



## **PRESENTATION INSTRUCTION**

### **[Online Pre-recorded Presentation]**

In the technical program, pre-recorded presentations are assigned as well as onsite oral presentations, and will be streamed at the venue.

Please prepare and upload your presentation video to the Confit (online congress platform) **before 13 August 2023 (JST)**.

Please make sure the following notice.

#### **Notice**

- Presentation length must be less than 15 minutes.
- Presentation video in MP4, MOV, WMV and AVI format can be uploaded. The file size can not exceed 2GB.
- Please make sure that the video does not infringe the copyrights of third parties and other intellectual property rights. Please confirm the other notice shown on the video upload page.
- Presenters are requested to confirm that the image and sound quality are sufficient before uploading their videos. The organizer is not responsible for the content of each presentation video.

#### **<Content of this document>**

- 1. Upload Procedure**
- 2. Online Q&A**
- 3. How to Record Presentation Video**



## 1. Upload Procedure

- 1) First, please find the URL of video upload page in the email that are provided via email to each corresponding author of the paper.
- 2) Login with your presentation number starting from C (ex. "C012345") and your email address.

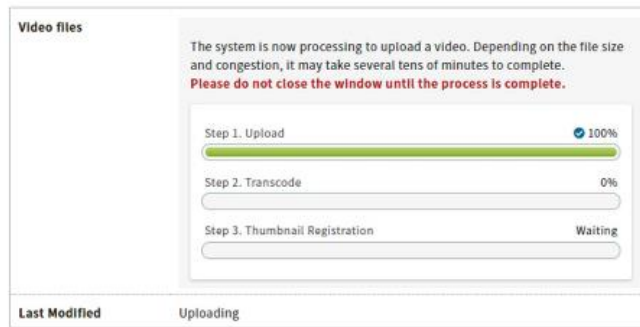
Enter your presentation number and email address to "log in"

- 3) Upload your presentation video file.

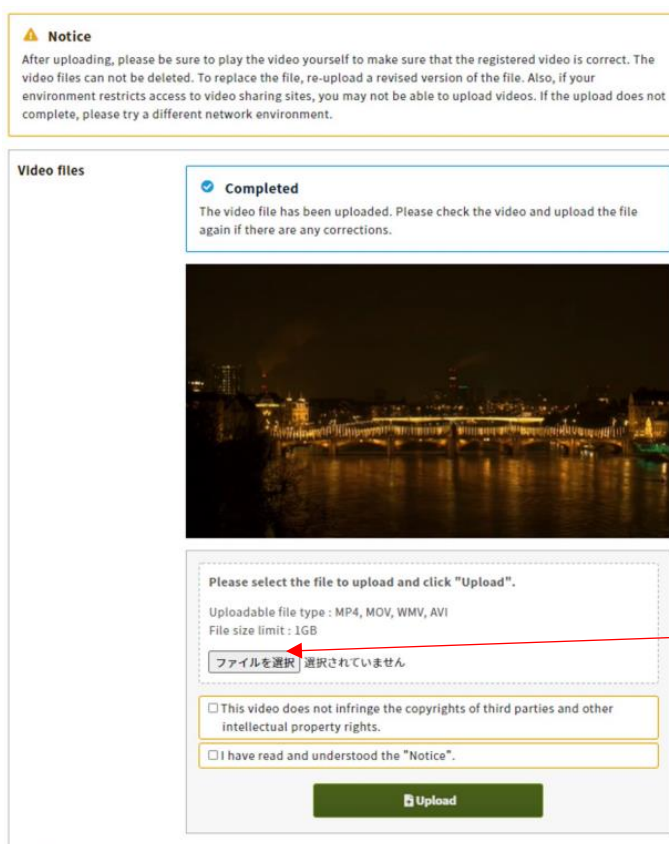
Upload the file.  
File format : MP4, MOV, WMV, AVI  
File size limit : 2GB



- 4) Please wait without closing the window until all the processes.



- 5) When the upload is completed, an email will be automatically sent to the email address used to log in. You can playback the uploaded video from the play button at the bottom left, and can replace the video file if you wish.



You can replace the video file if you wish to upload the new one.

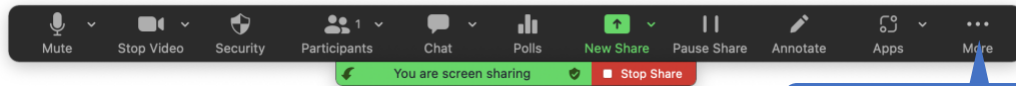
## 2. Online Q&A

- 1) Your presentation will be available on the Confit (online congress platform) after the congress starts.
- 2) When a question or comment is submitted to your presentation video, you'll receive email notification.
- 3) Please refer 'Guide for Online Congress Platform' for more details.



### 3. How to Record Presentation Video

- 1) The organization committee recommend using Zoom (<https://zoom.us>) to record your presentation video. You can join a Zoom meeting without any other participants and record the presentation while using all zoom presentation tools. Those features are available with a free Zoom account.
- 2) To begin the recording, after start Zoom meeting and sharing the presentation, please click '...More' in the Zoom control bar at the top of screen. Then click 'Record to the Cloud' in the dropdown menu that appears.



Click here and select 'Record to the Cloud'

- 3) When you are finished, please click 'Stop the Recording' in similar dropdown menu.
- 4) After while you'll receive an email from Zoom that indicates the URL to access the video. You can download the video to your PC. (You'll get two files, movie and audio track, but don't worry the movie file includes audio as well). If you want to trim the excess part, click the scissor icon and edit the video.





- 5) If you wish to show your face in the video (as left one of examples below), please turn on the 'Start video' button in the lower-left corner of Zoom window. The webcam feed will be recorded regardless of where the webcam video window is positioned while the recording.
- If you don't wish, please turn off your webcam video while the recording. The recording will be done without webcam video (as right one of examples below).



- *However, the Zoom is not only tool for recording presentation. Please use any other tools that you prefer, for example, Microsoft PowerPoint has a function to save the presentation video.*