

# Guidelines for Virtual Presentation

Submission Deadline: **September 7(Mon), 2020**

<b>Step 1</b> [Recording the presentation]	Please refer to the detailed guideline below. <b>- Presentation File:</b> PowerPoint 16:9 ratio / <b>10 minutes</b>
<b>Step 2</b> [Uploading the recorded file]	Please find the recommended title below, and upload the file to the LMCE 2020 Dropbox link. <b>- Recommended title:</b> <a href="#">Presentation Code_Presenter's name, (e.g., OP 01-01_Gildong Hong)</a> <b>- Upload:</b> <a href="#">LMCE 2020 Dropbox link</a>

## [Guidelines for Recording Your Presentation]

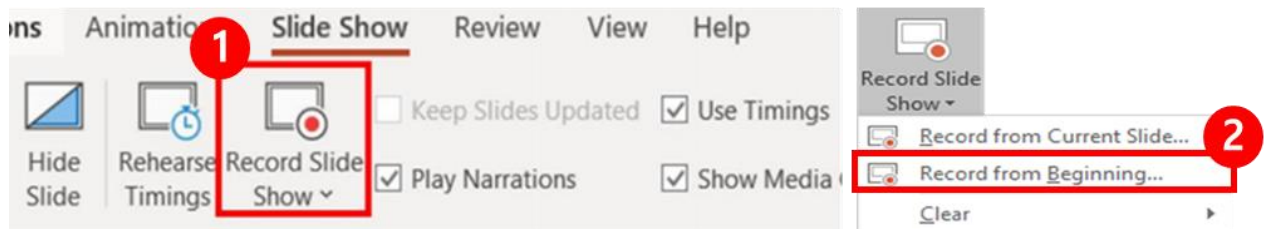
### Microsoft PowerPoint with an audio addition (Web Camera X) (PowerPoint 2013 or later)

#### Step 1 Set up your microphone.

Before you start recording audio inside PowerPoint, start off by making sure that your microphone is plugged in and ready to record.

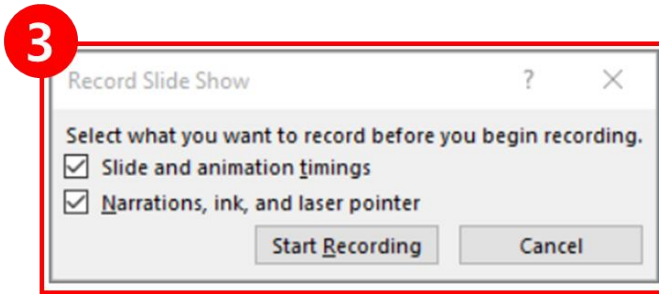
#### Step 2 Record your presentation. (\*10 min. Presentation)

- ① With your presentation open,  
click the "Slide Show" tab → "Record Slide Show" → "Start Recording from the Beginning."

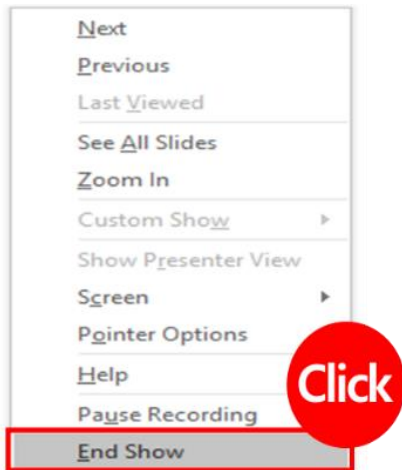


- ② In the "Record Slide Show" box, click "Start Recording."

\*Before recording your presentation, please press the F5 button for the maximum screen.



- ③ To end your recording, right-click the final slide, and click “End Show.”

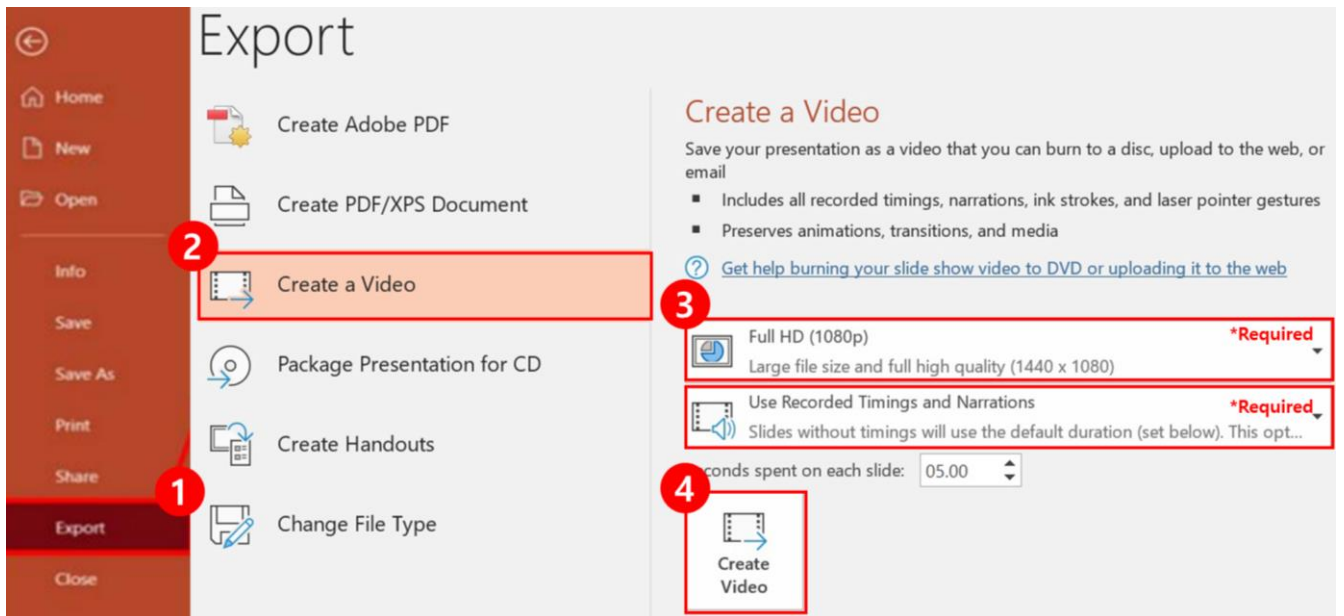


### Step 3 Export presentation as a video.

Once your presentation is complete, export the PowerPoint as a video (.mp4) to be submitted to the [LMCE 2020 Dropbox link](#).

- ① Click “Export”
- ② Select “Full HD” and “Use Recorded Timings and Narrations” options → “Create a video”

\* NOTE: Please select “Full HD,” and “Use Recorded Timings and Narrations” option.



③ Please find the recommended title, and upload the file to the LMCE 2020 Dropbox link.

- LMCE 2020 Dropbox link: [LMCE 2020 Dropbox link](#)

\*Recommended title: Presentation Code\_Presenter's name, e.g., OP 01-01\_Gildong Hong

[\[For details > Click\]](#)