



## *Presentation Guideline for online speakers*

### 1. Online Presentation Guidelines *\*Only for Speakers*

#### 1) File Specification

- File Format: mp4, mov, avi / **16:9 ratio**
- File Resolution: at least 720p or higher (1080p)
- **Submit your video file along with your ppt file to the Secretariat via **Google Drive** ([heti2021seoul@gmail.com](mailto:heti2021seoul@gmail.com)) by **NO LATER THAN May 14<sup>th</sup> (Fri), 2021.****
- Your presentation will be published online and distributed to our attendees worldwide. Please make your presentation using materials that do not conflict with copyright.

#### 2) Pre-recorded Video Clip

- MS PowerPoint video record  
*\*Please open your PowerPoint and proceed the following instructions.*

##### **1) Adjust your webcam angle.**

- Adjust the webcam angle properly. Right angle and the position of ahead(face) in a screen is especially important to viewer side.
- Pay attention to your background. Too much light behind you makes you appear to be only a dark figure. Also, do not have anything behind you that may be distracting to those who are on the other side. (Recommend White Back Wall)
- To counteract back lighting, make sure you have a good source of light in front of you and behind the camera that you are using with your computer.



IN-PERSON & VIRTUAL

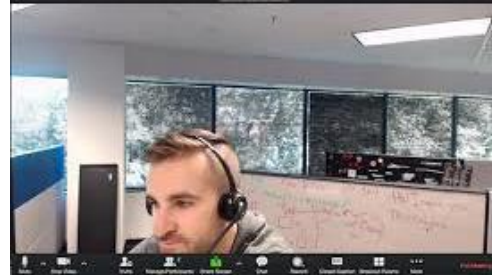
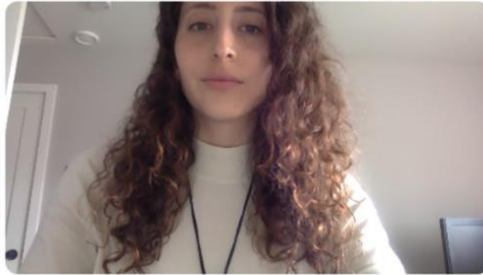
HETI 2021



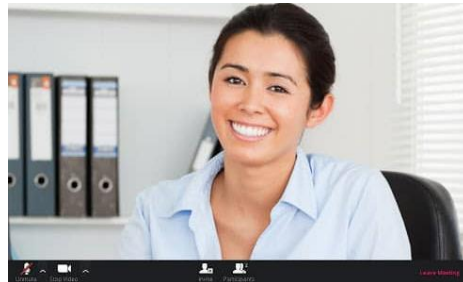
The 17<sup>th</sup> HETI International Congress  
June 7(Mon) - 10(Thu), 2021 Seoul, Korea  
[www.heti2021.org](http://www.heti2021.org)



< Bad Cases >



< Good Cases >



**2) Please click the link below to watch the video instruction to record your presentation.**

■ Video instruction:

<https://www.youtube.com/watch?v=D8JV3w4TOVw>



**The Secretariat of HETI 2021 Seoul**

5F, 27, Nonhyeon-ro 76-gil, Gangnam-gu, Seoul, Korea

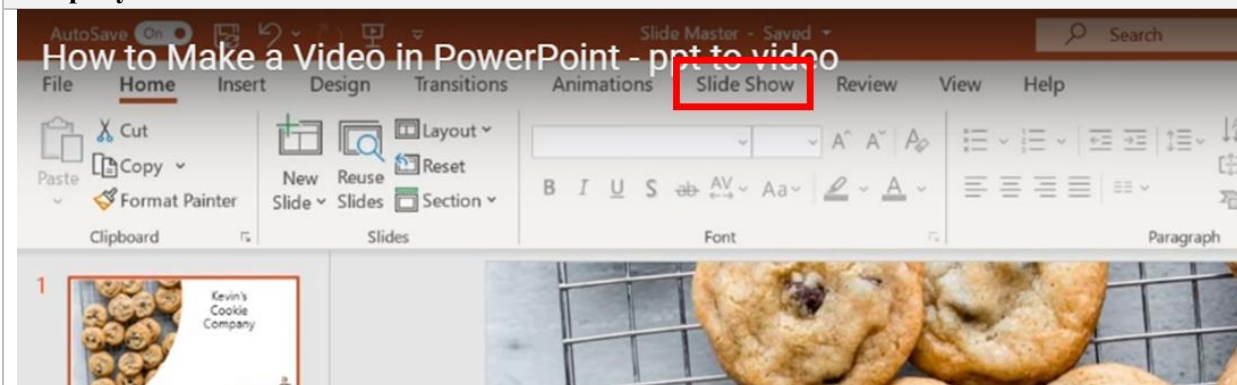
E-mail. [seoul@heti2021.org](mailto:seoul@heti2021.org)

Telephone. +82-70-8670-3313, 3358

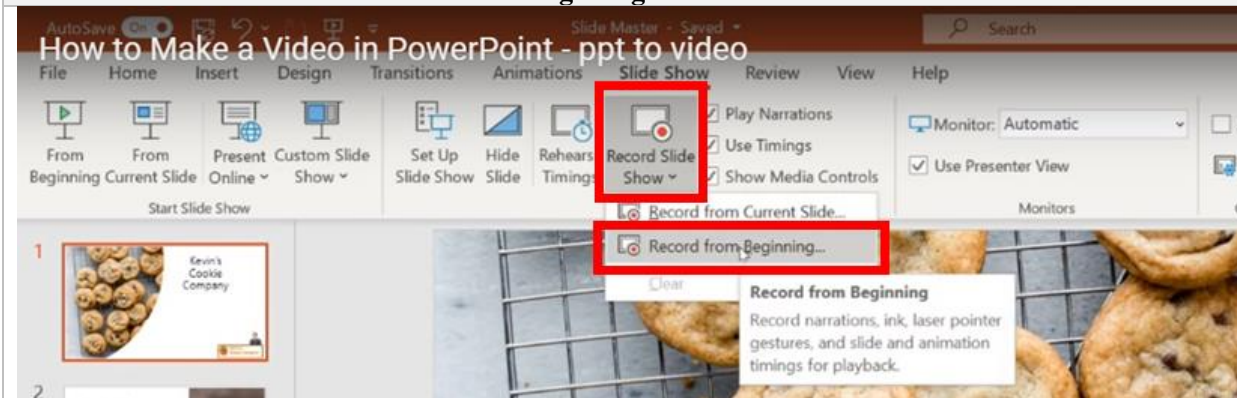


- How to record your presentation using MS PowerPoint

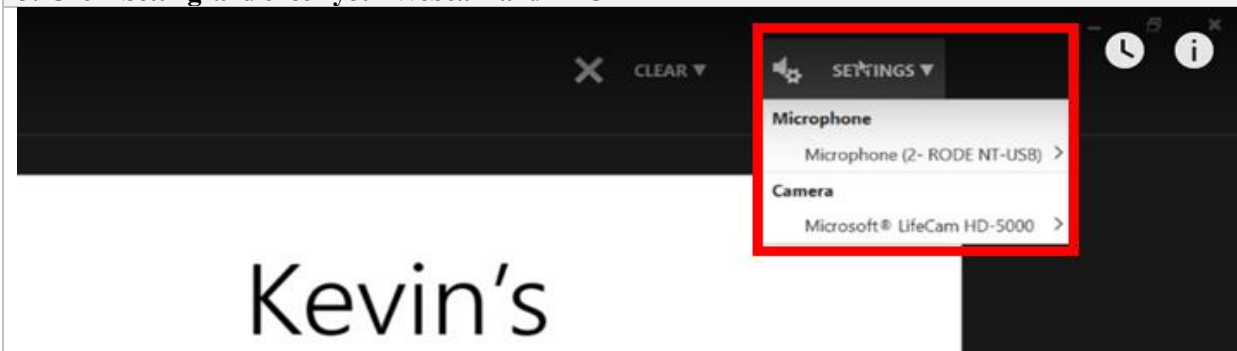
**1. Open your PPT and Click 'Slide Show'**



**2. Click 'Record Slide Show' > 'Record from Beginning'**

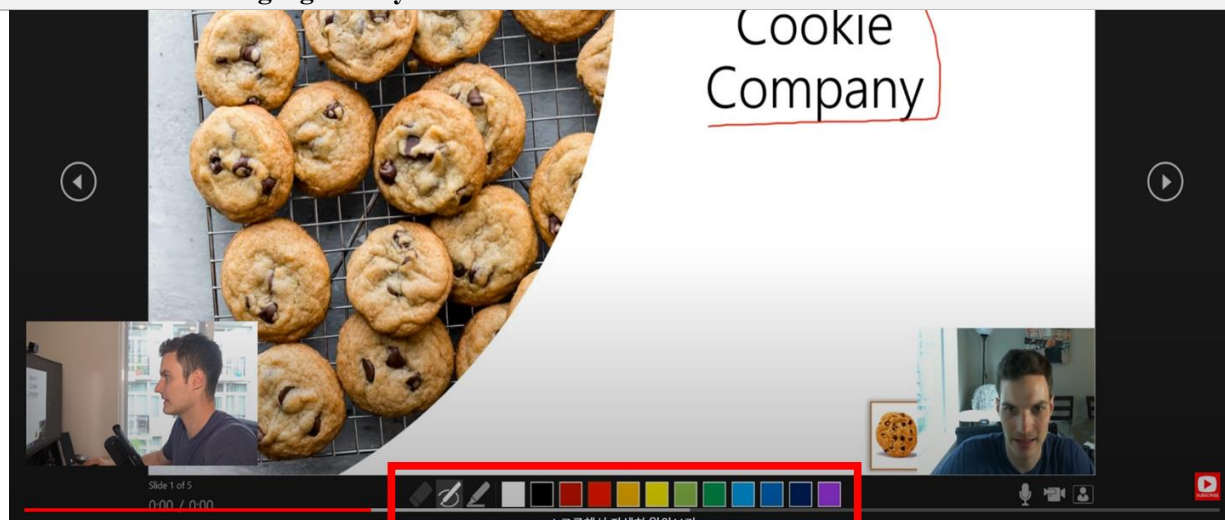


**3. Click 'Setting' and check your Webcam and MIC**

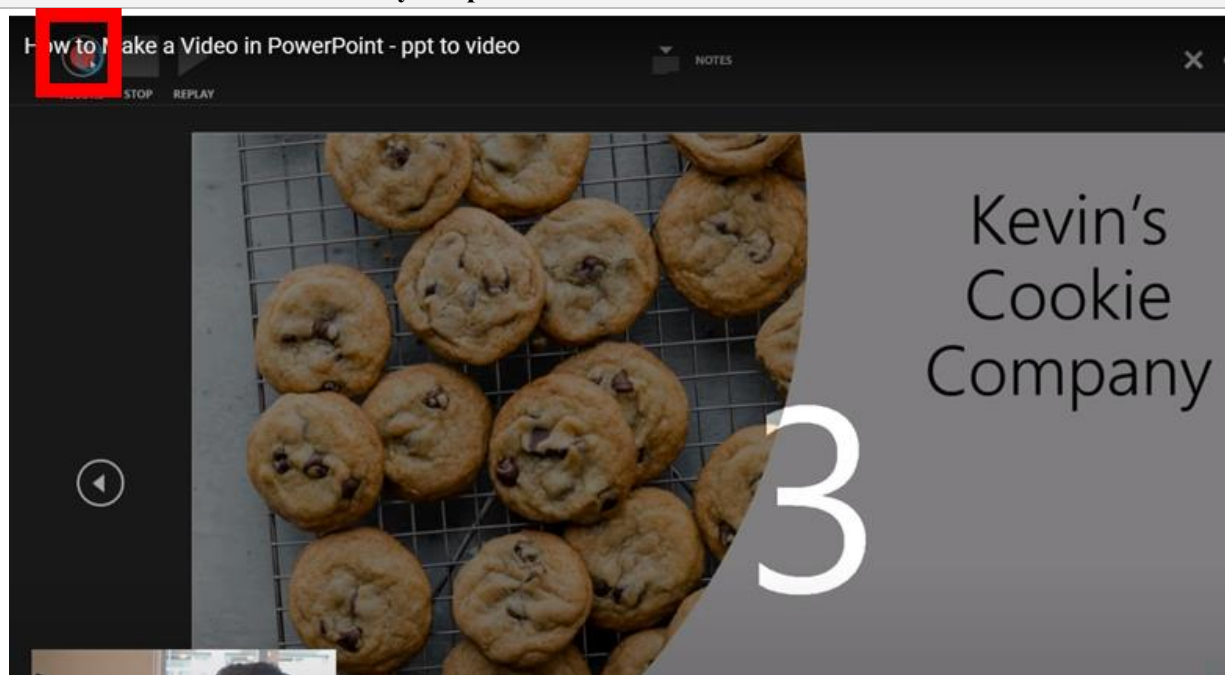




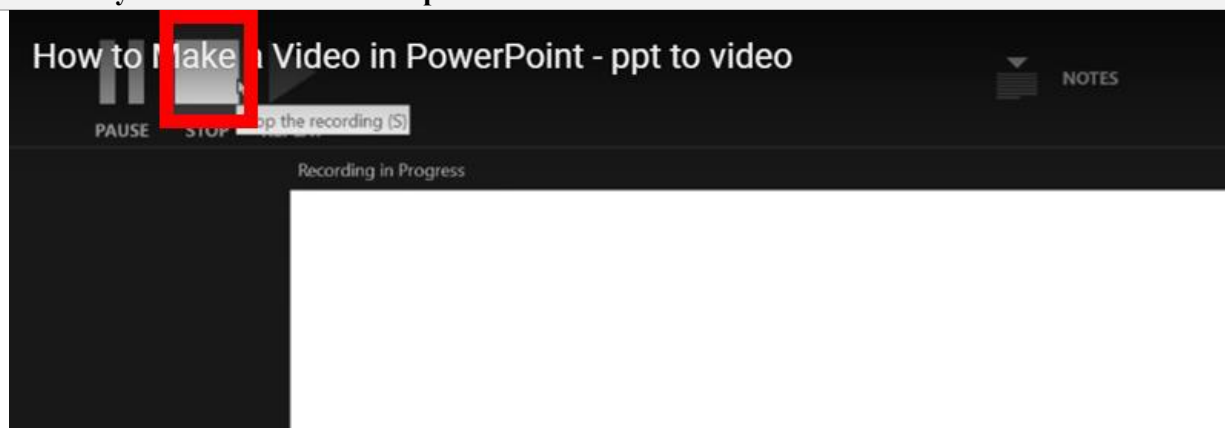
4. Use the 'Pen' & 'Highlighter' if you need



5. Click 'Record' button and start your speech



6. Finish your Presentation with 'Stop' button







**7. Save your video** (Click 'Export' > 'Create a Video' > Full HD or HD > Use Recorded Timings and Narrations)

The screenshot shows the PowerPoint 'Export' menu. The 'Export' option in the left-hand navigation pane is highlighted with a red box. In the main area, the 'Create a Video' option is also highlighted with a red box. To the right, the 'Create a Video' section lists several resolution options: Ultra HD (4K), Ultra HD (4K), Full HD (1080p), HD (720p), and Standard (480p). The 'Full HD (1080p)' and 'HD (720p)' options are highlighted with a red box.

This screenshot shows the 'Create a Video' options in more detail. The 'Use Recorded Timings and Narrations' option is highlighted with a red box. Below this, there are three sub-options: 'Record Timings and Narrations', 'Preview Timings and Narrations', and 'Don't Use Recorded Timings and Narrations'. The 'Use Recorded Timings and Narrations' sub-option is also highlighted with a red box.

**8. Click 'Create a Video', Finish making your video and send it to the secretariat by email**

This screenshot shows the 'Create a Video' dialog box. The 'Create Video' button at the bottom is highlighted with a red box. The dialog shows the selected resolution as 'Ultra HD (4K)' and the 'Use Recorded Timings and Narrations' option selected. A dropdown menu for 'Seconds spent on each slide' is set to '05:00'.