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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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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

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

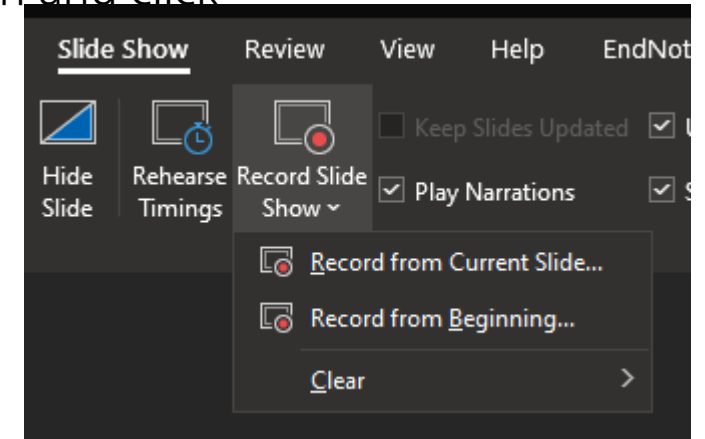
● Guidelines for Recording your Presentation (not mandatory)

Introduction	At the start of your presentation, please introduce yourself, Including your name, institution(Affiliation), and the title of your presentation.
Finish	At the end of presentation, please say, "I'm done with my presentation." And, on the last slide, please write "Thank you."
Keyboard	Please use the keyboard instead of the mouse to flip the presentation slides to prevent mouse sounds from being recorded.
Disk Space	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.

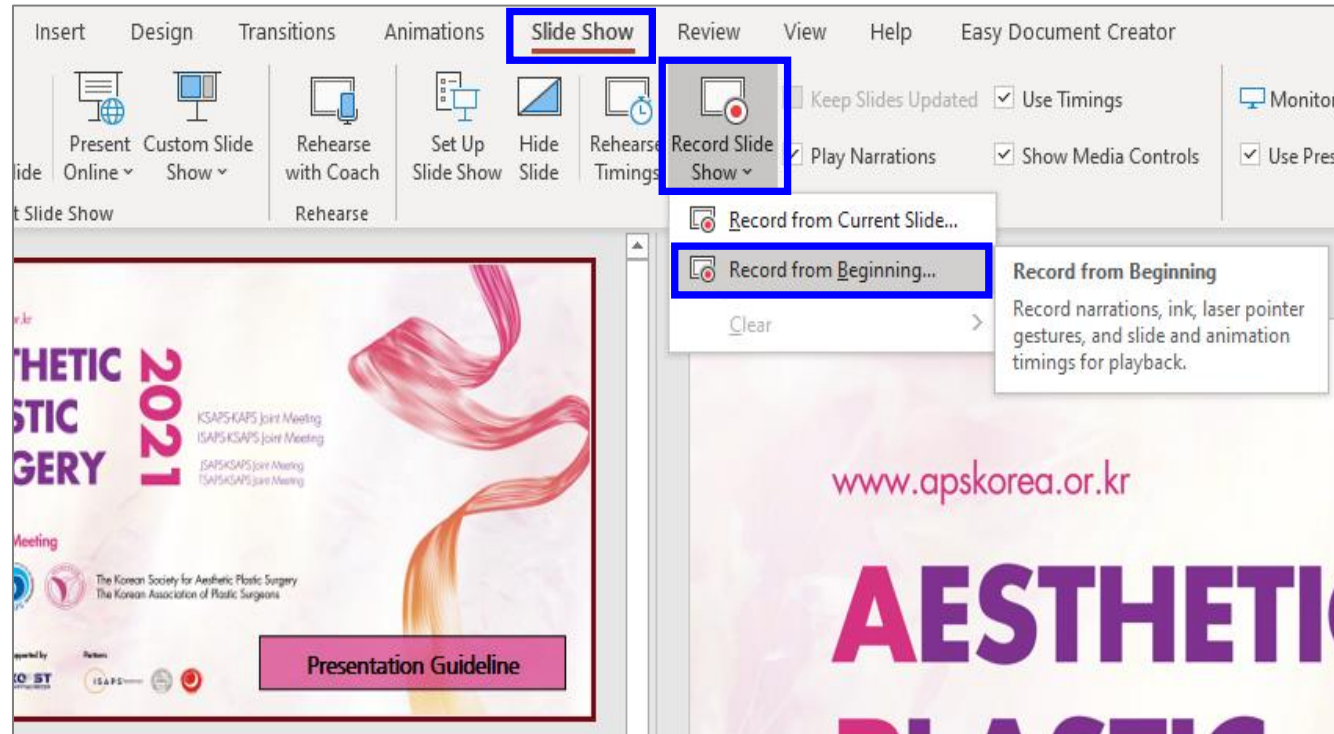


How to record a presentation file using the **PPT slide show**

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

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Office 365 ver.



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

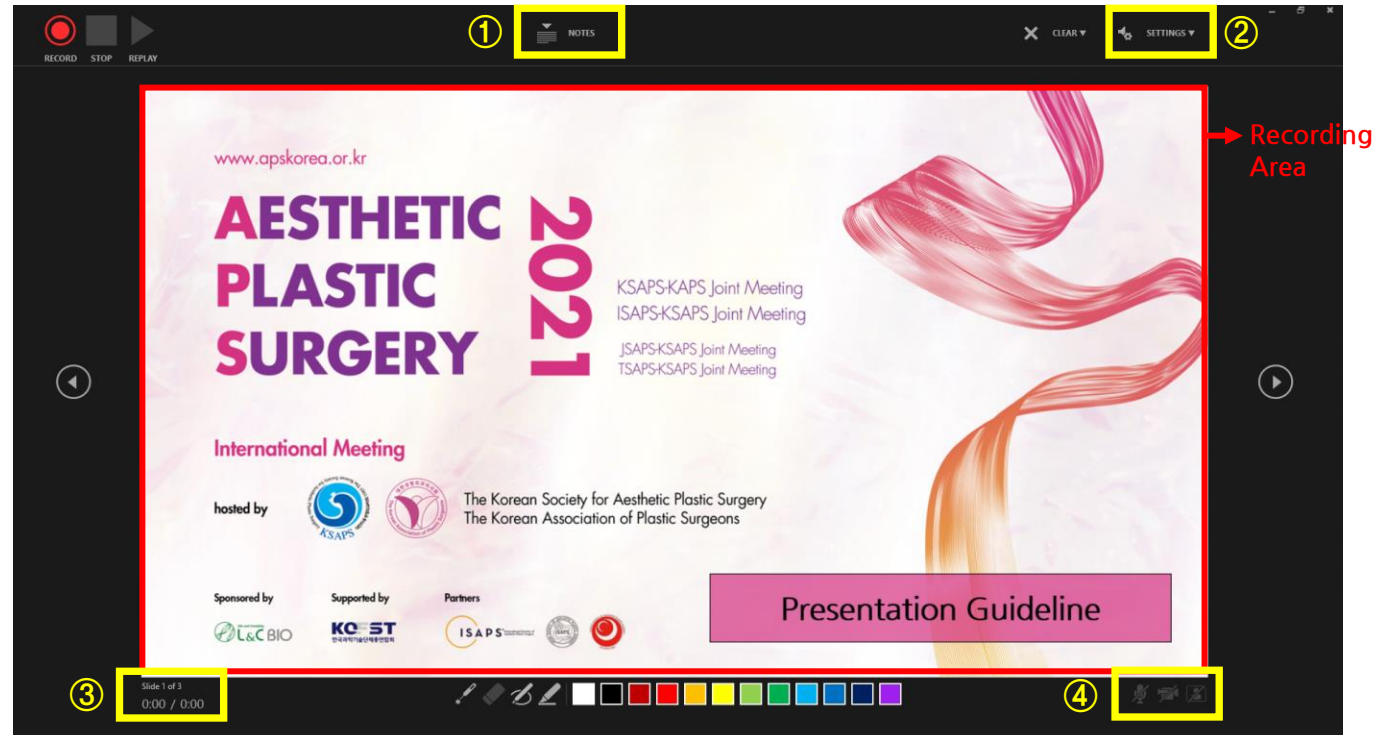
※ If you use the latest Office version, you can record the presenter's face (If you have a webcam) and use more convenient tools and interfaces.

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

How to Record a Presentation VOD

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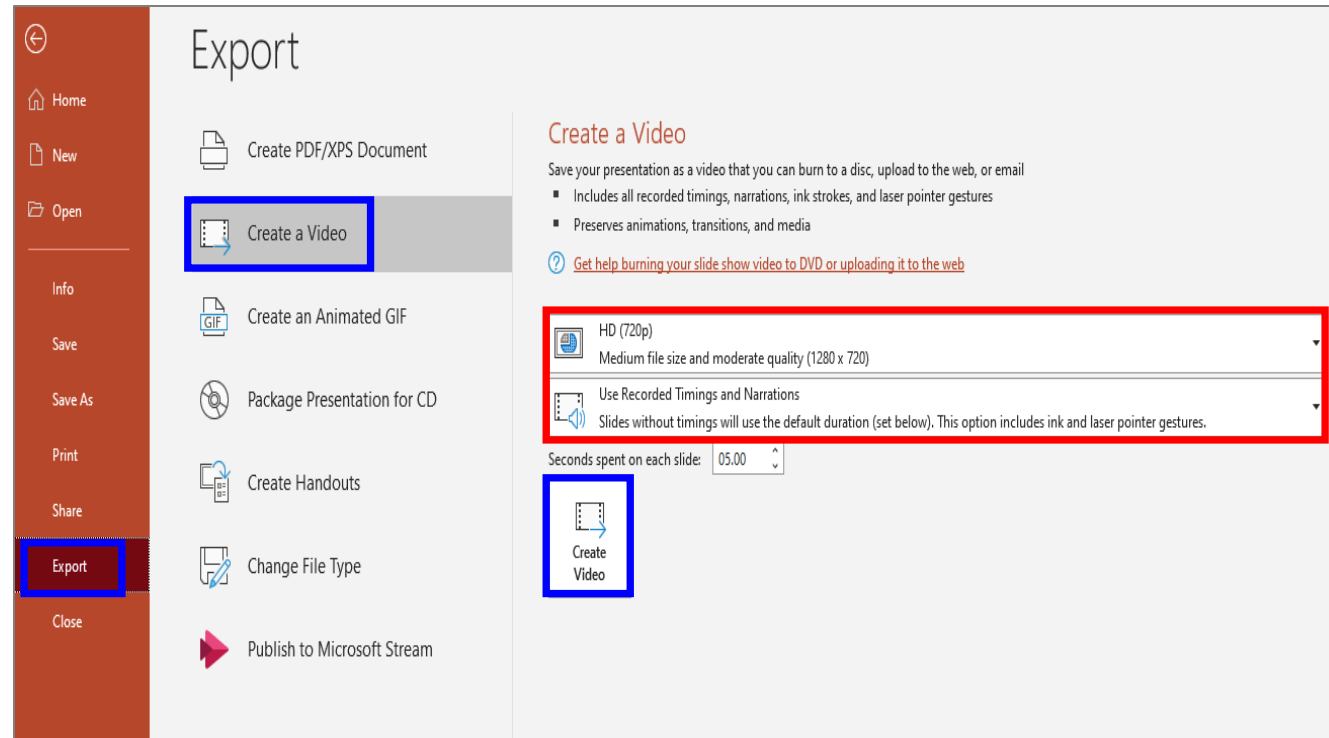
Office 365 ver.



- 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.



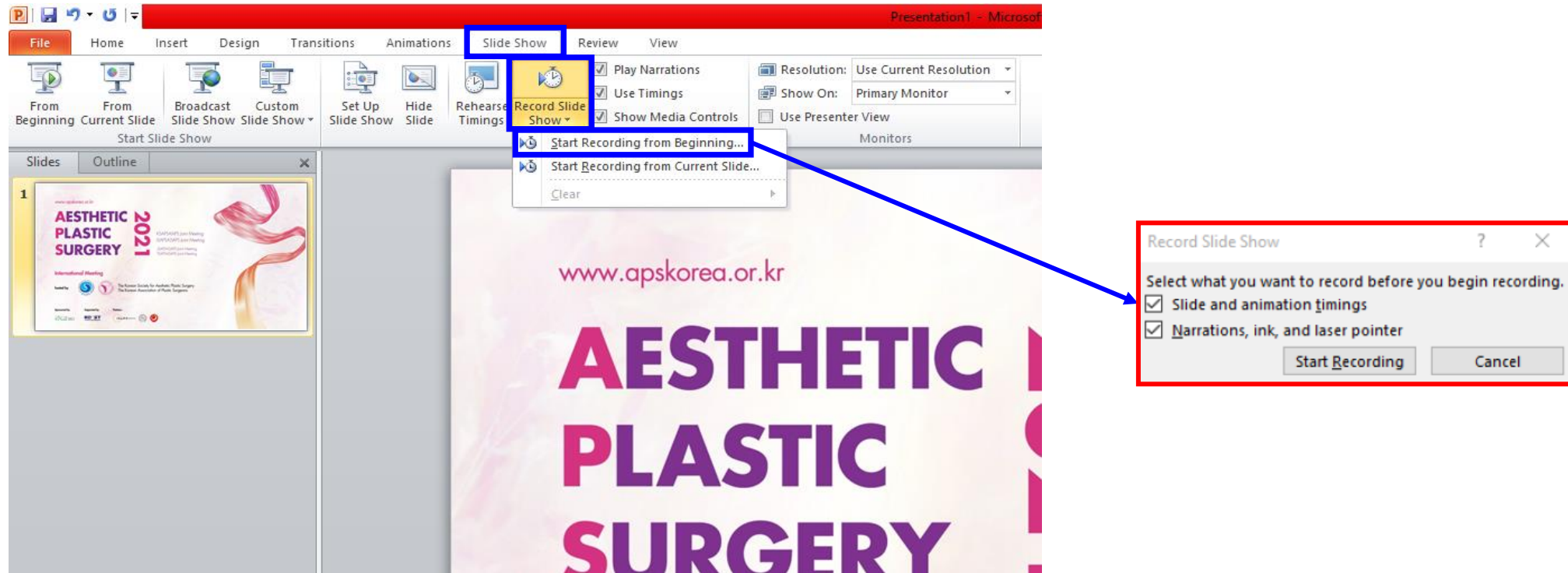
1. After ending your recording file, please click the **[File] > [Export]** tab on the down left.
2. Choose the **Create a Video** and save it in as a **.mp4** format with **HD (720p)** resolution.

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.



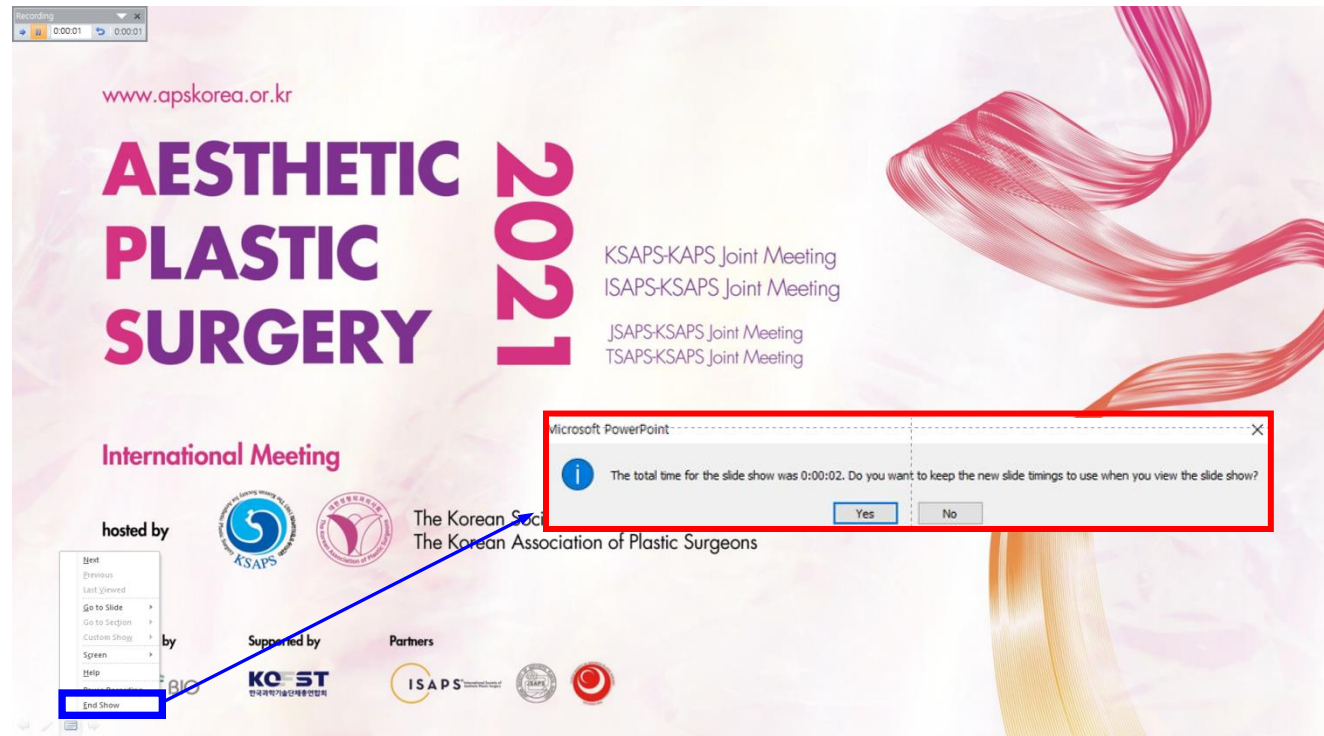
① Recording Tool Bar : Pause / Current Slide Recording Time / Total Recording Time

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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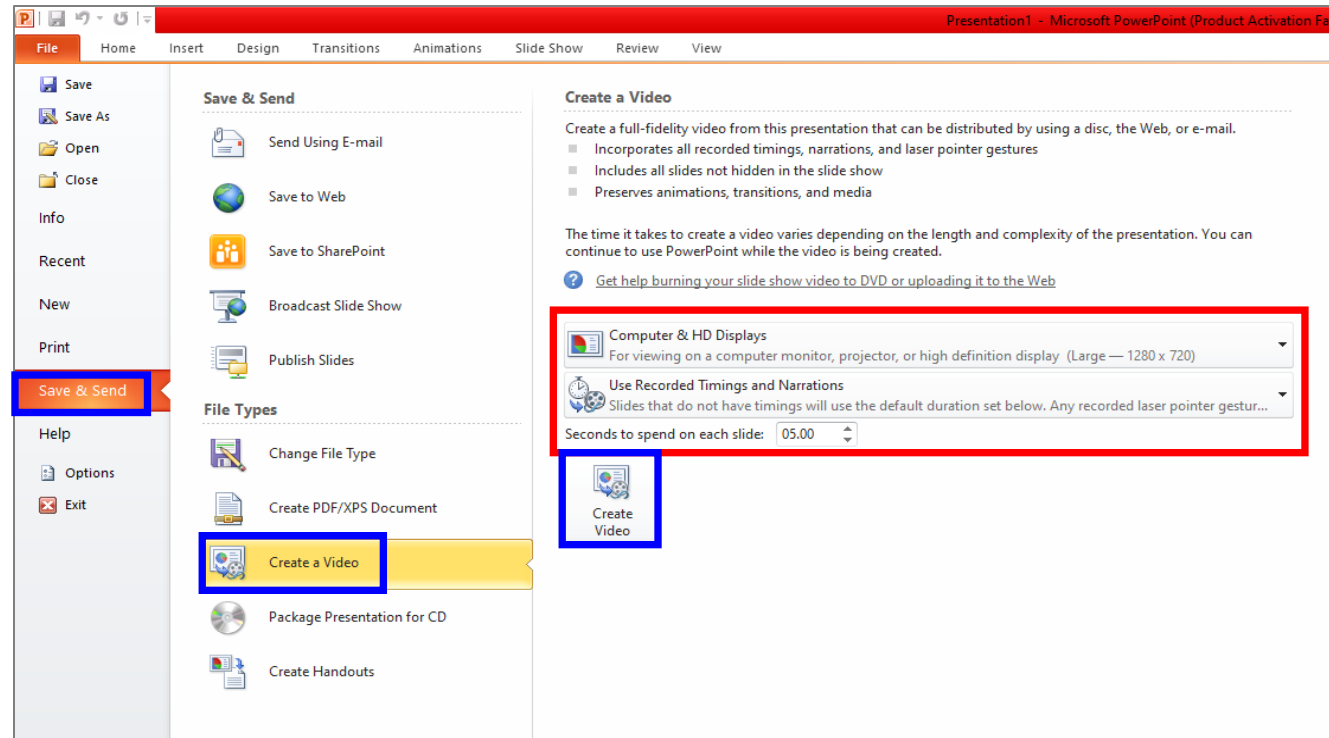
Office Older ver.



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)

Thank you!