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# AESTHETIC PLASTIC SURGERY 2021

KSAPS-KAPS Joint Meeting  
ISAPS-KSAPS Joint Meeting  
JSAPS-KSAPS Joint Meeting  
TSAPS-KSAPS Joint Meeting

## International Meeting

hosted by



The Korean Society for Aesthetic Plastic Surgery  
The Korean Association of Plastic Surgeons

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Partners



Guideline for recorded VOD file  
(Oral Presentation)

# Guideline for recorded VOD file

## 1. The presentation (PPT) should be recorded with your face/voice using the recordable tools (PPT slide show, Zoom, and other recording programs).

- Use the PC with built-in microphone or web camera to record the presentation.  
(Be sure to record with horizontal screen when you record with a cell phone)
- It will be okay to record the presentation with only your voice without your face.

## 2. Language

- Official Language: English

## 3. Presentation Time

- Lecture: 6 minutes
- Q&A: 4 minutes

# Guideline for recorded VOD file

## ● VOD (Pre-recorded presentation) Information

<b>Presentation File</b>	Please prepare a presentation file ( <b>PPT 16:9 size</b> )
<b>File Format</b>	.mp4 video file
<b>Screen Resolution</b>	720p or Full HD resolution
<b>Presentation Time</b>	Please keep the allotted presentation time
<b>Deadline of Upload</b>	June 18(Fri), 2021

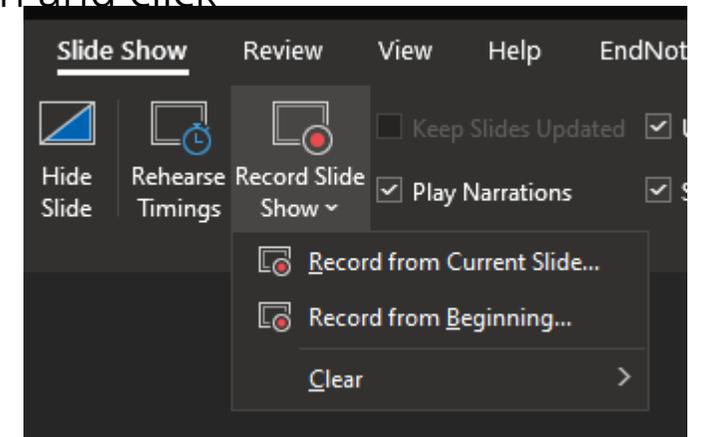
## ● Guidelines for Recording your Presentation (not mandatory)

<b>Introduction</b>	At the start of your presentation, please introduce yourself, including your name, institution(Affiliation), and the title of your presentation.
<b>Finish</b>	At the end of presentation, please say, "I'm done with my presentation." And, on the last slide, please write "Thank you."
<b>Keyboard</b>	Please use the keyboard instead of the mouse to flip the presentation slides to prevent mouse sounds from being recorded.
<b>Disk Space</b>	Please make sure there is enough disk space on your local drive to record and save your screen recording.

# Guideline for recorded VOD file

## 5. Important notes!

- While recording, if you turn slides talking, sound can be cut off.  
Please give it a slight pause before and after turning slides.
- While recording, If you go back to the previous slide, the contents already recorded on the previous slide will be erased, and you must re-record your contents on that previous slide.  
So, unless you wish to re-record your message on the previous slide, do not go back to the previous slide while recording.
- To resume recording on slides in the middle, go to the slide you wish to work on and click [Slide Show]>[Record from Current Slide].
- If you finish the last slide and click next, the recording automatically stops.  
Or you can press [Esc] or click [x] in the recording box at the top left corner.

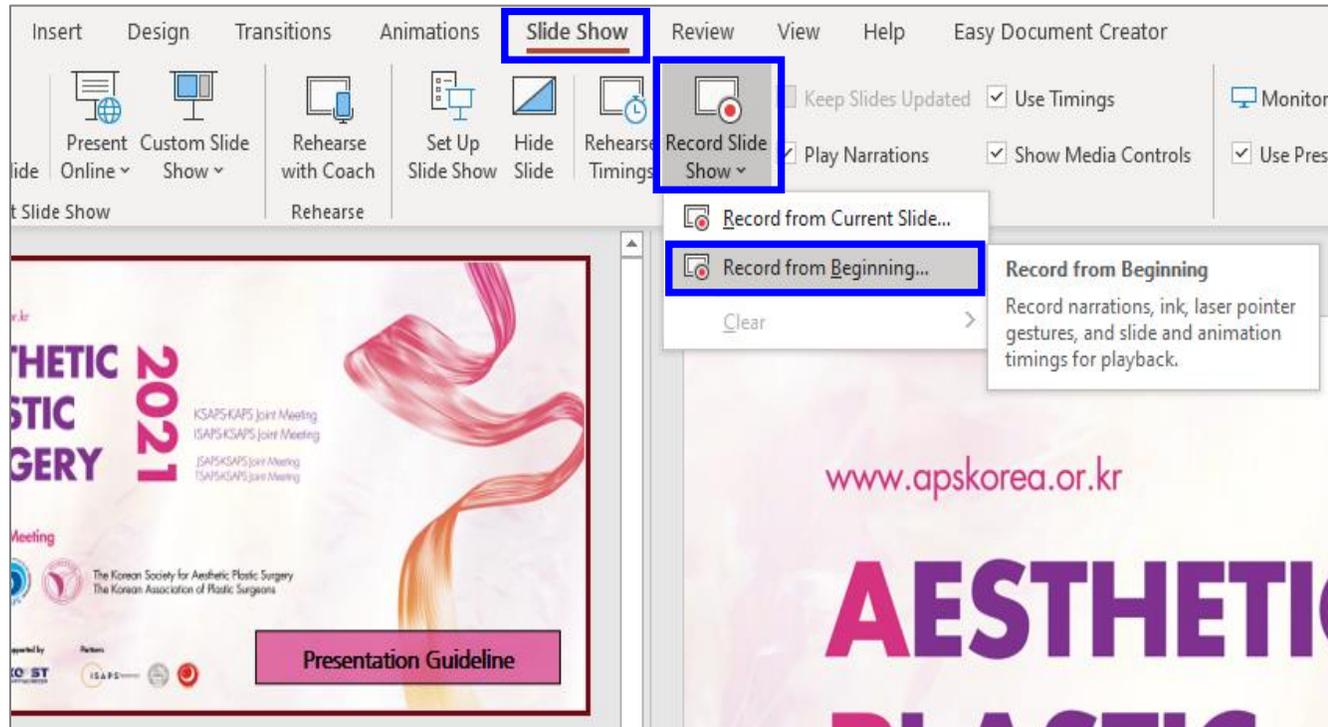


How to record a presentation file using the **PPT slide show**

Office 365 ver.

# How to Record a Presentation VOD

Office 365 ver.



1. Prepare your presentation slide and a microphone.
2. Ensure your microphone is set up and in working order prior to recording your slide show.
3. Click the [\[Recording from Beginning\]](#) after click [\[Record Slide Show\]](#).

# How to Record a Presentation VOD

**APS 2021**  
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International Meeting

Office 365 ver.



1. Once ready, please click the [RECORD button](#).

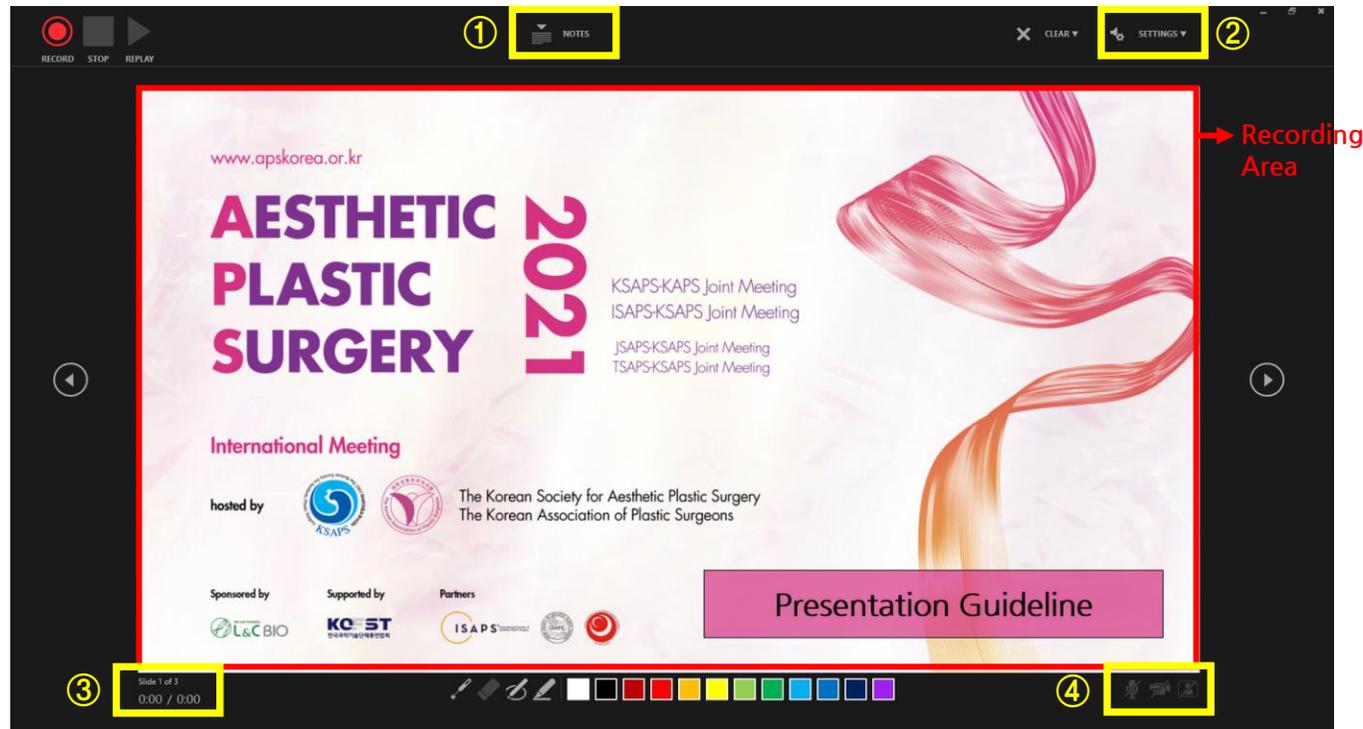
※ If you use the latest Office version, you can record the presenter's face (If you have a webcam) and use more convenient tools and interfaces.

2. After finishing your lecture, please click the [STOP button](#) to end your recoding.

# How to Record a Presentation VOD

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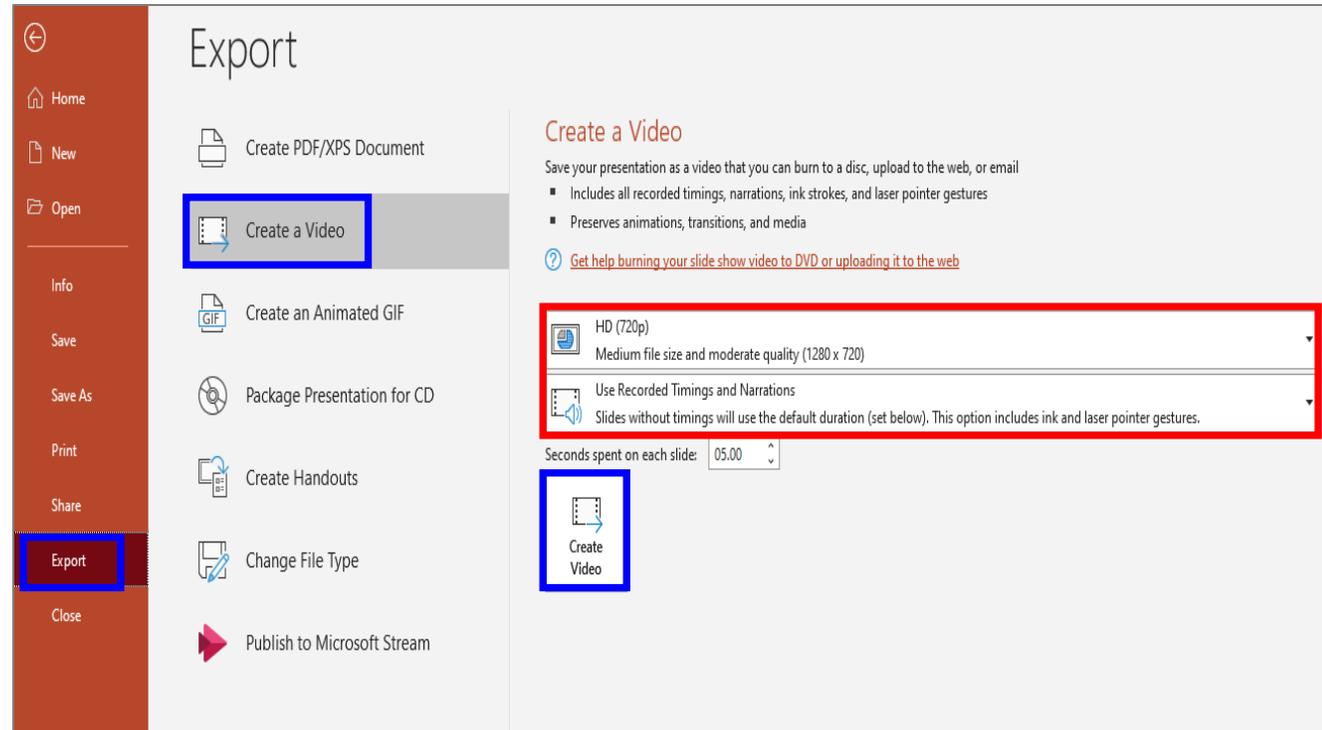
Office 365 ver.



- ① **NOTE** : The slide notes appear overlapped, but not recorded. Convenient to record while watching the script.
- ② **SETTINGS** : Click here to choose a particular webcam or a microphone.
- ③ **TIME** : Recording time is showed.
- ④ **Microphone / Webcam / Webcam preview ON/OFF**

# How to Save a Presentation VOD

Office 365 ver.



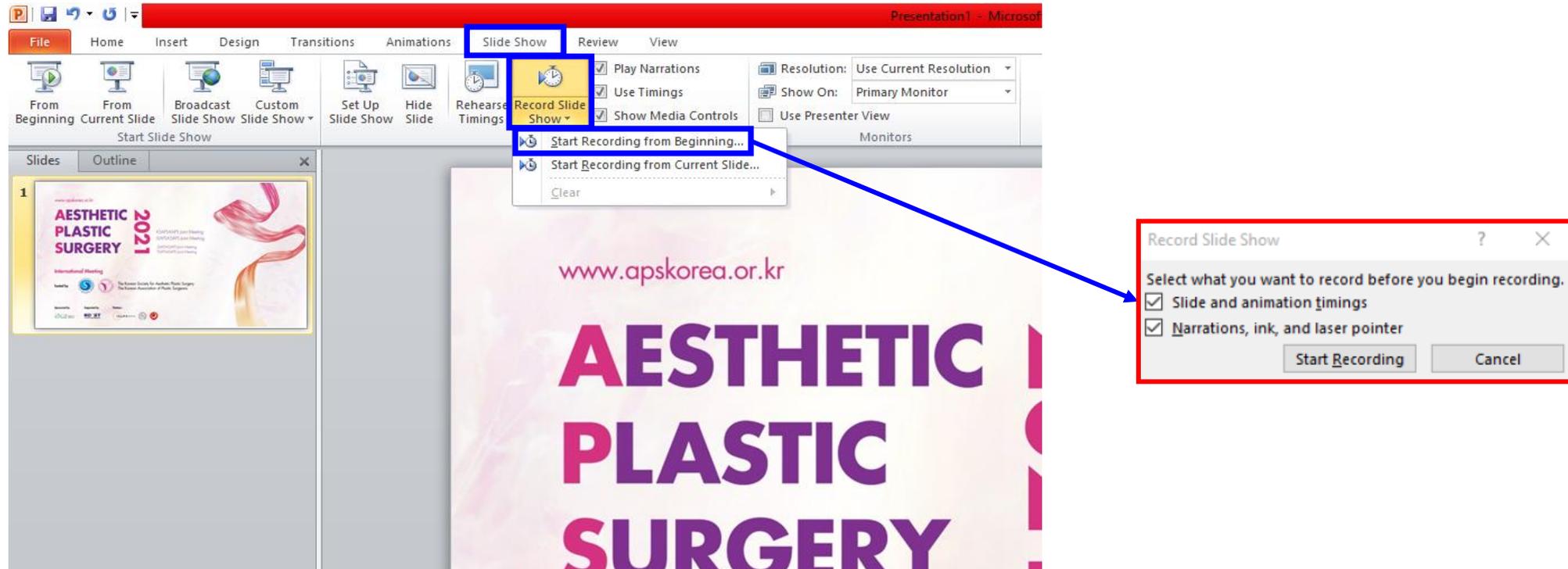
1. After ending your recording file, please click the **[File] > [Export]** tab on the down left.
2. Choose the **Create a Video** and save it in as a **.mp4** format with **HD (720p)** resolution.

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

Older Windows ver.  
(2010)

# How to Record a Presentation VOD

Office Older ver.



1. Prepare your presentation slide and a microphone.
2. Ensure your microphone is set up and in working order prior to recording your slide show.
3. Click the [Start Recording from Beginning] after click [Record Slide Show].
4. In the [Record Slide Show box], check or clear the boxes for your recording, and click Start

# How to Record a Presentation VOD

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Office Older ver.



① Recording Tool Bar : Pause / Current Slide Recording Time / Total Recording Time

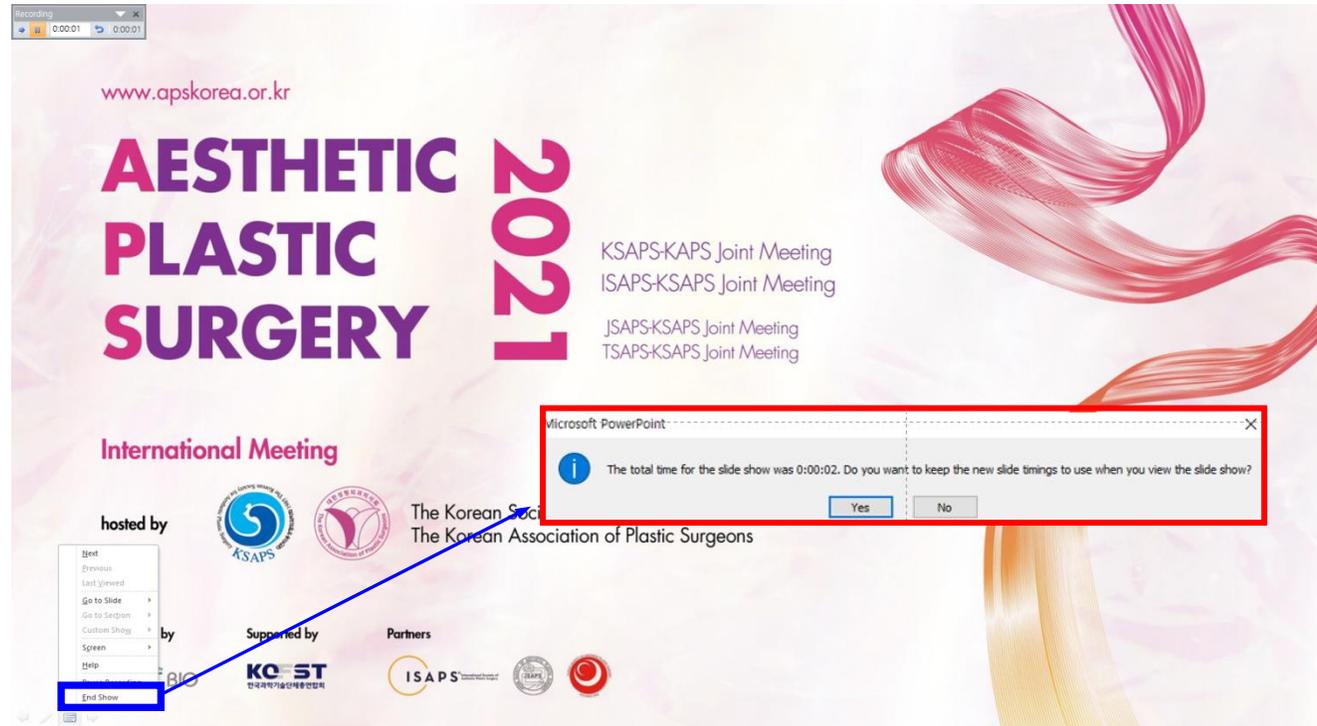
② Pen Tool Bar : You can use another type of pen or change the color of the ink.

(Laser pointer, pen, highlighter, Eraser)

# How to Record a Presentation VOD

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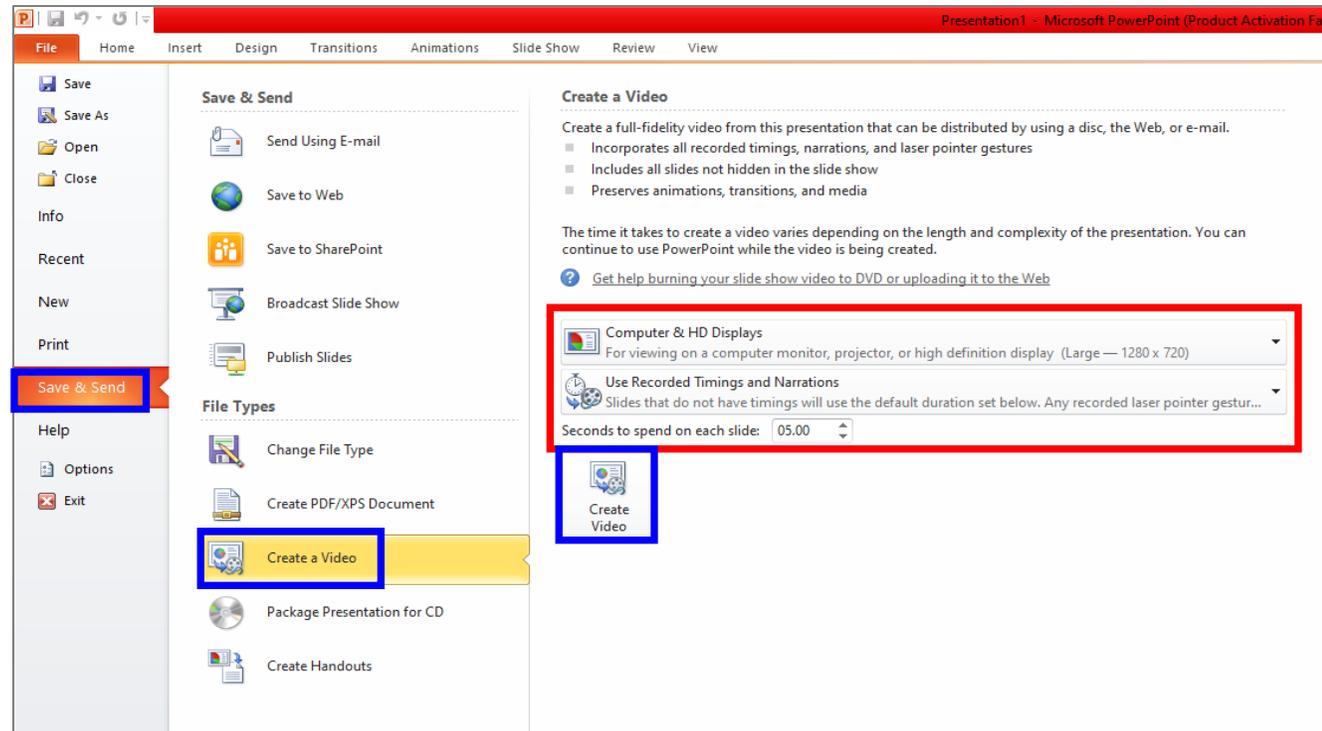
Office Older ver.



1. To end your recording, click the [\[End Show\]](#).
2. In the **pop-up**, you can click Yes or No button.

# How to Save a Presentation VOD

Office Older ver.



1. After ending your recording file, please click the [\[File\]](#) > [\[Save&Send\]](#) tab on the down left.
2. Choose the [Create a Video](#) and save it in as a **.mp4** format with **HD (720p)** resolution.

**Other ways  
(Mac, Zoom)**

## #1. MAC

Please refer and watch this video on the Youtube. Click the link below!

→ <https://www.youtube.com/watch?v=MM0tP4s3Phw>

## #2. 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.

If you have any questions,  
please feel free to contact the **APS 2021 secretariat**  
([ksaps@innon.co.kr](mailto:ksaps@innon.co.kr))

Thank you!