

Details of recorded video presentation

- Due date: 15 August 2020
- Platform of uploading video:
 - Website: <http://sese.sjtu.edu.cn/cloud>
 - Username: ICLCA2020
 - Password: iclca2020
- Duration of recorded video (please follow strictly the allocated duration):
 - Oral presentation: 15 min
 - Poster presentation: 5 min
- File format of recorded video: MP4
- File name of recorded video: ICLCA20.xxxx.presenter_name.mp4
 - Paper ID with presenter name (GivenName_Familyname)
 - E.g., ICLCA20.0088.JieLun_Chou.mp4
 - E.g., ICLCA20.0123.Mark_Lee.mp4

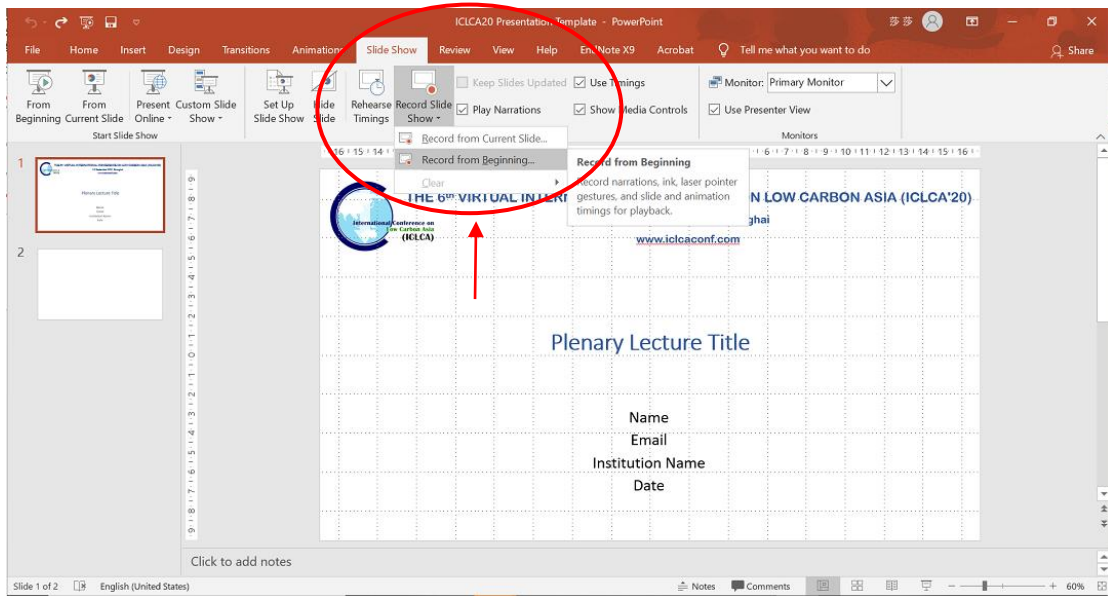
- Requirement of presentation (depending on the model of presentation)
 - **Oral presentation** (choose 1 of the option):
 - **Option 1 – Narrated presentation (PPT slides with both voice and webcam camera)**
 - **Option 2 – Narrated presentation (PPT slides with voice only; include the photo of presenter at the first page and last page of PPT slides)**
 - **Poster presentation** (choose 1 of the option):
 - **Option 1- Narrated presentation (PPT slides with voice)**
 - **Option 2- Narrated presentation (one-page PPT slide with voice)**

- Example of recording method:
 - Using built in function of PPT to record voice (noted that you would be able to record your webcam as well for PowerPoint 2016 and 365 version)
 - Using zoom to record PPT presentation with webcam
 - Using audio recording tool to record the voice and integrate with the video
 - Any other methods which could satisfy the requirement of recorded video in Option 1 or Option 2 (please search for more information online if you are not sure how to do it)

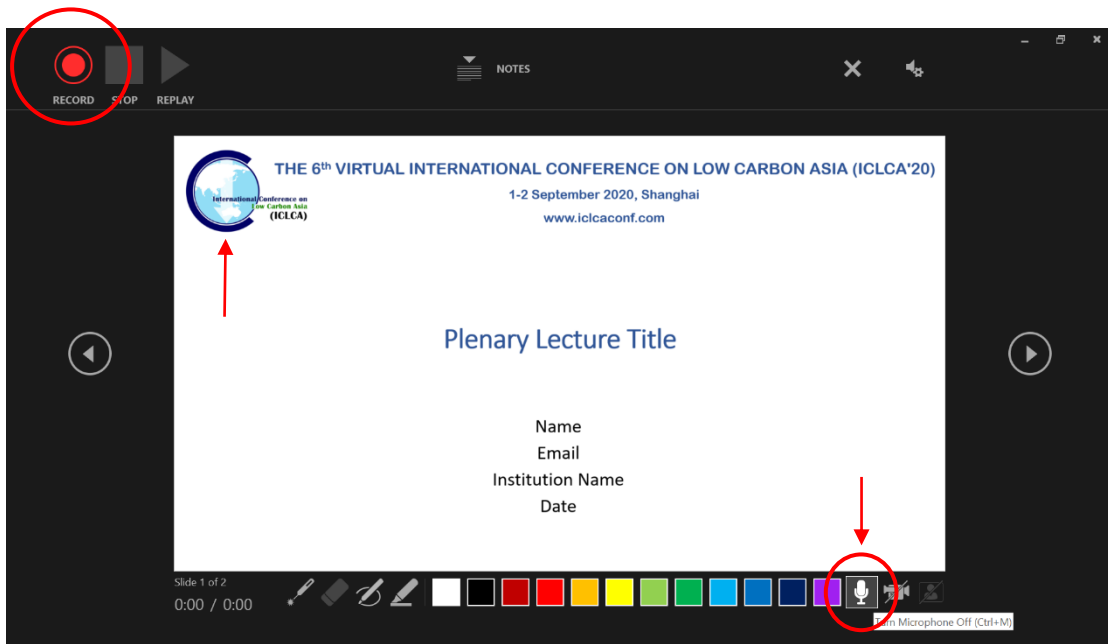
Tutorial for slide show recording of Microsoft Power-point (PPT)

Before you begin your recording, please make sure your headset or external microphone has been plugged into the computer. This tutorial is for PowerPoint 2013 and above on Windows 10. Older versions of Windows and PowerPoint follow the similar steps. Also you can search online for more methods to make a Narrated PowerPoint Presentation.

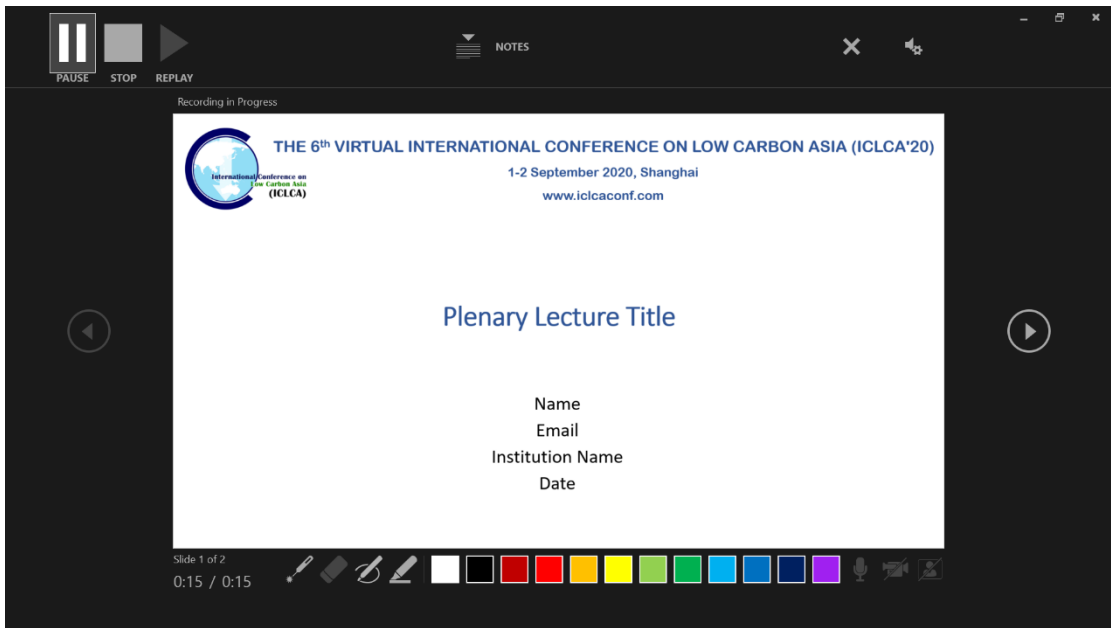
- Open your presentation file in PowerPoint. Click on the “Slide Show” tab → Click “Record Slide Show” tab → Choose “Record from Beginning”.



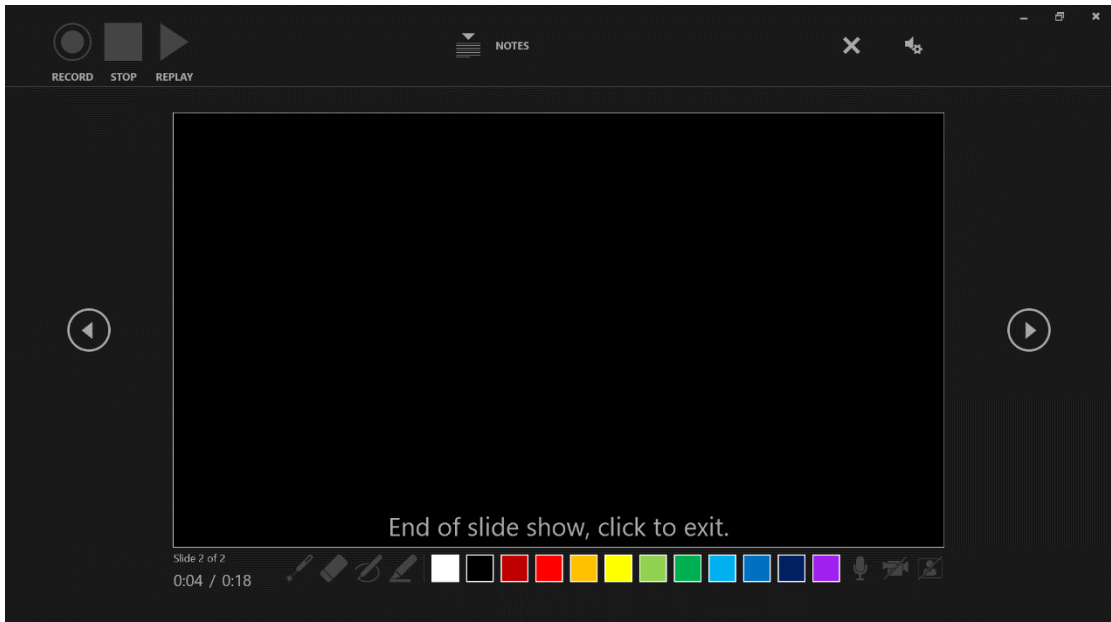
- Make sure that your microphone is ON (not muted) and then click “Record”. For PowerPoint 2016 and PowerPoint 365, you would be able to record the webcam directly as well.




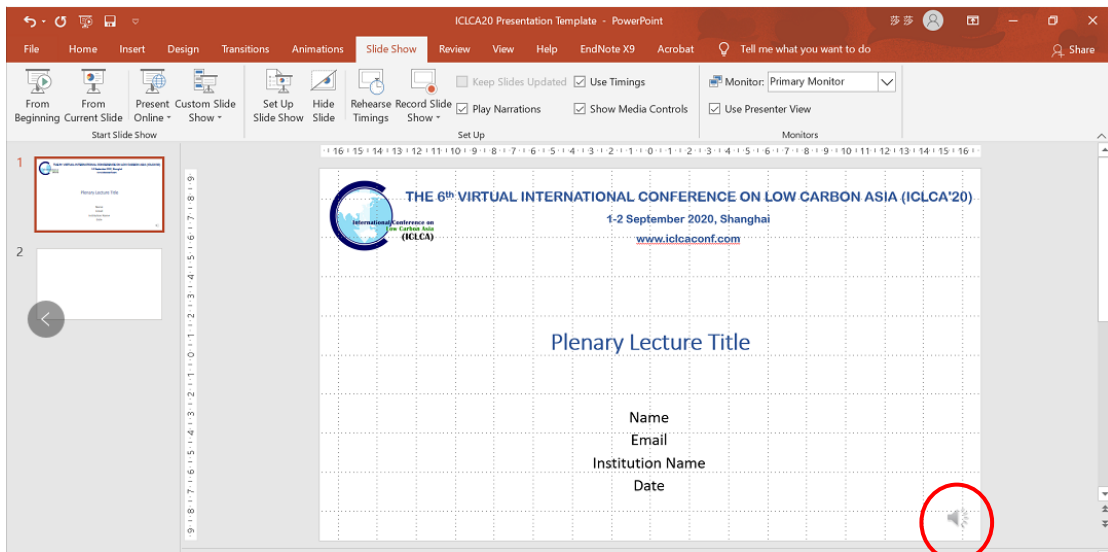
- Now, you Slides with Audio are being recorded.
Make sure that the total length of the presentation does not exceed 15 minutes!



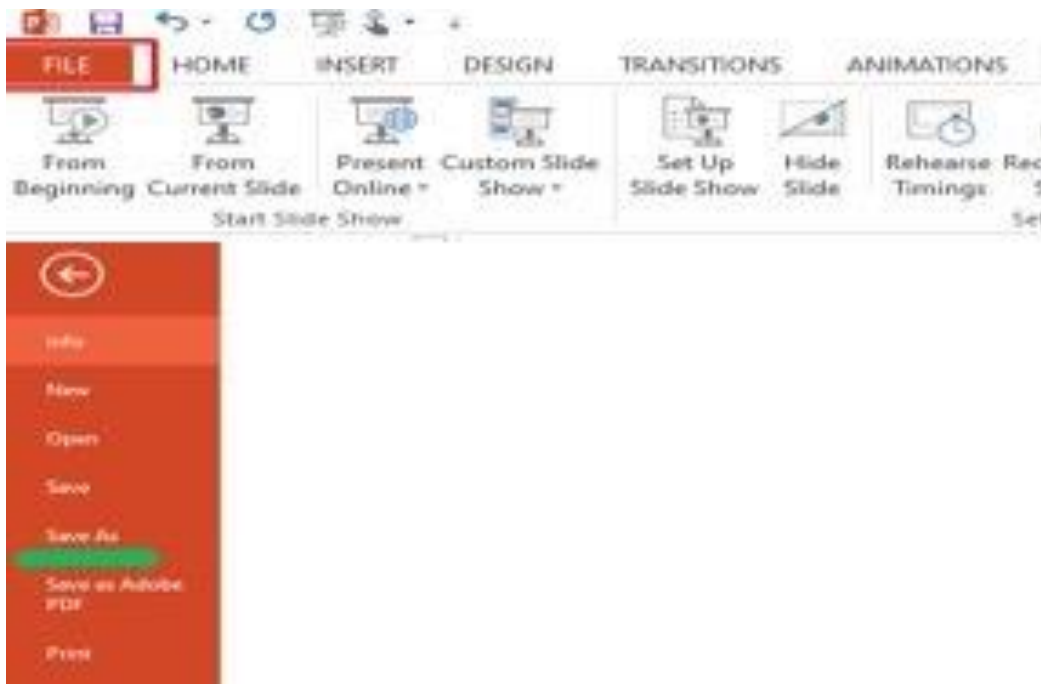
- Click 'Stop' to end the recording for all slides. Click on the screen to exit.



- Once exit, you will see the  ‘Audio ’ icon on your screen. Please click on the Audio icon to check the successful recording of your slides.



- Click the “File” tab and Save the Microsoft Power-point (PPT) as a MP4 format .



- Name the file with paper ID from COMET, e.g. **ICLCA20.0023_Your_Name.mp4**