Video Prerecording Instructions

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1. Introduction

The IDW '20 as a virtual conference will be held using the "ZOOM" web conferencing platform. To avoid this instruction prolix, please refer to common articles about ZOOM installation found on the internet. ZOOM also acts as a video recording tool and is widely used for virtual conferences. This is because ZOOM has the ability to generate a compact sized .mp4 file while maintaining a clear presentation picture and even displaying the presenter's face if you prefer to do so. The following are the instructions on how to generate the prerecorded video file with .mp4 format.

2. General Information for video prerecording

- **Deadline:**
  "Prerecorded video file (.mp4 format)" should be submitted by **November 20, 2020**.

- **Duration of video file:**
  Note that the duration of the Q & A section is *not* included in the video recording time.
  The table below is a typical example of presentation time. Please confirm the correct presentation time indicated in Advance Program available online in the end of September.

Type of speaker	Total length of Presentation time	Duration of video time	Duration of Q & A	Notes
Oral presentation	25 min.	20 min.	5 min. on live	*Live* Q & A will be done after playing back the prerecorded video.
	20 min.	15 min.	5 min. on live	
	15 min.	12 min.	3 min. on live	
Short presentation by poster presenter	3 min.	3 min.	60 min. on a web chat tool	

✧ The above is a typical example, and the setting of the actual presentation time differs for each WS.

- **File format and size limit:**
  mp4 format under 50MB.

In the case that the video is prepared by the other methods, the vertical screen resolution should be 720 or higher with keeping the maximum file size.

3. Prerecording Tool
   IDW'20 strongly recommends ZOOM as a self-recording tool.

- **Tips:**
   For recording using ZOOM, it is a good idea to prepare a PowerPoint file whose slides include embedded audio and timing. However, <u>do not use the export option of PowerPoint to make .mp4 files</u>, because the file size becomes too large to upload.

4. How to make "Prerecorded video file" by ZOOM
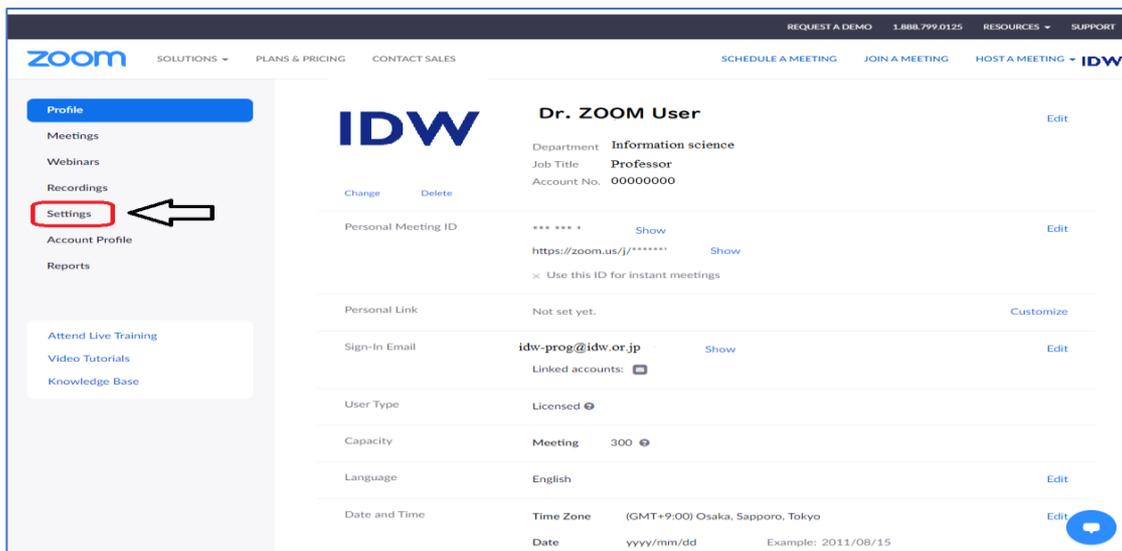   Prerecording can be done by following these 3 steps:
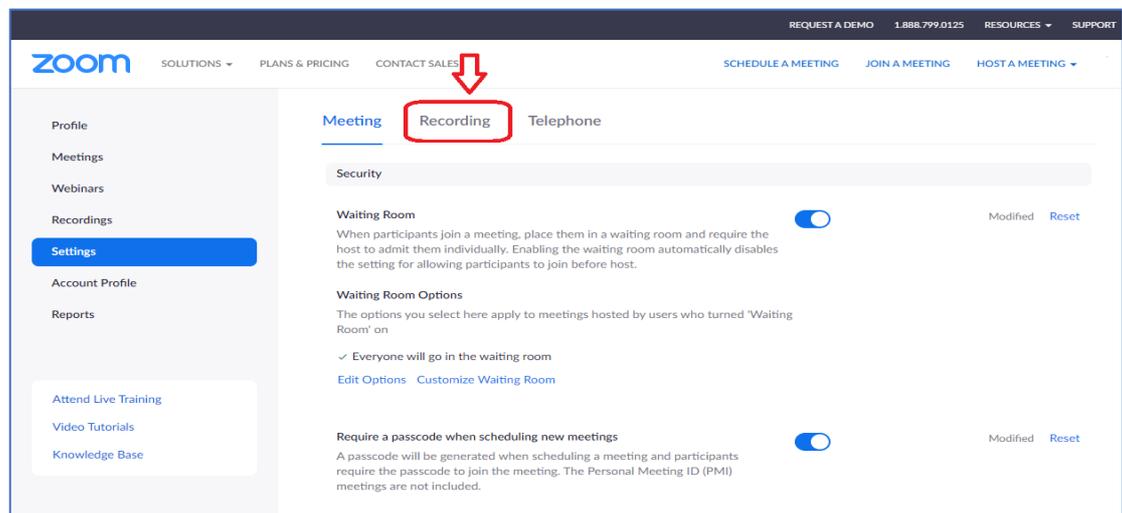   Step 1: Set ZOOM
   Step 2: Record Presentation
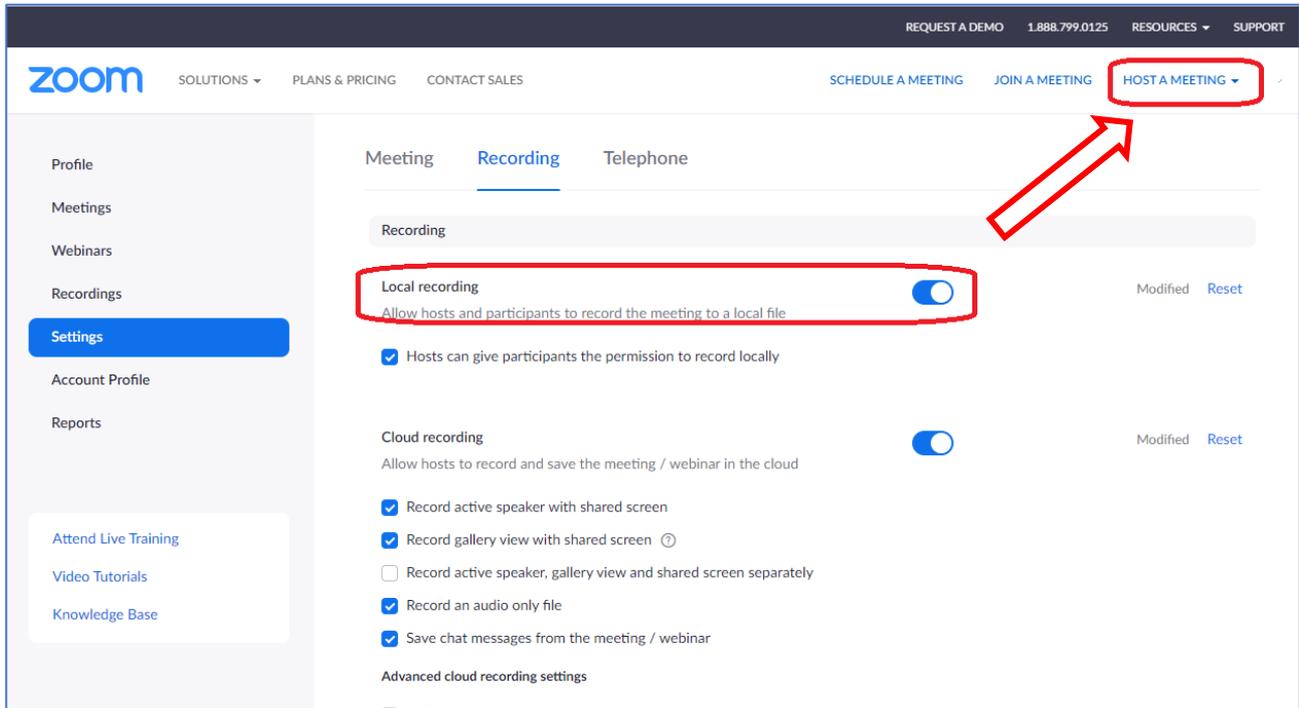   Step 3: Confirm Pre-Recorded Video

Step 1: Set ZOOM
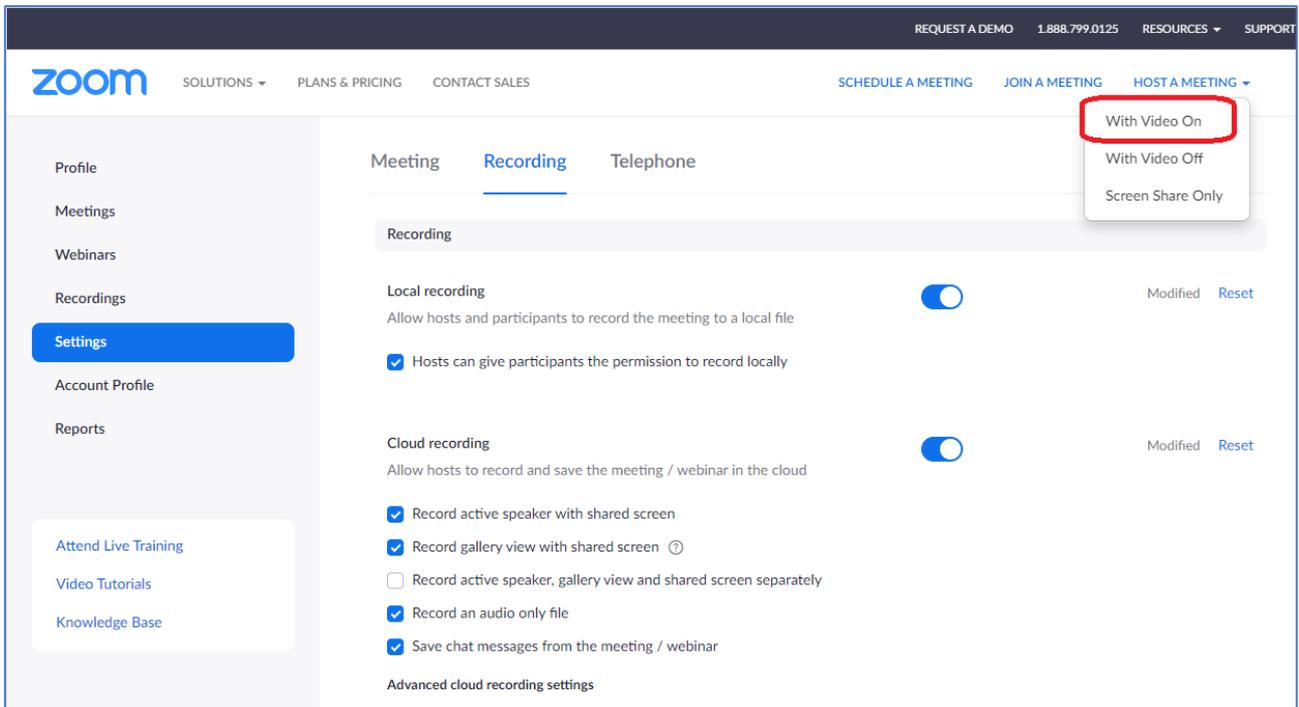Open Zoom. In your profile, click "Settings."

Then, click "Recording."

Be sure that Local Recordings is on.

At the upper right corner, it will say "**HOST A MEETING**". By moving the mouse cursor, you will find "With Video On," click this. Soon you will see this text on the browser: "When system dialog prompts, click Open Zoom Meetings."

Step 2: Record Presentation

(1) Be sure that your audio microphone is active (see bottom left corner). The video of the presenter can be displayed when the video is active (optional). The size of the presenter's video taken by webcam will be 224x126 pixels in the upper right corner.

(2) Once you start screen sharing, your video will move to the upper right-hand corner and may potentially cover text or images. Please adjust your presentation accordingly.
Familiarize yourself with PowerPoint tools available at the bottom of your screen. We encourage the use of the embedded laser pointer during the recording.

(3) Press the "Record" button. Select "Share Screen" and begin your presentation. As a reminder, the presenter has to record within the "duration of video time." Otherwise, the author may be requested to reedit it.

Step 3: Confirm Pre-Recorded Video
Once you have finished your presentation, you can select "Stop Record" and then end the meeting, or simply end the meeting--which will stop the recording. It will begin to convert your video to your local system into three files: an .m4a, .m3u and .mp4 file. Only the .mp4 is required to be saved as a "prerecorded video file". Please verify whether the audio is clear, the presenter's face is displayed in the upper right of the video (optional), and the file size is below the limit.

5. **Upload to prerecorded video file to server**
Individual notice will be given of the destination for uploading the "prerecorded video file." Please upload ".mp4" files only by the **deadline (November 20, 2020).** If you will not receive this email by November 1, please contact the IDW Secretariat. (mailto:idw-prog@idw.or.jp)
The file sending procedure is intuitive. Follow the onscreen instructions to upload the file. Depending on the size of the resulting file, this may take some time, so be patient as the file uploads.