



[Guidelines for recording your video using ZOOM]

Submission Deadline [March 20, 2024](#)

1. Basic Rules

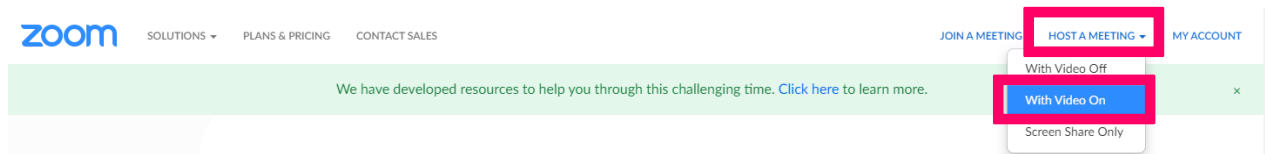
- ① Before you start your lecture, please introduce yourself briefly (name, affiliation, presentation title, etc.)
- ② All speakers are asked to include in their presentation a disclosure statement regarding the existence of any conflicts of interest, and name(s) of the company/ companies, if any conflict of interest exists.

*** Including a COI Slide is mandatory.**

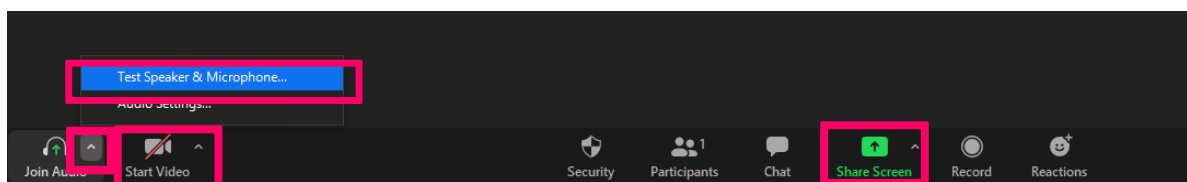
- * Please add the disclosure statement on the second page of the presentation slide.
- * If a conflict of interest relevant to the presentation doesn't exist, please use the Form A slide.
- * If a conflict of interest relevant to the presentation exists, please use the Form B slide.

2. Before you start

- ① Install the Zoom.us software on your computer from <https://zoom.us/download> .
Once the application has installed, click **Sign In** (for existing account user) or **Sign up free** to create a new account.
- ② Log into the Zoom website (<https://zoom.us/>) → **'Host a Meeting'** → **'With Video On'** → **'Open Zoom Meetings'**.

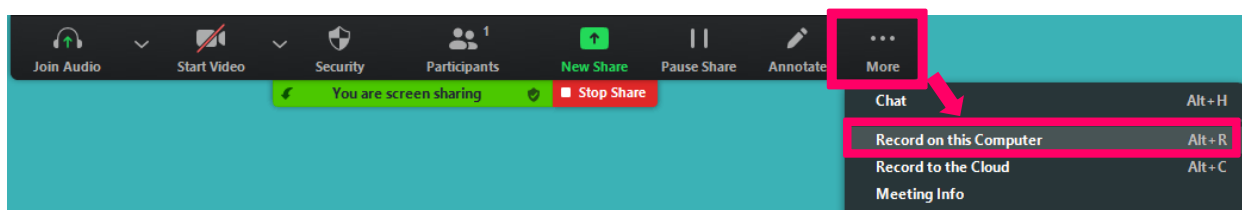


- ③ When the Zoom meeting window opens, hover your mouse over the bottom of the window.
 - **'Join Audio'** by either using a microphone or headset through your computer.
 - Click the **'Start Video'** button to capture yourself on video while speaking.
 - Select **'Share Screen'** to select and start sharing the screen with your presentation file.



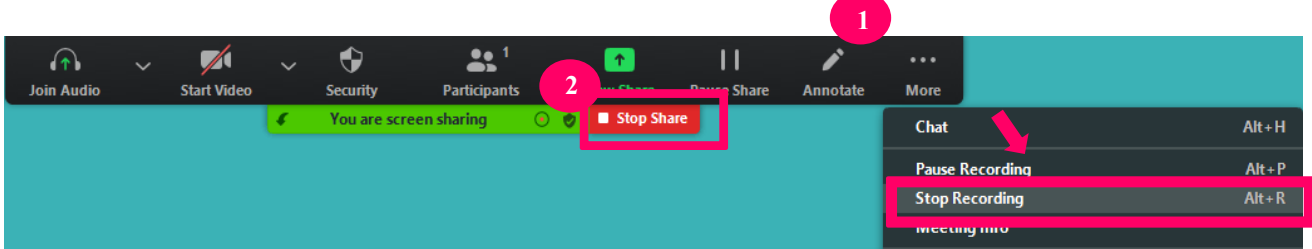
3. During Recording

- ① Make sure the PPT slide goes to full screen (F5 Key; Windows OS)
- ② Click **'More'** → **'Record on this Computer'** and start recording.



4. Finish Recording

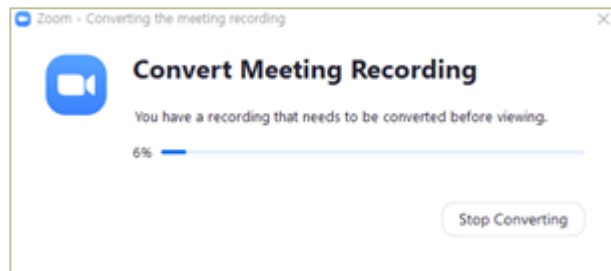
- Click 'More' → 'Stop Recording' → 'Stop Share'



- Click 'End' → 'End Meeting for All'



- After your recording is complete, the pop-up window below will appear. If you do not set up a folder, the recording will be saved in your Document folder in a sub-folder called Zoom by default.



5. Review (★ Important ★)

- Please review the VOD from start to finish to check for any errors.
- Be sure to check all the problems with the lecture video quality, voice, video loss, etc.
If there is any problem with the lecture video, the secretariat may ask you to record the lecture again.

6. Video Submission ✘ Submission Deadline: March 20, 2024

- Please submit the Video through the "Video Exhibition File Submission" button on your [My Page], which is assigned to each abstract
- Please title the submission file name as your abstract number. (i.e. ABS-0999)
- After the correct MP4 file is uploaded successfully, please click the "Save" button.
- If the video for the exhibition has not been submitted by the deadline, the first file received when the abstract submission will be used.