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# **2020 KIChE Fall Meeting International Symposium: e-conference**

## **Presentation file production and submission guide**

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# [Copyright]

## **2020 KICChE Fall Meeting International Symposium: e-conference**

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  - People who infringe on copyright can be subject to imprisonment up to 5 years or a fine of up to 50 million won or punishment accordingly.

# How to upload presentation files

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- Please submit presentation files to [kiche@xsync.co](mailto:kiche@xsync.co)
- Submission Deadline : Sep. 21<sup>st</sup> (Mon), 2020
- Disclosure of Presentation files: people who registered the 2020 KICHe Fall Meeting International Symposium: e-conference
- Presentation File Name
  - File name should be “Session\_Field\_Presenter Name”.
  - If you are submitting more than two presentation files in the same session/field, please add a number after the presenter name.

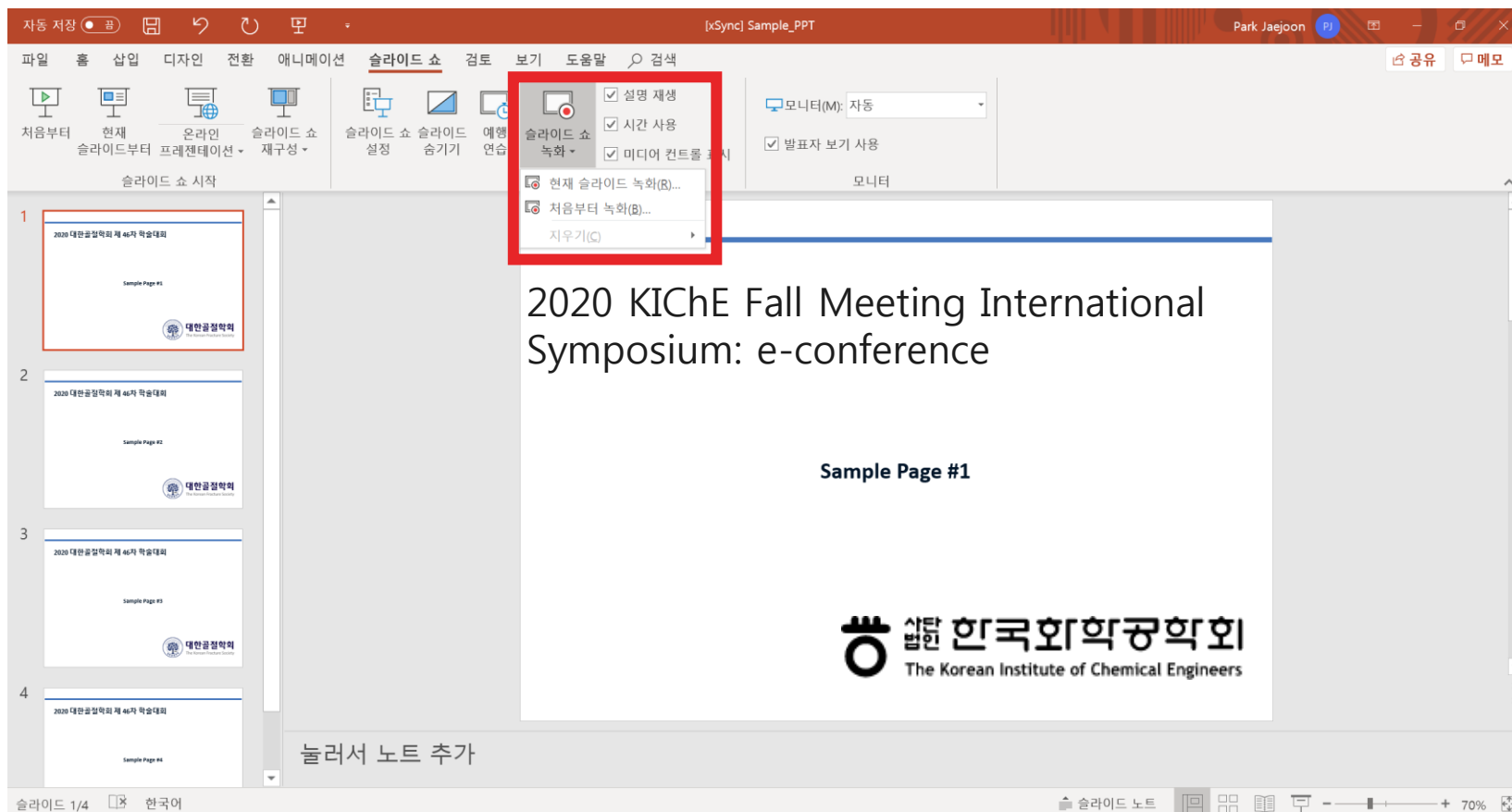
[Example] Symposium title\_Chemengineer Kim.mp4

General oral presentation\_Energy and Environ\_Chemengineer Lee.mp4

Poster presentation\_Materials\_Chemengineer Park\_1.pdf, Poster presentation\_Materials\_Chemengineer Park\_1.mp4
- Upload Files
  - ① Poster Presentation:
    - Up to 200MB per person can be uploaded (total two files)
    - PDF file of poster format
    - three-minute video clip (video for explaining your poster or audio recording only)
  - ② Oral Presentation:
    - 10 min oral presentation (7 min talk + 3 min Q&A) : up to 400MB per person can be uploaded
    - 20 min oral presentation (15 min talk + 5 min Q&A) : up to 600MB per person can be uploaded
    - 30 min oral presentation (20 min talk + 10 min Q&A) : up to 800MB per person can be uploaded
    - 40 min oral presentation (30 min talk + 10 min Q&A) : up to 1000MB per person can be uploaded
- Contact
  - TEL: 02-458-3047 / E-mail: nice@kiche.or.kr

# 1. Record a slide show

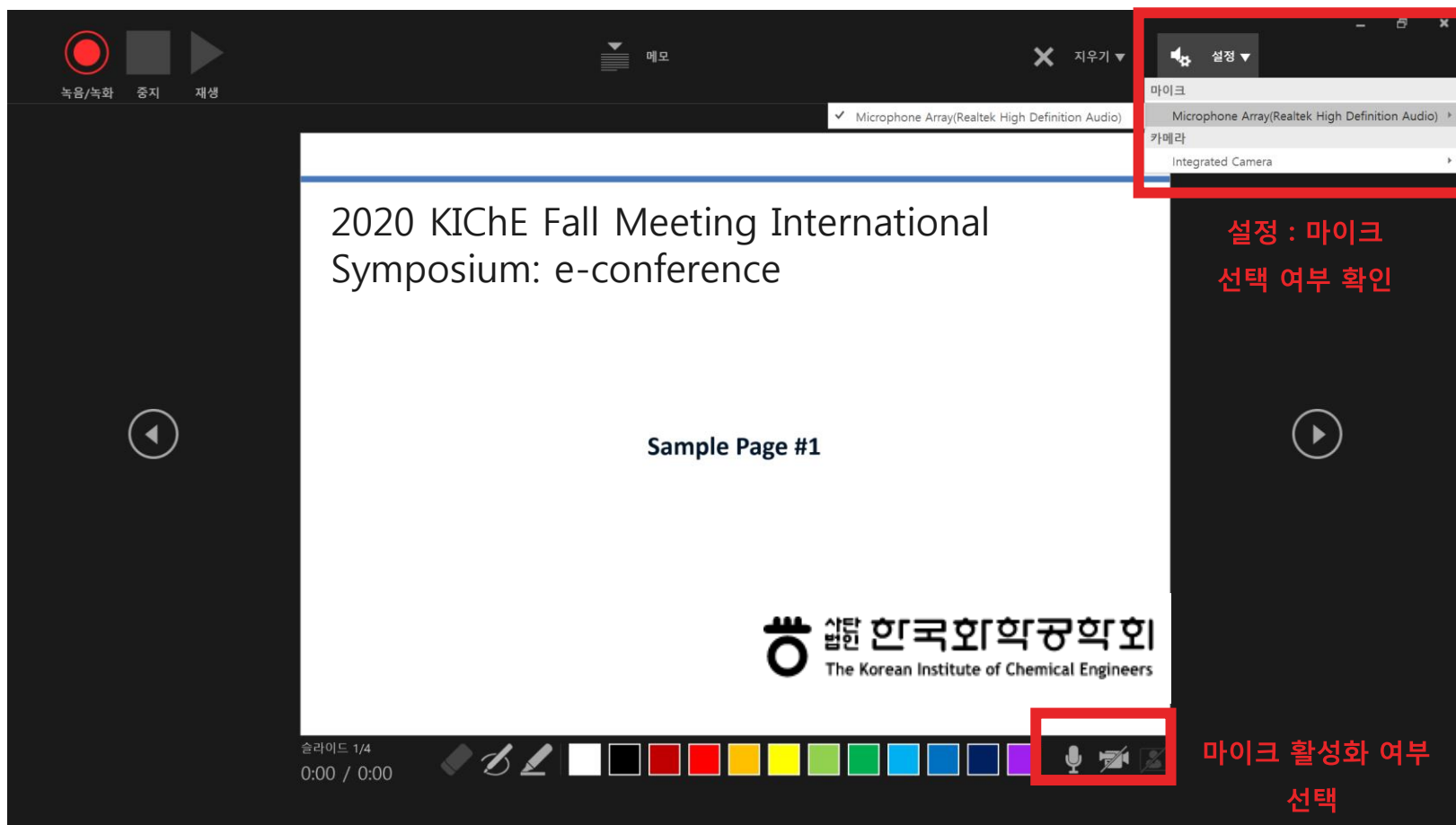
How to set up [Slide Show Recording] after completing the presentation Select [Slide Show]> [Record from scratch]



# 1. Record a slide show

Introduction to the recording screen

Check whether the microphone is activated before starting recording

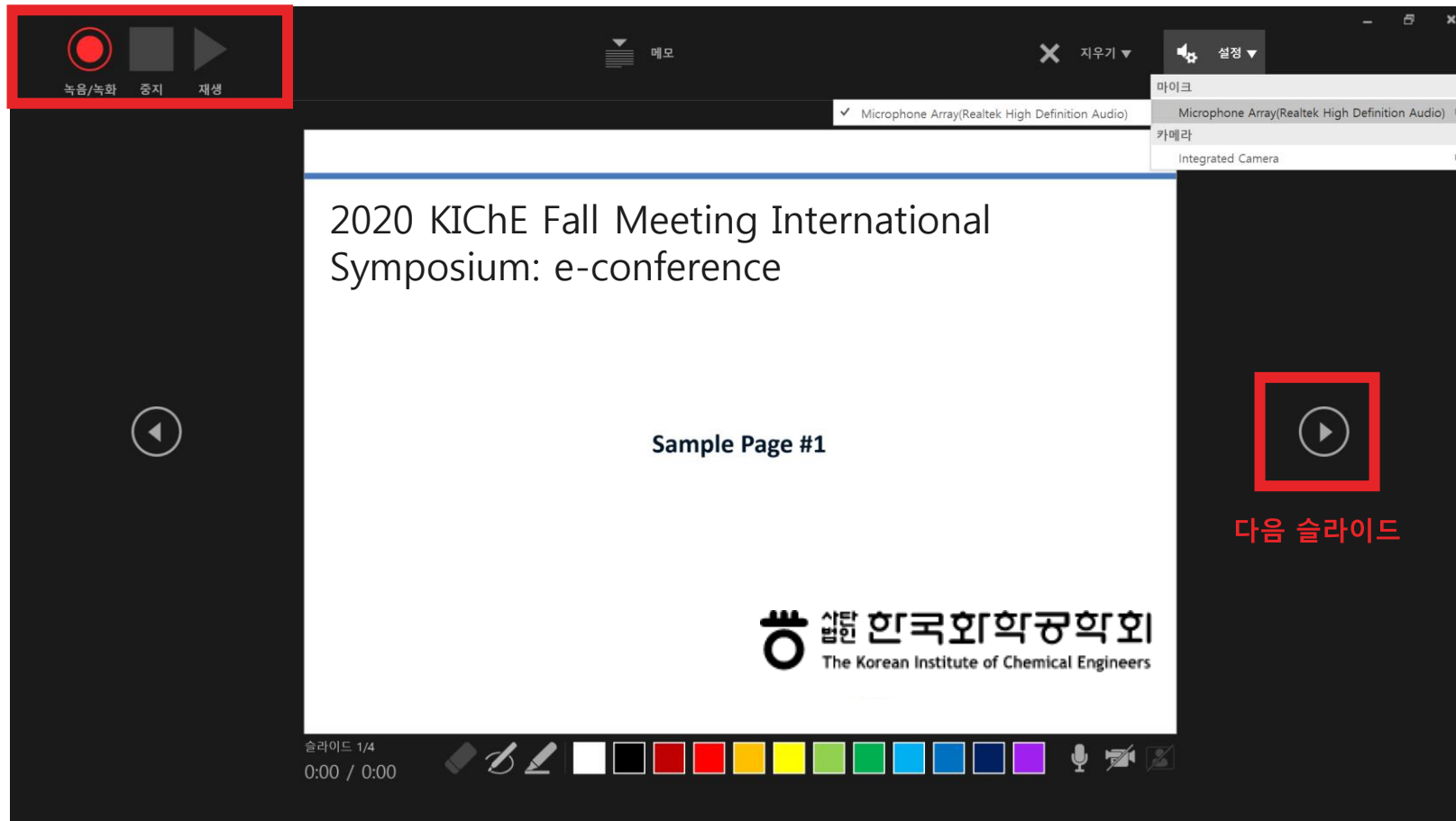


[슬라이드 쇼 녹화]를 누른 뒤 표시되는 화면

# 1. Record a slide show

Introduction to the recording screen

- Press Record/Record button to start recording
- When the slide recording is finished, proceed to the [Next Slide] to continue recording.

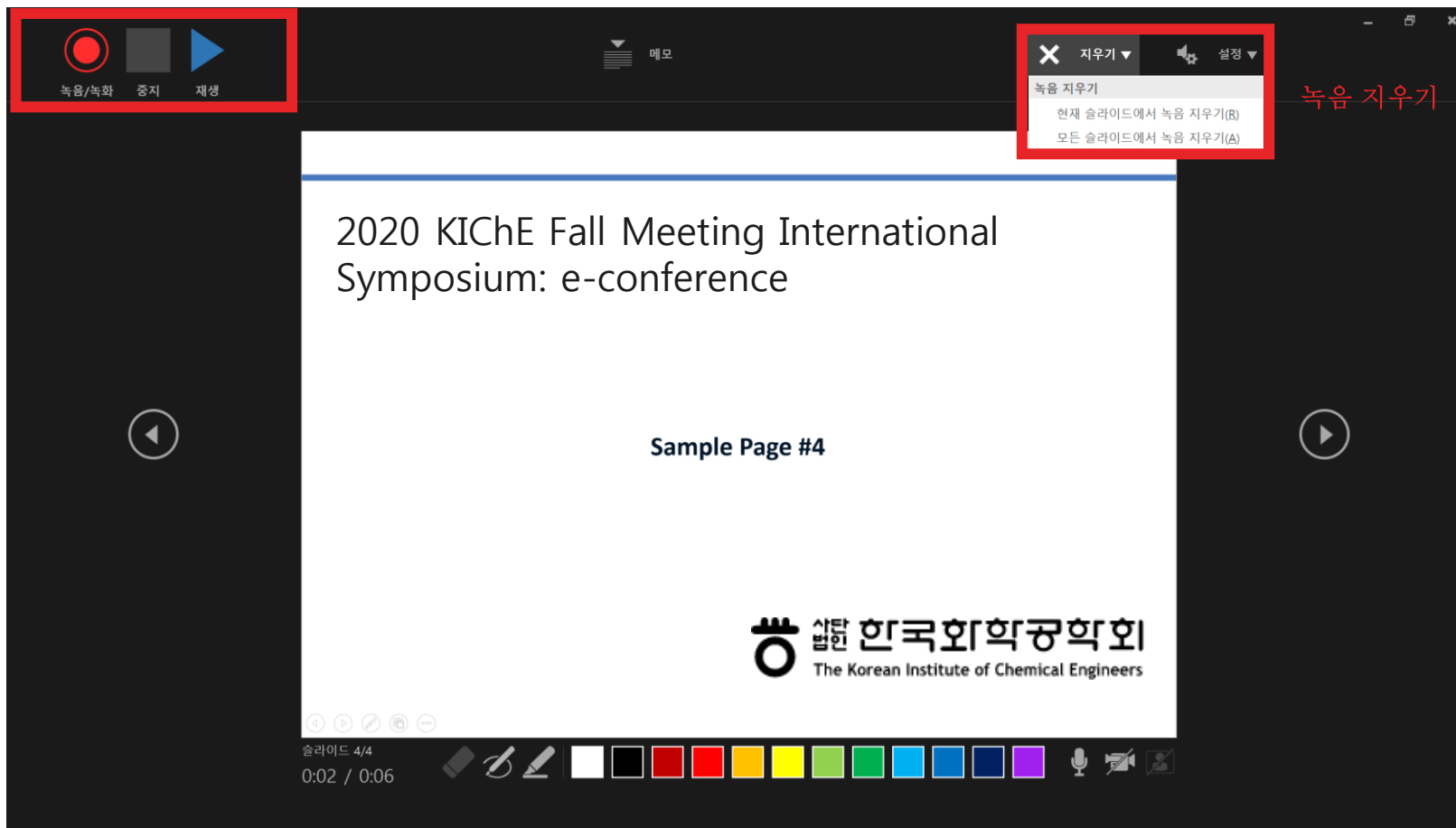


[슬라이드 쇼 녹화]를 누른 뒤 표시되는 화면

# 1. Record a slide show

## Recording complete screen

- Recording complete> Activate [Play] button
- Recorded contents for each slide can be erased and re-recorded

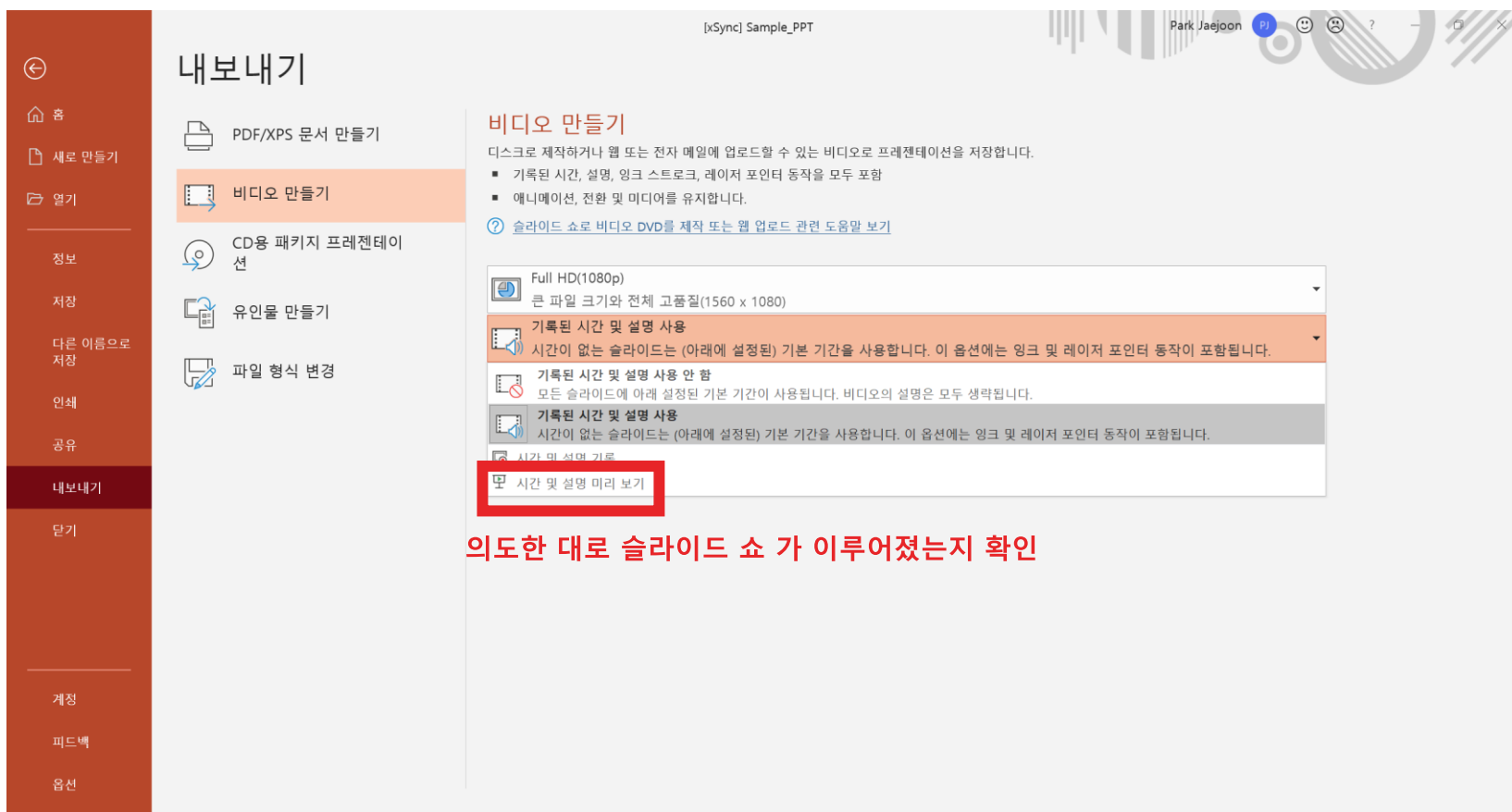


녹화가 완료된 후 화면

## 2. Video making

Create video file after recording/recording of slide show is complete

- [File]> [Export]> [Create Video]> Enable [Use Recorded Time And Description]> [Create Video]
- Finished producing .mp4 file



의도한 대로 슬라이드 쇼 가 이루어졌는지 확인



# 1. How to record a presentation

There are several video conferencing tools available to easily record a presentation. You can use any meeting software as long as you get a good quality recording and your final file is in the MP4 format.

Here are some links to instructions on recording a meeting on common platforms:

- WebEx: [Video Conferencing - Record a Cisco Webex Meeting](#)
- Google Meet: [Record a video meeting - Meet Help](#)
- Zoom: [Local Recording – Zoom Help Center](#)

You can also use the two step method covered below:

- [Create Voice Over PowerPoint](#) and [convert to MP4](#)