KATRDIC 2021 HYBRID CONFERENCE

KATRD International Conference 2021
The 132nd Congress of the Korean Academy of Tuberculosis and Respiratory Diseases
November 11 - 12, 2021 | Lotte Hotel World, Seoul, Korea
www.katrdic.org

Guidelines for Recording Oral Presentation

Presentations will be pre-recorded and submitted as video files before **October 22(Fri), 2021,** to be played during the conference and available for on-demand viewing for some period of time post-conference.

* VOD Outline:
   -VOD: Your VOD will be streamed on a virtual conference website in the Oral & E-poster section.
   - Q&A: If participants have any Q&A about your lecture, we will email them to you after the conference.

Please observe the following guidelines when preparing video files of your talks:
- Duration of video files:

Type	Presentation Time
Oral Presentation	**10 min (10 min. presentation only, No Q&A)**

- Please prepare your presentation in the running time so that it doesn't exceed the time.
- Audio and Video Quality: Please double check your files before submitting to make sure the audio is clear and audible, and the slides in the video are readable.

During the presentations on November 11-12, 2021, **it is important that authors be available online** to answer Q&A from conference participants moderated by the respective Session Chairs.

1. Recording Tips

PPT Slide	1) Before making the presentation material, please set the slide ratio to 16:9 to meet the screen transmission ratio. 2) Before recording your presentation, please don't forget to record the PPT slides on the Full Screen. *(Please press the F5 button)*
Microphone	Please avoid using the default, built-in microphone on your computer and use a separate microphone instead. (A headset with microphone is highly recommended.)
Volume	Before recording your presentation, please test and set the microphone at the maximum volume. If your voice in the video is too inaudible, we may request you to record again.
Keyboard & Mouse	Please use the keyboard instead of the mouse to flip the presentation slides to prevent mouse sounds from being recorded.
Introduction	At the start of your presentation, please introduce yourself, including your name, institution and title of your presentation.
Closing	At the end of your presentation, please give a closing address such as "This is end of my presentation," etc.
Requested File*	**Please submit 2 files below via link.** **1) Original ppt file with your voice recording (.pptx)** **2) The recorded presentation (mp4) file.** * If it is difficult to make an MP4 file, please submit only original ppt file with your voice recording (.pptx). Secretariat will convert your file to VOD format (.MP4)

KATRDIC 2021 Secretariat: P&M
[06222] 3F, 12, Eonju-ro 79-gil, Gangnam-gu, Seoul, Republic of Korea   T. +82-2-557-8422, 8423   F. +82-2-557-8428   E. info@katrdic.org

The Korean Academy of Tuberculosis and Respiratory Diseases

KATRDIC 2021 HYBRID CONFERENCE | **KATRD International Conference 2021**
The 132nd Congress of the Korean Academy of Tuberculosis and Respiratory Diseases
November 11 - 12, 2021 Lotte Hotel World, Seoul, Korea
www.katrdic.org

2. How to make VOD file using MS-PowerPoint
If a video recording is not possible, you can replace it with a PPT file with an audio addition.

✓ PowerPoint automatically records the audio and mouse pointer. - Laser Pointer, Pen, Highlighter, and Eraser.
✓ You may use the pointer, ink, eraser, and highlighter tools in your recording.

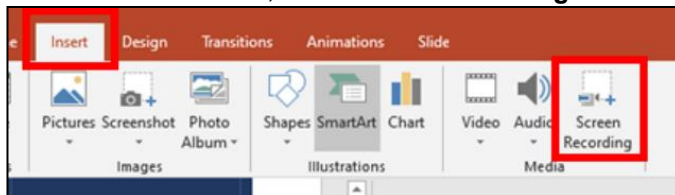**1. For PowerPoint (Versions 2013, 2016 and 2019)**
→ If you select this option, please send your presentation file with your voice recording. (.pptx)

1) Open the desired slide to put the screen recording on.
* A mouse click can also be recorded, so please use the keyboard to advance the slides.

2) Under the Insert tab, click Screen Recording.

3) On the Control Dock, click Select Area (Window logo key+Shift+A)
Tip: PowerPoint automatically records the audio and the mouse pointer, so by default those options are selected on the control dock.
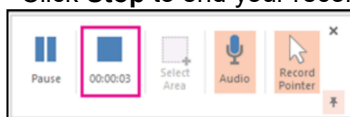

4) Click Record (Windows logo key+Shift+R)
*Before recording your presentation, *please press the F5 button* for maximum screen.

5) To control your recording:
- Click **Pause** to temporarily stop the recording (Windows logo key+Shift+R).
- Click **Record** to resume recording (Windows logo key+Shift+R).
- Click **Stop** to end your recording (Windows logo key+Shift+Q) (shown below).

6) How to save it
Right-click the picture on the slide that represents the recording, and select **Save Media as**.
In the **Save Media As** dialog box, specify a file name and folder location, then click **Save.**

7) Send your presentation file with your voice recording. (.pptx)
Once your presentation is complete, please send your presentation file via Secretariat (info@katrdic.org)

8) For more details ▶ Microsoft Help Center

KATRDIC 2021 Secretariat: P&M
[06222] 3F, 12, Eonju-ro 79-gil, Gangnam-gu, Seoul, Republic of Korea   T. +82-2-557-8422, 8423 F. +82-2-557-8428 E. info@katrdic.org

The Korean Academy of
Tuberculosis and Respiratory Diseases

KATRDIC 2021 HYBRID CONFERENCE

KATRD International Conference 2021
The 132nd Congress of the Korean Academy of Tuberculosis and Respiratory Diseases
November 11 - 12, 2021 Lotte Hotel World, Seoul, Korea
www.katrdic.org

2. For Older PowerPoint Versions

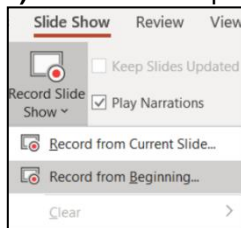**1) Open the desired slide to put the screen recording on.**
 * A mouse click can also be recorded, so please use the keyboard to advance the slides.

2) Select Slide Show > Record Slide Show

3) Choose the option: Start Recording from the Beginning > Click Record

* Before recording your presentation, *please press **the F5 button** for the maximum screen*.

4) Save your file.

5) Send your presentation file with your voice recording. (.pptx)
 Once your presentation is complete, please send your presentation file via Secretariat (info@katrdic.org)

6) For more details ▶ Microsoft Help Center

KATRDIC 2021 Secretariat: P&M

[06222] 3F, 12, Eonju-ro 79-gil, Gangnam-gu, Seoul, Republic of Korea   T. +82-2-557-8422, 8423   F. +82-2-557-8428   E. info@katrdic.org

The Korean Academy of
Tuberculosis and Respiratory Diseases