

# Detailed Pre-recording Guideline

For KSN 2021 Speakers and Oral Abstract Presenters

## Recording Options

The KSN 2021 is offering two options to record your lecture:

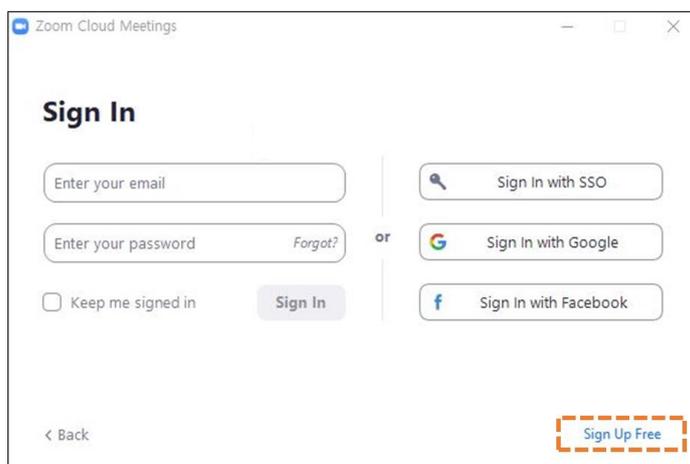
- **Option 1 – Zoom:** Record audio and video synced with your presentation file  
**(Recommended)**
- **Option 2 – Microsoft PowerPoint:** Record audio to your presentation in PowerPoint (no video of speaker)

\* There is no particular set date for recording. Please proceed **recording individually and upload the file by August 11 (Wed), 2021**

## Option 1: Zoom (Presentation File + Webcam)

**Step 1.** Launch the Zoom application on your computer ([click here to download Zoom](#)).

**Step 2.** Log in with your own ID and password or click "Sign Up Free" to make an account.

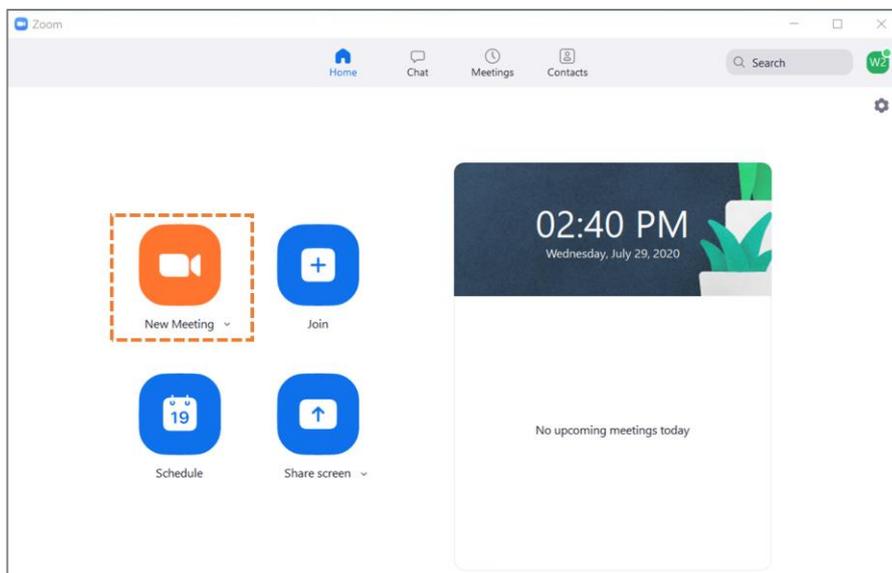


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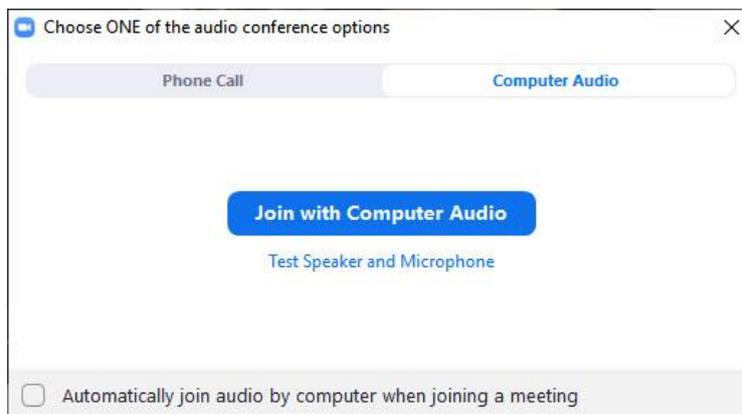
## FULLY VIRTUAL MEETING

September 02 (Thu) - 05 (Sun), 2021

**Step 3.** From the Zoom application, click on "New Meeting."



**Step 4.** When the meeting interface loads, select "**Join with Computer Audio.**" This will use the default mic and speakers on your computer.



**Step 5.** **Verify that your mic is working;** the mic icon on the mic button should **flash green** in response to your voice if working. Alternatively, you can use the audio options (chevron to the right of the mic button) to test your mic. This step will help ensure you have a viable recording.

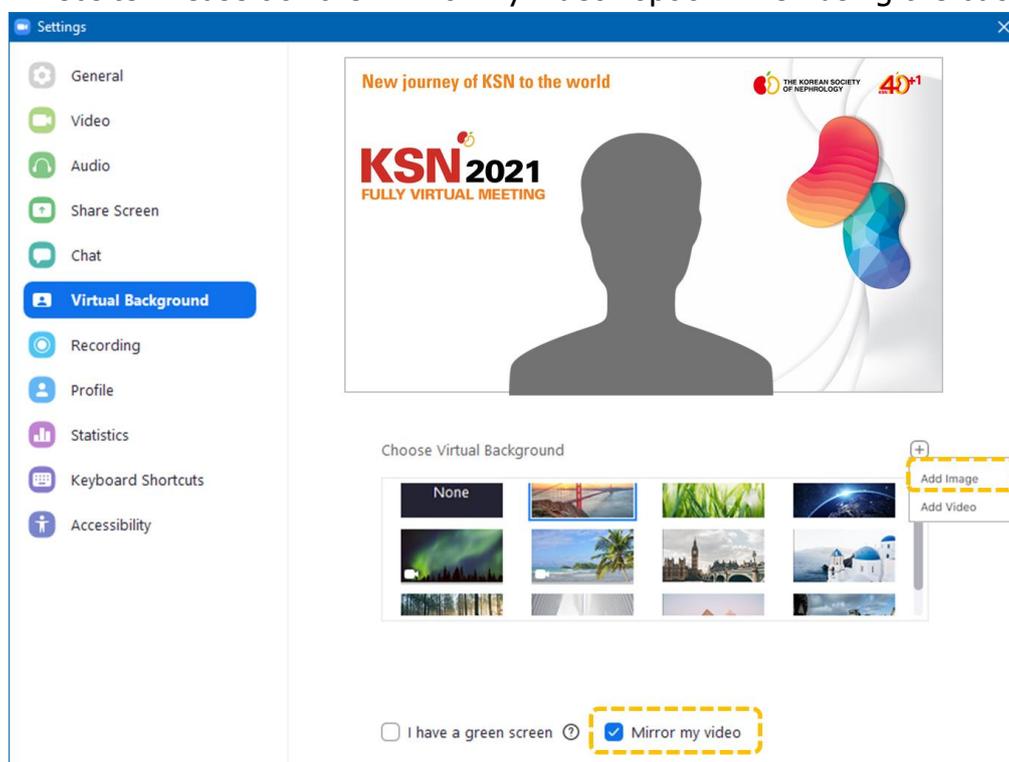
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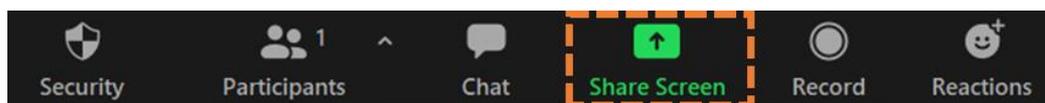
**Step 6.** Verify your webcam is selected and working. If set correctly, your face should appear in the top right corner

**Step 7.** Outside of Zoom, **launch the program or PowerPoint presentation** you want to share.

**Step 8. (Optional)** Please add KSN 2021 virtual background which can be downloaded from the KSN 2021 website. Please tick the "Mirror my video" option when using the background.



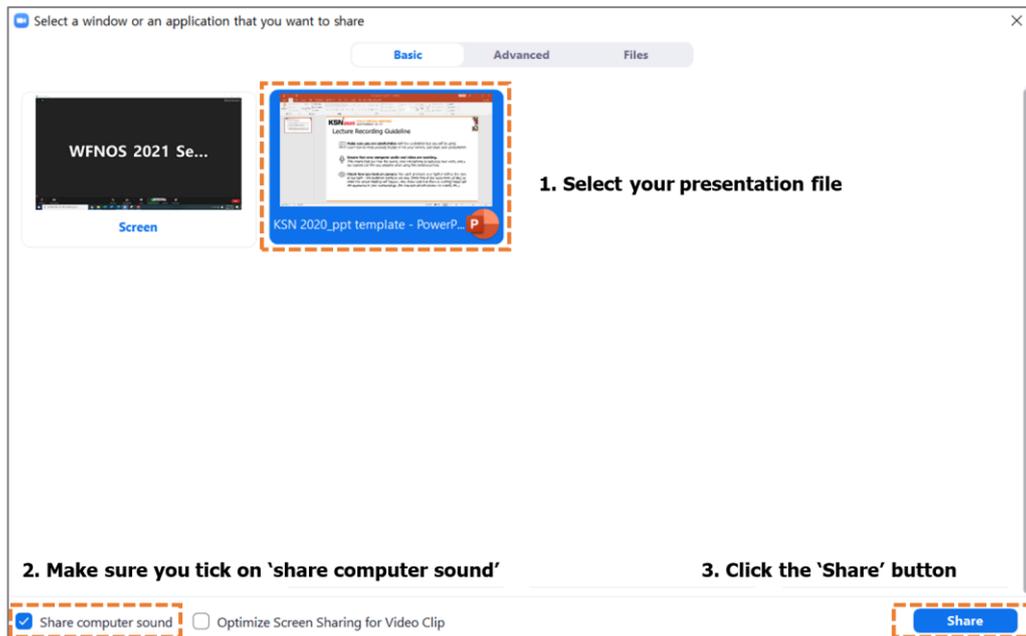
**Step 9.** Click on "Share Screen" at the bottom of the Zoom meeting window.



**Step 10.** Select the option displaying the screen you are planning to share. If you have an audio or video in your program or presentation, make sure you select the option "Share Computer Sound" at the bottom.

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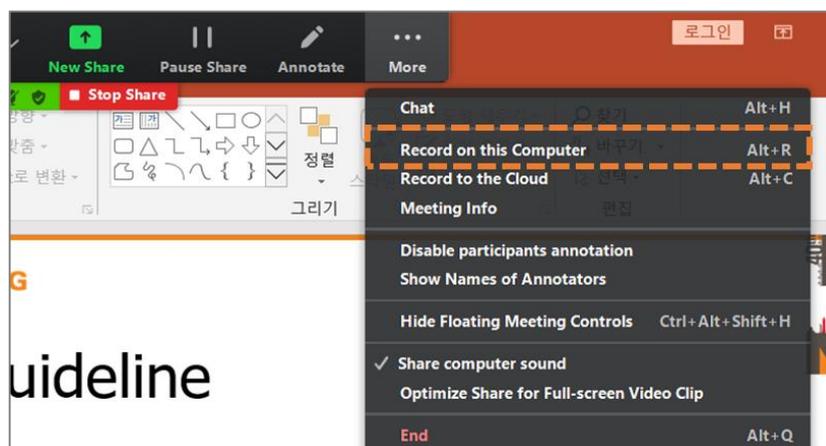
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**Step 11.** Zoom will now enter share mode, which is in full screen. Navigate to the program or presentation you would like to share.

**Step 12.** Press F5 to begin the slideshow. Please make sure to begin a slideshow first, and then press the recording button.

**Step 13.** In the Zoom toolbar along the top of the screen, click on the "More" drop-down and select the "Record on this Computer" option (shortcut: Alt + R).

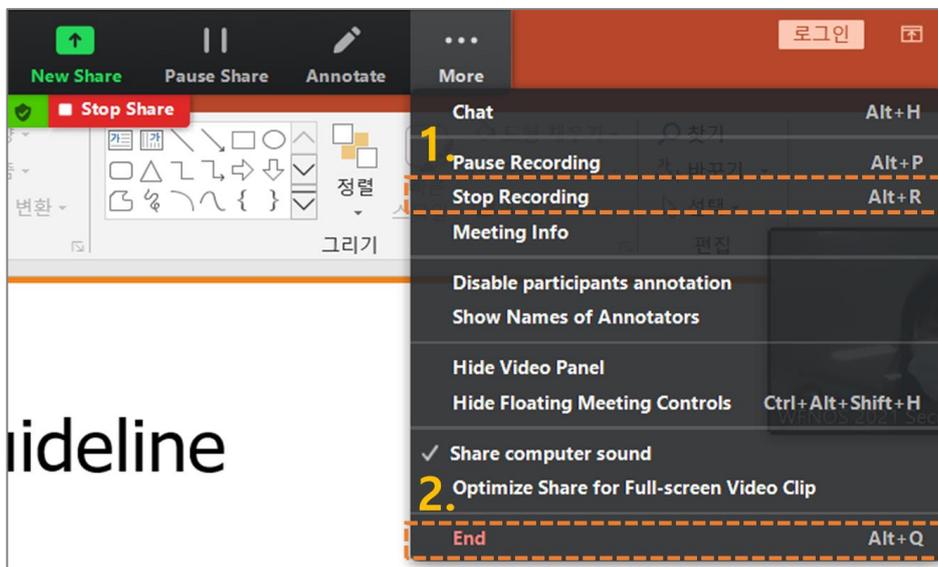


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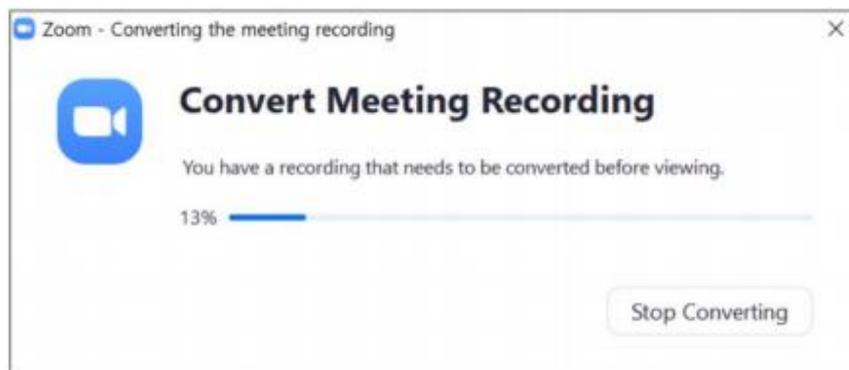
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**Step 14.** Proceed through your content as you normally would. You can pause or stop your recording at any point during the presentation (shortcut: Alt + P).

**Step 15.** When you are done with your presentation, click on the “More” drop-down in the Zoom toolbar and select the “**Stop Recording**” option. Then, click on “**End Meeting**” and “**End Meeting for All**” when prompted.



**Step 16.** Your recording will be converted into an MP4 file.



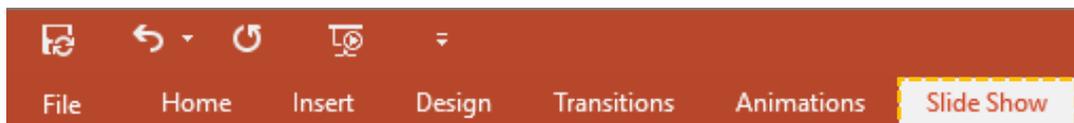
**Step 17. Rename** the "Zoom\_(number)" Mp4 file upload to the dropbox (**The secure upload link will be sent to your email**)

- Speaker: **"Your Name\_Session name"** (Ex. John Smith\_Kidney Transplantation 1)
- Oral Abstract Presenter: **"Your Name\_Abstract number"** (Ex. John Smith\_2201)

## Option 2: PowerPoint (Presentation File + Voice Only)

**Step 1.** Before starting to record the audio inside PowerPoint, start off by making sure that your **microphone is plugged in** through the audio device settings in your computer. You cannot change which device to record from or set volume levels for the microphone inside PowerPoint, so make sure that it is ready for recording before you start.

**Step 2.** To record narrations in PowerPoint, start off by finding the **"Slide Show" tab** and click on it to change the options.



**Step 3.** Make sure that you start on the first slide to record audio and timings for the entire presentation. Click **"Record Slide Show"** and a new window will pop up with two options to set before you start recording.

- 1) **Side and animation timings:** Leave this option checked if you want to setup the timings for your slides. This option allows you to sync up your narration with the slides.
- 2) **Narrations, ink, and laser pointer:** Leave this option checked to record audio narrations (even if you do not plan to use ink or the pointer to add illustrations). It is **recommended to leave both options checked** to record audio narrations and synchronize slide change timings.

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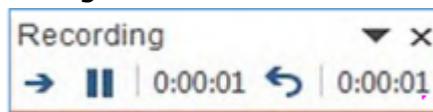
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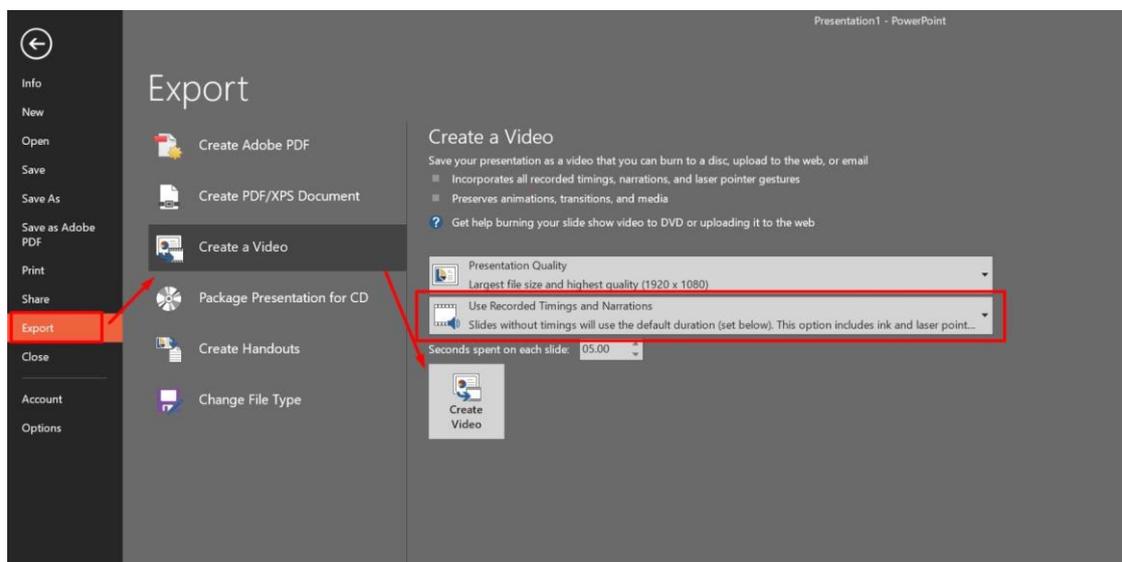
**Step 4.** Begin your presentation. Proceed through your content as you normally would. You can pause or stop your recording at any point during the presentation.

**\*Note**

- 1) If you switch a slide in the middle of your narrations, the **audio will be cut.**
- 2) When you reach the last slide in the presentation, the recording will automatically stop.
- 3) If you wish to stop recording in the middle of the presentation, **click on the "X" button** in the upper right corner of the Recording window.



**Step 5.** Once your presentation is complete, [export your presentation as a video to an MP4 format](#). Make sure that the export options look like the screen below. The **"Use Recorded Timings and Narrations"** option is the most important.



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**Step 6.** Save your file (MP4 format) and upload to the dropbox (**The secure upload link will be sent to your email**)

- Speaker: **"Your Name\_Session name"** (Ex. John Smith\_Kidney Transplantation 1)
- Oral Abstract Presenter: **"Your Name\_Abstract number"** (Ex. John Smith\_2201)

### Tips When Recording

#### Common:

- Log out of any institutional VDI or VPN systems.
- Find a quiet place where you can control the environment. (Avoid public areas.)
- Mute cell phones.
- Maintain the same distance from the mic throughout your recording.

#### If you are using a webcam to show your face:

- Avoid bright lights and windows behind you.
- Good light in front of you (on your face) may provide a better image.
- Test any virtual backgrounds that you may be utilizing to ensure there are no video irregularities.

If you need any support, please feel free to contact the KSN 2021 secretariat ([sci@ksnmeeting.kr](mailto:sci@ksnmeeting.kr))