

Preparation guide for online presentation

APXPS 2020 Organizing Committee

General instructions for the APXPS 2020 workshop

- Plenary talks will be performed as real time via online meeting (ZOOM) during “Once-a-day get-together” sessions.
- Other talks will be prepared as recorded video and uploaded to YOUTUBE.

General instructions for the APXPS 2020 workshop

- The links for ZOOM meeting and YOUTUBE will be posted in "Timetable" menu in the workshop homepage during the workshop period.
- **Please do not take pictures or record the presentations in APXPS 2020.**

How to make presentation
video

Equipment for recording slideshow

- Laptop computer (**recommended**)
 - Usually a webcam and a mic are embedded in it.
- Desktop computer
 - Unlike a laptop, an additional webcam and a mic are usually needed.
- Light for illumination
 - It is good to have an illumination for your face with a desk or stand lamp if you have one.
- Earphone with a mic for cell phone
 - A mic closer to your face make a clear voice record.
 - It may need a gender for using mic of smartphone earset at PC



Light OFF vs



Light ON



Programs for recording slideshow

- **Powerpoint** (supportable OS: Windows, Mac)
 - A slide show including narration and mouse pointer movement in the slide can be recorded as a video.
 - PPT 2019(ver. Windows) and Microsoft office 365 subscription provide embedded option for co-recording of webcam.

- **ZOOM** (supportable OS: Windows, Mac, Linux)
 - For someone who wants to use other presentation environments(i.e. Keynotes, Libre office, etc.), or needs to record a video without PPT 2019 or MSO365 subscription, ZOOM is one of the easiest options.

Video tutorials (3-4 min) showing how to record Powerpoint slide show

For Powerpoint 2019

- https://www.youtube.com/watch?v=f8u_QDZLqMs&feature=youtu.be
- <https://support.microsoft.com/en-us/office/video-record-a-presentation-2570dff5-f81c-40bc-b404-e04e95ffab33>
- Recording webcam together with presentation : <https://www.youtube.com/watch?v=03NRbHpm-JE>

For Powerpoint 2016

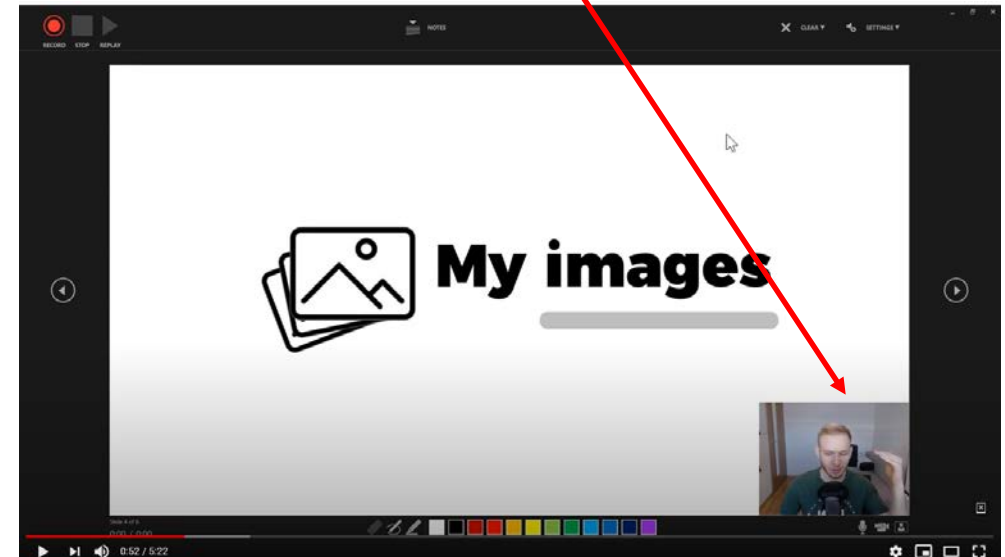
- <https://www.youtube.com/watch?v=l9Tz5AejBpY>
- <https://www.youtube.com/watch?v=UdeRJplxCF0>

For Powerpoint 2013

- <https://www.youtube.com/watch?v=MpBgn2whkrl>
- <https://www.youtube.com/watch?v=-9on8c2K9Q4>

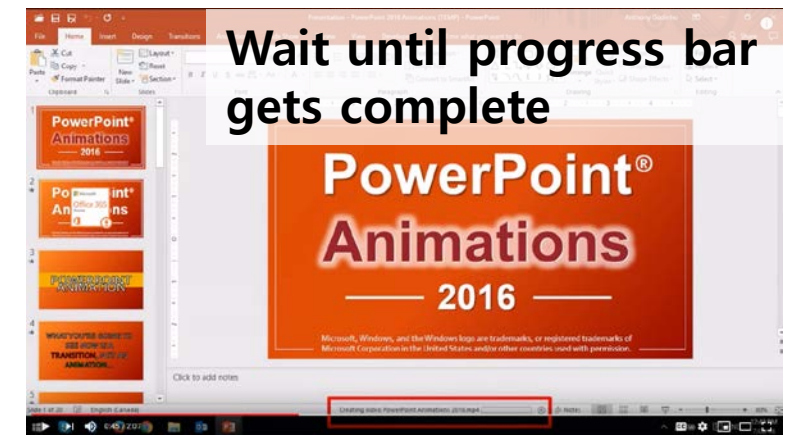
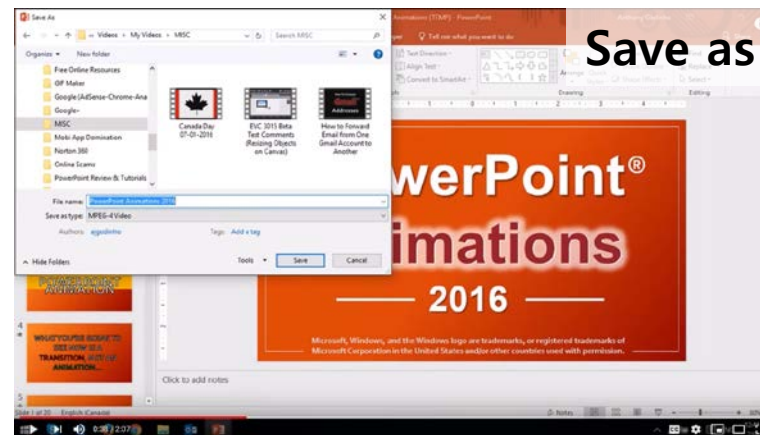
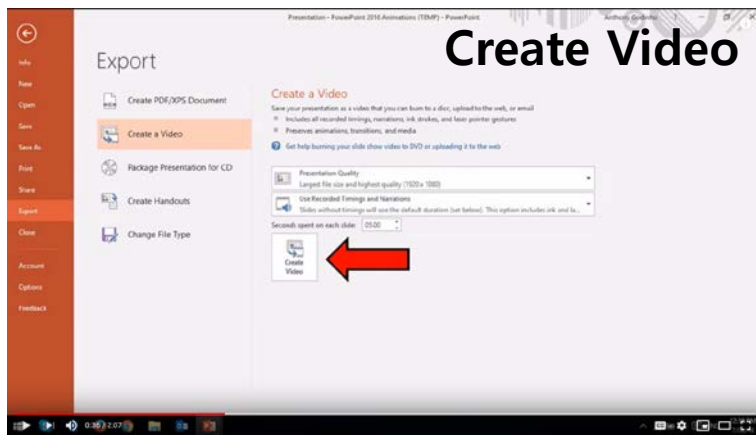
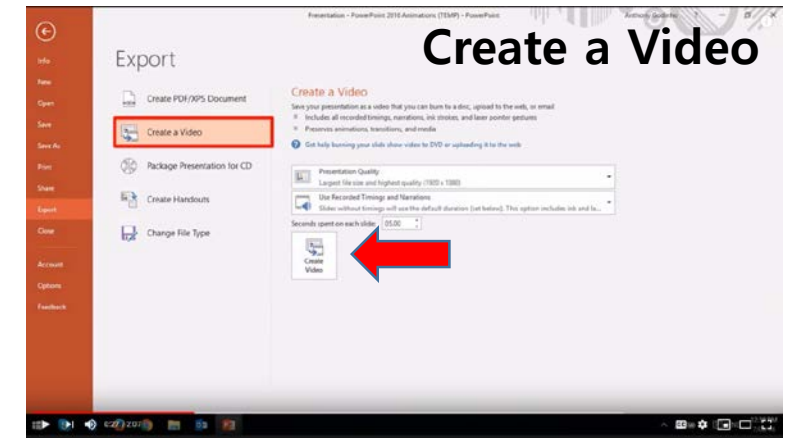
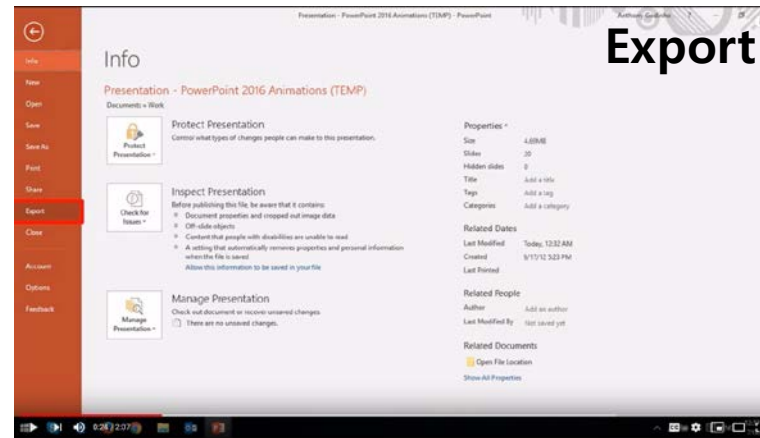
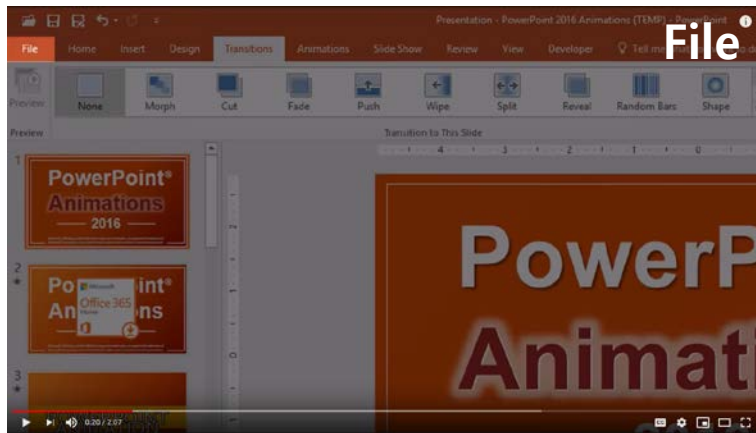
For ZOOM

- <https://www.youtube.com/watch?v=WmMSXOQVQs4>



Save the recorded presentation to a MP4 video file (PPT Version 2016)

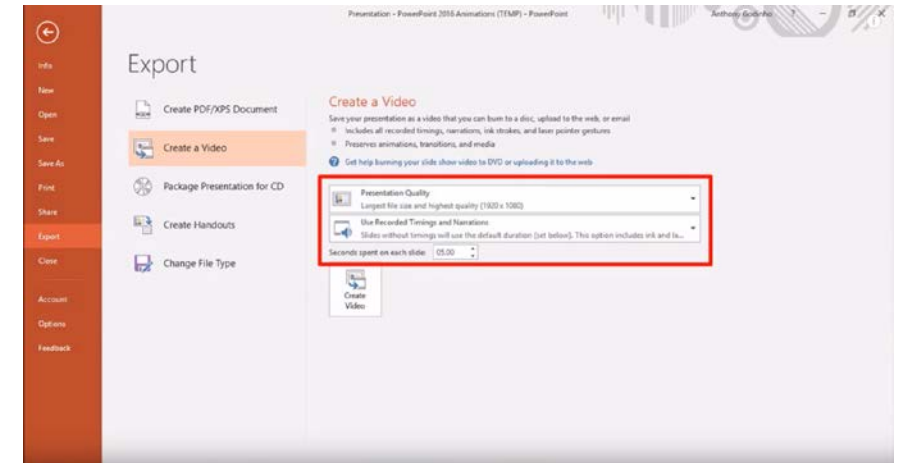
- <https://www.youtube.com/watch?v=3E5M8s2yqCk>



Preferred features of the video files

1) Resolution : **Full HD (1920x1080)**
(strongly recommended)

- For PPT recording, choose the Full HD resolution when saving the video file.



- For ZOOM recording, preset the display resolution as Full HD before recording.

2) Format : .mp4

Preferred features of the video files

3) Presentation time

-Invited: **20** min

-Contributed: **15** min

-Poster: **5** min

Send the saved video file via E-mail

- E-mail address: apxps2020@gmail.com