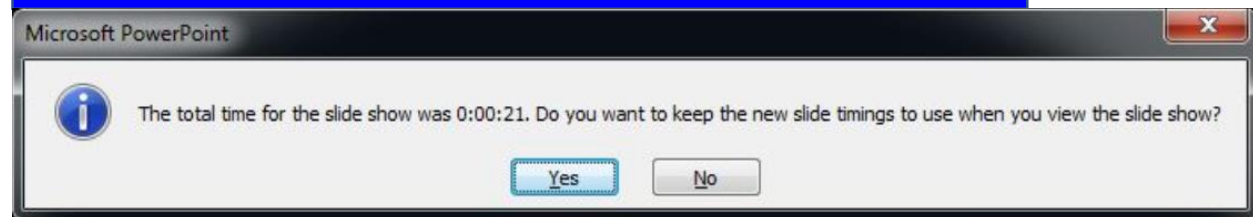
☞ If you use the Office 365 or Office 2019 version, please move to the next page.

#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.



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



How to record a Presentation File (Video)

#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 PowerPoint interface with the 'Export' menu open. The 'Export' option in the left-hand navigation bar is highlighted with a blue box and a circled '1'. In the 'Export' menu, the 'Create a Video' option is highlighted with a blue box and a circled '2'. A blue box with a circled '3' highlights the 'Create a Video' settings panel, which includes options for 'Computer & HD Displays' (set to 'For viewing on a computer monitor, projector, or high definition display (Larger — 1280 x 720)'), 'Use Recorded Timings and Narrations', and a 'Seconds spent on each slide' dropdown set to '05:00'. A blue box with a circled '4' highlights the 'Create Video' button at the bottom of the settings panel. A large blue arrow points from the 'Create Video' button to a video player window. The video player has a blue title bar that says 'Recording Video' and displays a slide for 'iMiD 2020' with the text 'The 20th International Meeting on Information Display August 25 - 28, 2020 / Online Conference' and 'Online Conference' in a white box. The slide also features a traditional Korean building illustration and logos for KIDS, SID, and KITA at the bottom.

How to record a Presentation File (Video)

- 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 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.

1. Following the presentation file format guideline, presenters can make a self-explanatory presentation file without any voice/video.

※ Presentation File (PPT) Form **(V REQUIREMENT)**

- 16:9 PPT slides (regular size; not a poster size)
- Page : within 8 pages
- File format: [PDF](#)

※ You have to use the IMID 2020 PPT template that includes watermark to prevent the unauthorized use.

2. Presenter should upload the presentation file directly on online system. We will soon inform you of the details on how to upload the presentation file. Please refer the submission deadline.

※ Submission Deadline of the PDF File for your PPT : July 31 (Fri.), 2020

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

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If you have any questions, please feel free to contact the IMID 2020 secretariat (imid@k-ids.or.kr)

Thank you.

