



ICDMFR 2021

The 23rd International Congress of
DentoMaxilloFacial Radiology
in conjunction with
The 53rd Annual Scientific Meeting of KAOMFR

April 28 Wed - May 1 Sat, 2021
Kimdaejeung Convention Center, Gwangju, Korea



Instructions on making presentation for oral presentation -MS PowerPoint & Video Recording-

2021
Gwangju
KOREA

2021.04.28 - 05.01

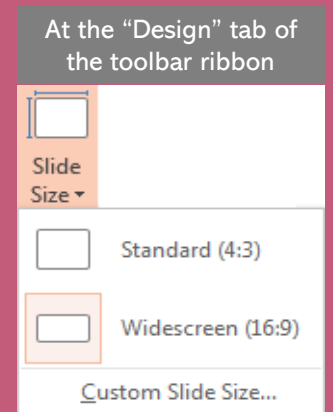
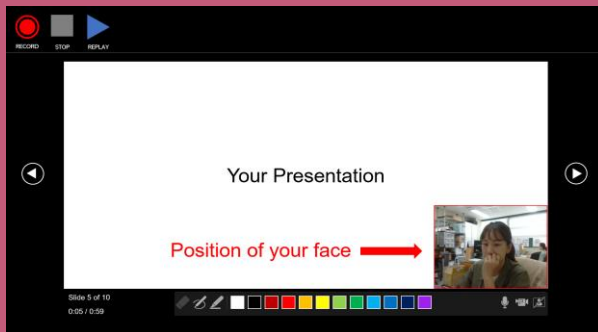




Please read the instructions below thoroughly before making your presentation.

1. The slide size of your presentation file (*.ppt, *.pptx) should be **16:9 (Widescreen)**.
2. Recording function with video in MS PowerPoint only available in 2019 and higher versions.
3. The video presentation should include your **face and voice**.

****Please make sure to leave empty on the right bottom of your slides so that your face on the recording does not block your presentation.**

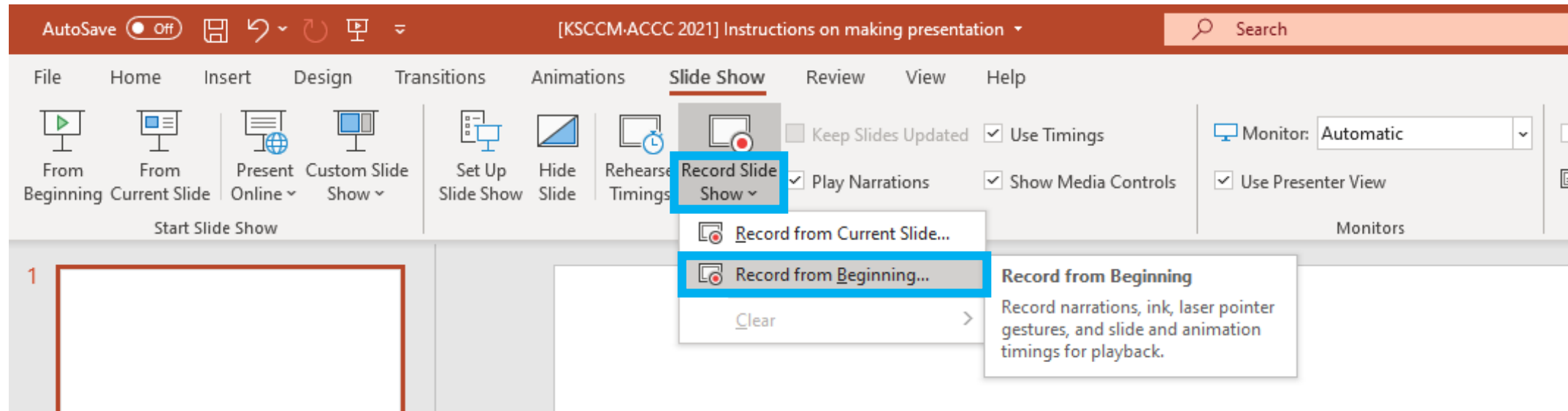


4. We highly recommend you use a **separate mic system (such as earphone with mic)** other than the built-in mic in order to minimize the noises.
5. Export the presentation as a video

Format	MP4	Resolution (pixel)	Higher than 720p
File size	No larger than 200MB	Presentation time	Less than 5 mins



◆ How to record

1. Click Slide Show → Record Slide Show ~ → Record from Beginning



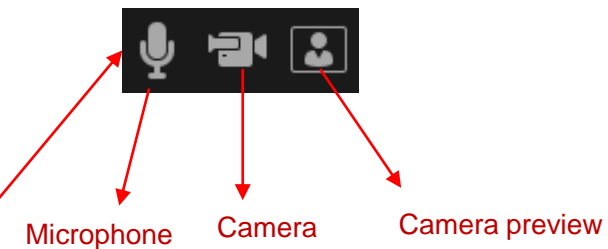
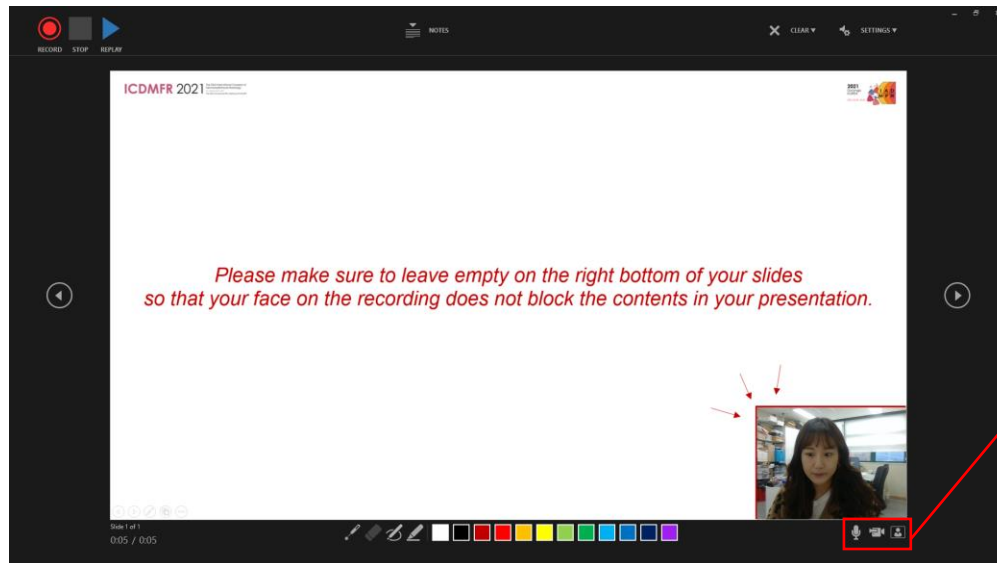
◆ How to record

2. Recording & Finish

- Please click the  or  button when you finish the recording.
- We recommend you record slide by slide other than record the whole slide at once.

This way, you will fix your mistakes much easier.

- Please make sure to **turn on microphone, camera and camera preview.**



◆ How to save

1. Create a Video

1 Click the **File** tab in the top-left corner of the ribbon.

2 Click the **Export** button in the left-hand navigation pane.

3 Click the **Create a Video** option in the Export pane.

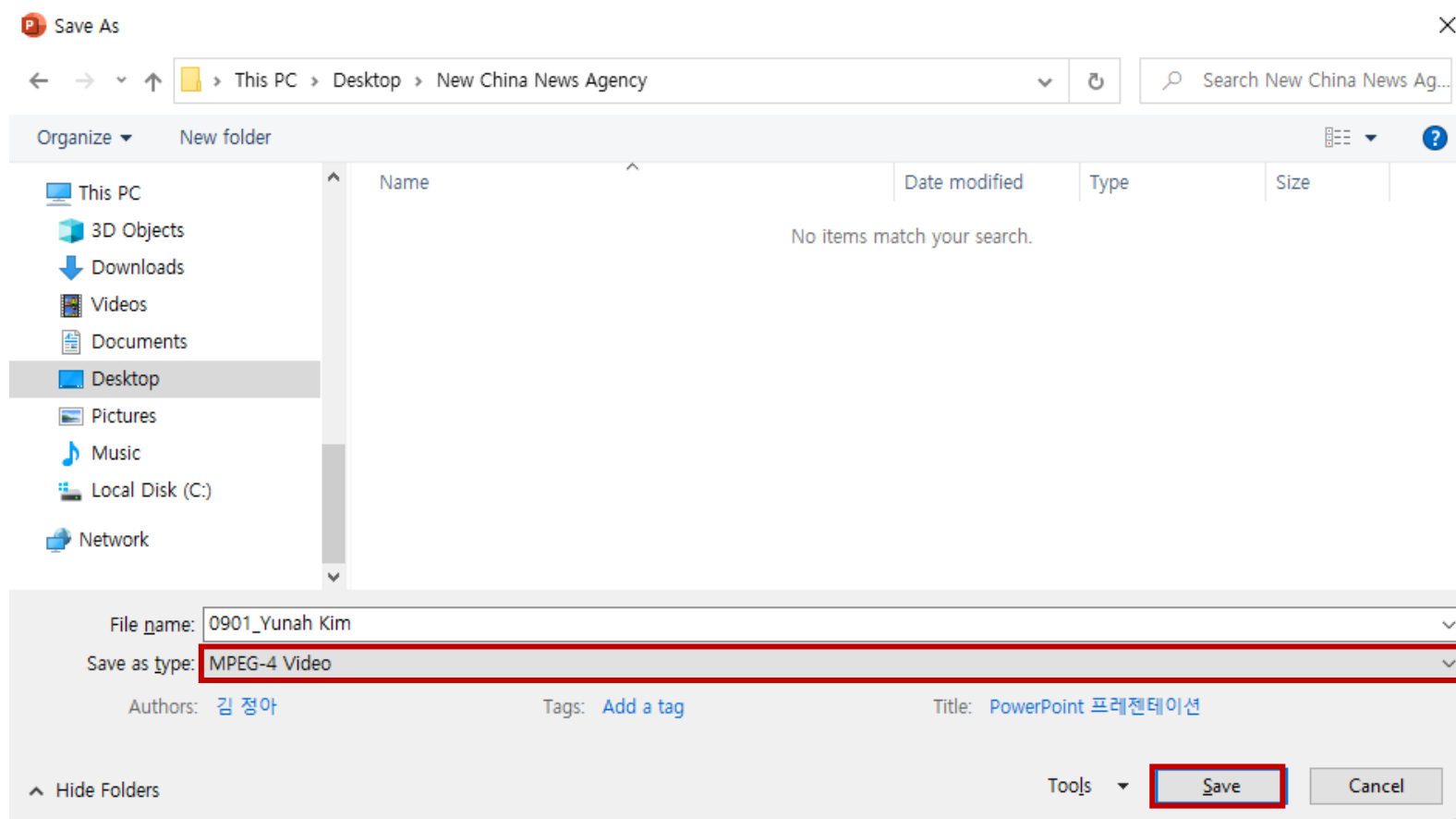
4 Select the video quality and recording options. In this example, **Full HD (1080p)** is selected for the quality, and **Use Recorded Timings and Narrations** is selected for the recording options. The duration for each slide is set to **05.00** seconds.

5 Click the **Create Video** button at the bottom of the settings pane.



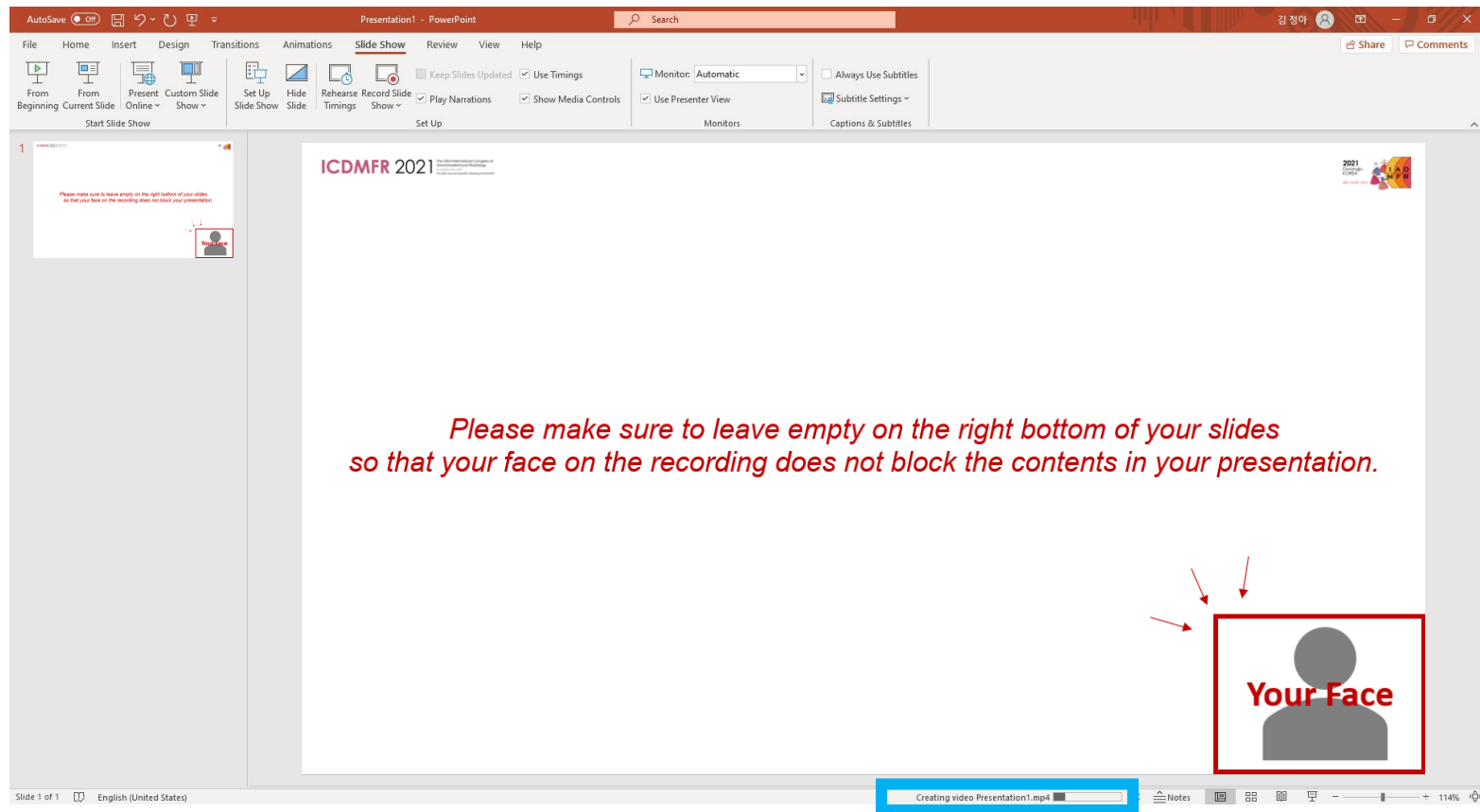
◆ How to save

2. Save as type : MPEG-4 Video



◆ How to save

- *It might take a long time to create the video presentation. Please wait until the process is 100% done.*



◆ Extra Tools

- *You can use Zoom or OBS studio to make your video presentation if you are familiar with those programs.*
If you use other tools, please remind that you need to check your presentation video include your face and voice with appropriate volume and size.

