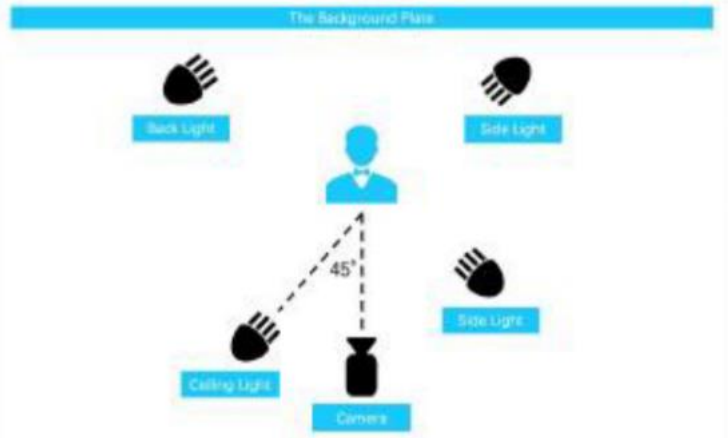
ICME-14

Video Recording Requirements and Guidelines

1. Hardware for Recording

1) Hardware：PC or laptop with input/external webcam and microphone.
2) Recording venue: Quiet indoor space with sufficient light（Meeting room, living room, office, etc.）
3) Background for recording: Concise background or solid color. Please avoid glass wall or white wall.
4) Clothing: Business suit or formal shirt with ties. Please avoid shirts and ties with plaid or stripes.
5) Fill lights（optional）: If you would like a better recording effect, the position of fill lights are recommended as follows.



2. Software for Recording

1) Software: Zoom, PowerPoint slides of your presentation (in 16:9 scale)
2) Format of video clip: mp4, 1920*1080; Audio format: ACC 48000Hz Stereo (default by ZOOM)
3) File Name: *activity abbreviation_presenter name*.

Please consult the following table for the activity abbreviations.

Activity	Abbreviation
Plenary Lecture	PL
Plenary Panel	PP
Awardee's Lecture	AL
Survey Team	ST
Invited Lecture	IL
National Presentation	NP

* If the activity that you participate in is not in the table, please indicate the full name of the activity_presenter name.

3. Content of Recording

1) Duration:

- 50-55 minutes (for plenary lectures and lectures of awardees)
- 40-45 minutes (for plenary lectures and invited lectures)
- Speeches in plenary panels and survey team sessions please consult the team agenda.

2) The video is expected to contain: Slide of your presentation on the left and your figure from webcam on the right, the example is as follows:

3) The content of your presentation is expected to contain: (1) Greetings (2) Self-

introduction (3) Report/speech.

4. Video Submission：

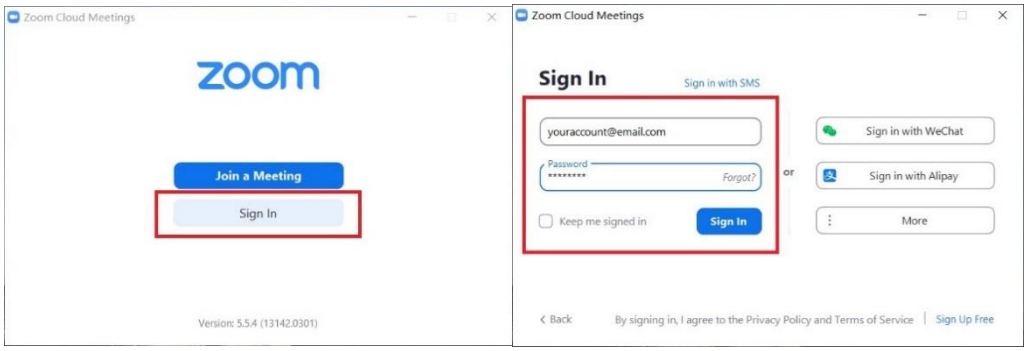
1) Please upload the video and your PowerPoint to a cloud storage (such as Drop-box) and copy the share link (and password if applicable).
2) Go to the registration website of ICME-14 at reg.icme14.org/login. Log into your account.
3) Click the “I want to share my video” box under the “To Submit” category.
4) Paste the share link (and password) to the text box and click “Update video info”.

Note: the PowerPoint will only be used for video editing (ex. Adjusting the size and proportion of the PowerPoint in the whole picture)

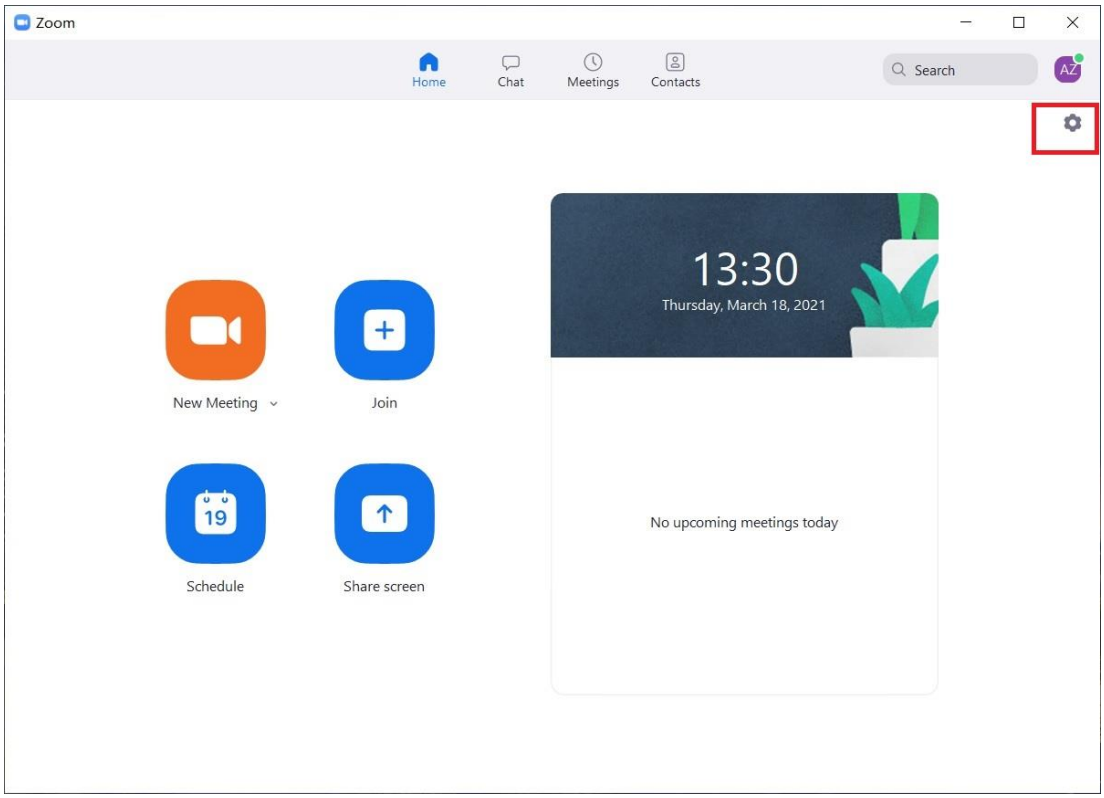
For more assistance, please contact service@icme14.org

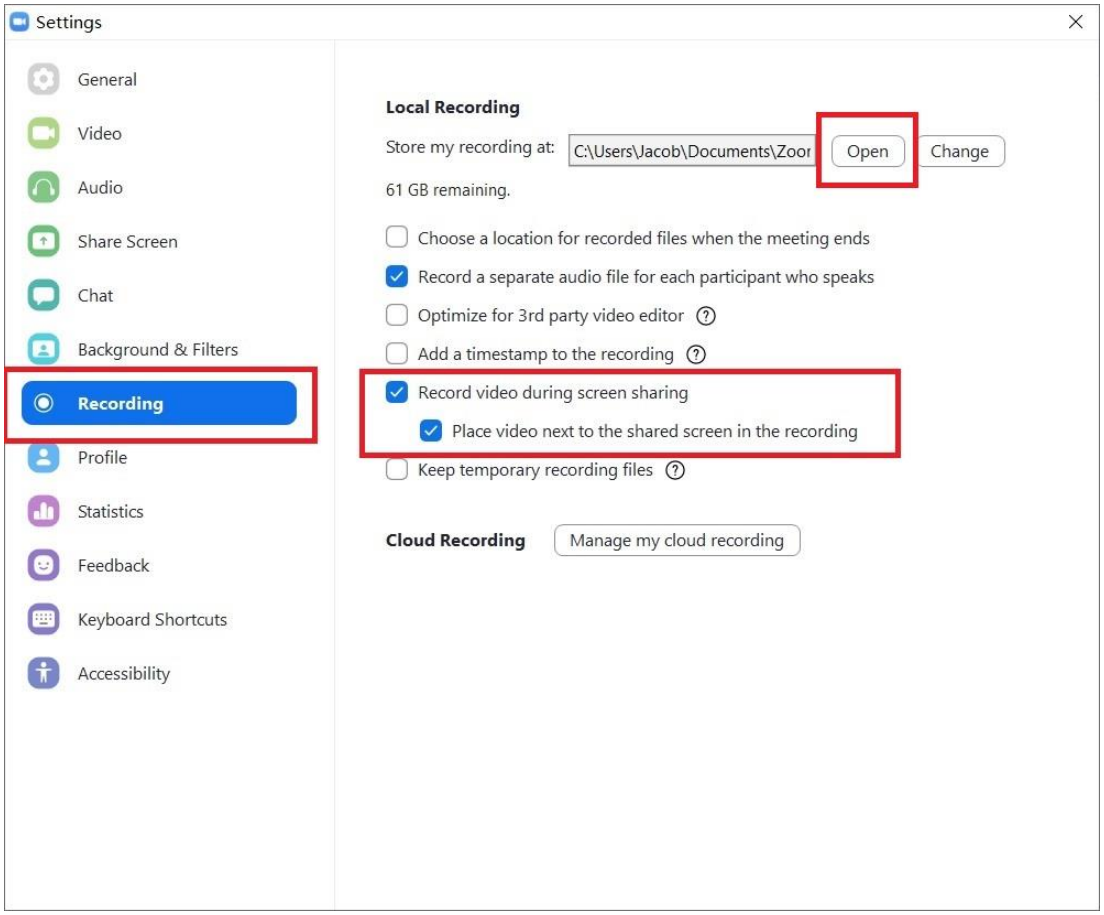
5. Guidelines for Zoom

1) Start Zoom and sign in.

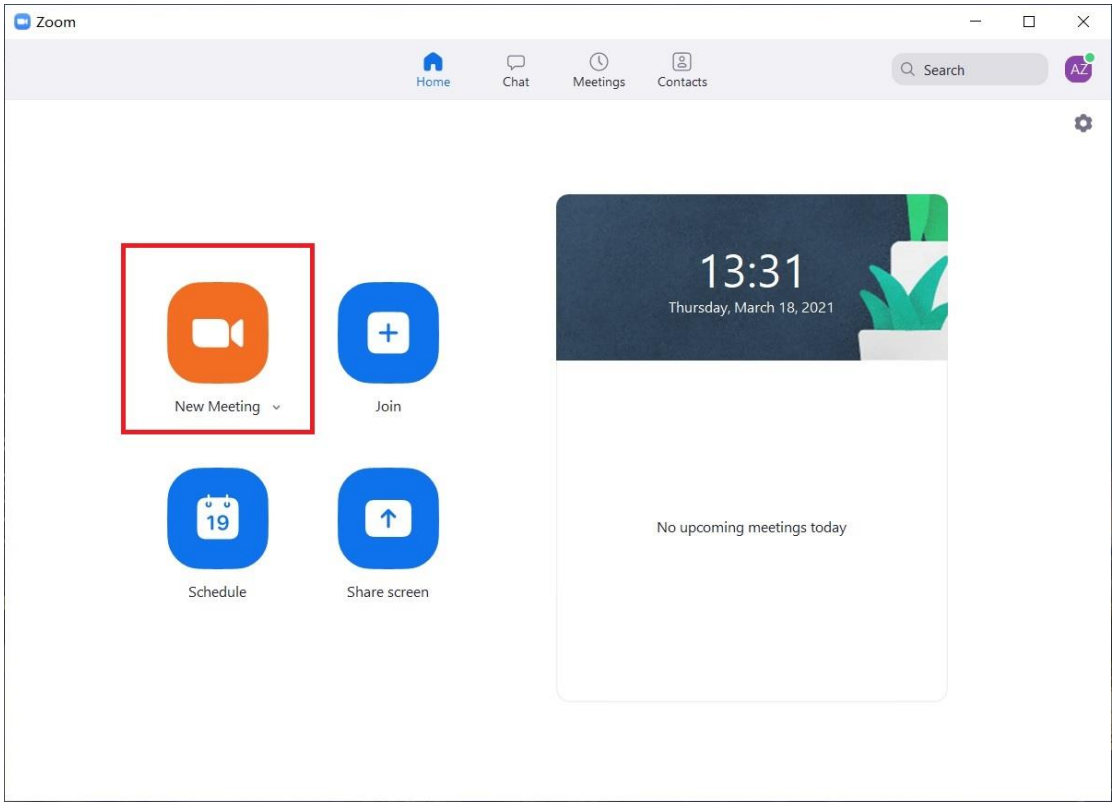


2) Before you record, please click the gear icon and make sure “Record video during screen sharing” and “Place video next to the shared screen in the recording” boxes are selected in your settings. Please also click “Open” and choose where you would like to store this video. You can also find your local recordings here.

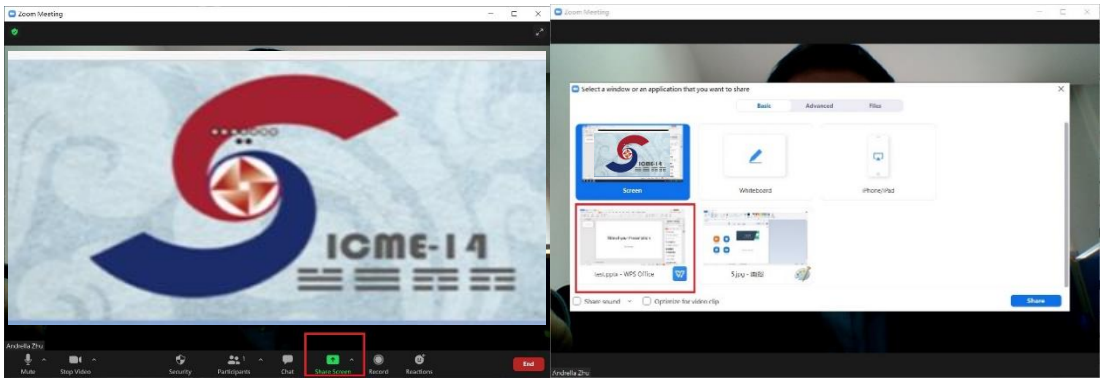

Zoom
Home
Chat
Meetings
Contacts
Search
AZ
13:30
Thursday, March 18, 2021
New Meeting
Join
Schedule
Share screen
No upcoming meetings today


Settings
General
Video
Audio
Share Screen
Chat
Background & Filters
Recording
Profile
Statistics
Feedback
Keyboard Shortcuts
Accessibility
Local Recording
Store my recording at:
C:\Users\Jacob\Documents\Zoor
Open
Change
61 GB remaining.
Choose a location for recorded files when the meeting ends
Record a separate audio file for each participant who speaks
Optimize for 3rd party video editor
Add a timestamp to the recording
Record video during screen sharing
Place video next to the shared screen in the recording
Keep temporary recording files
Cloud Recording
Manage my cloud recording

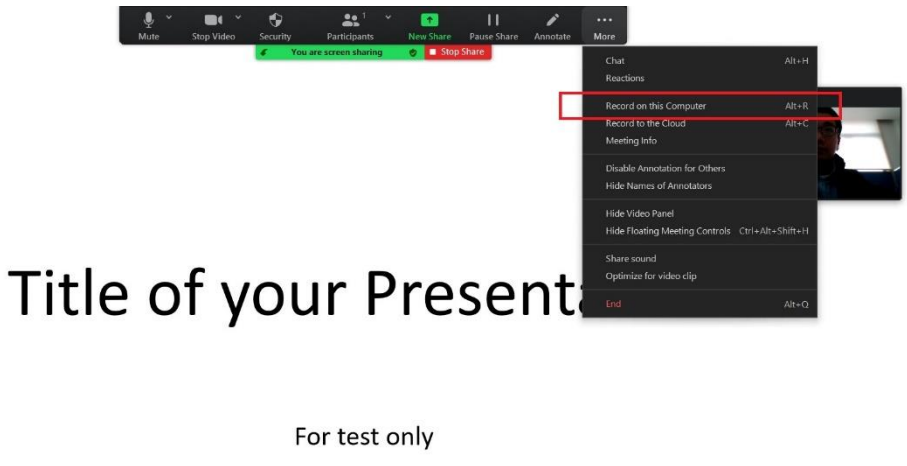
3) To start recording, open your PowerPoint slide for your presentation, then click “New Meeting” in Zoom.



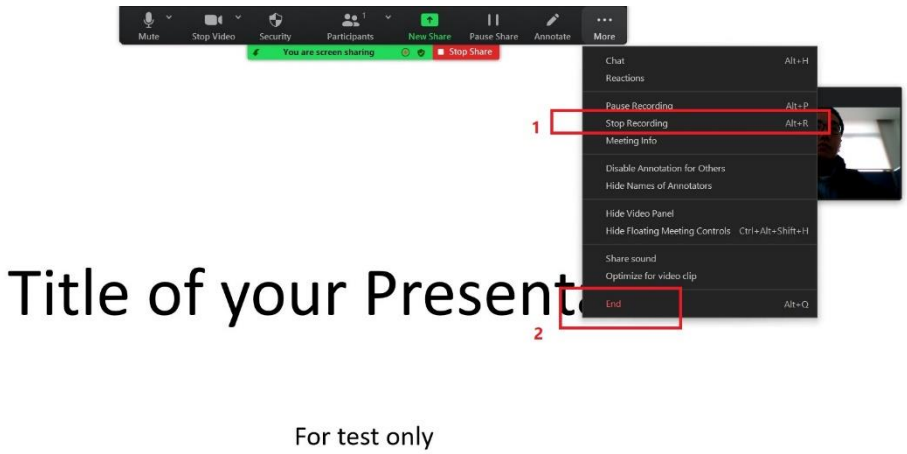
4) Click “Share screen” and choose your slide, then display your slide to full screen. After that come back to Zoom.

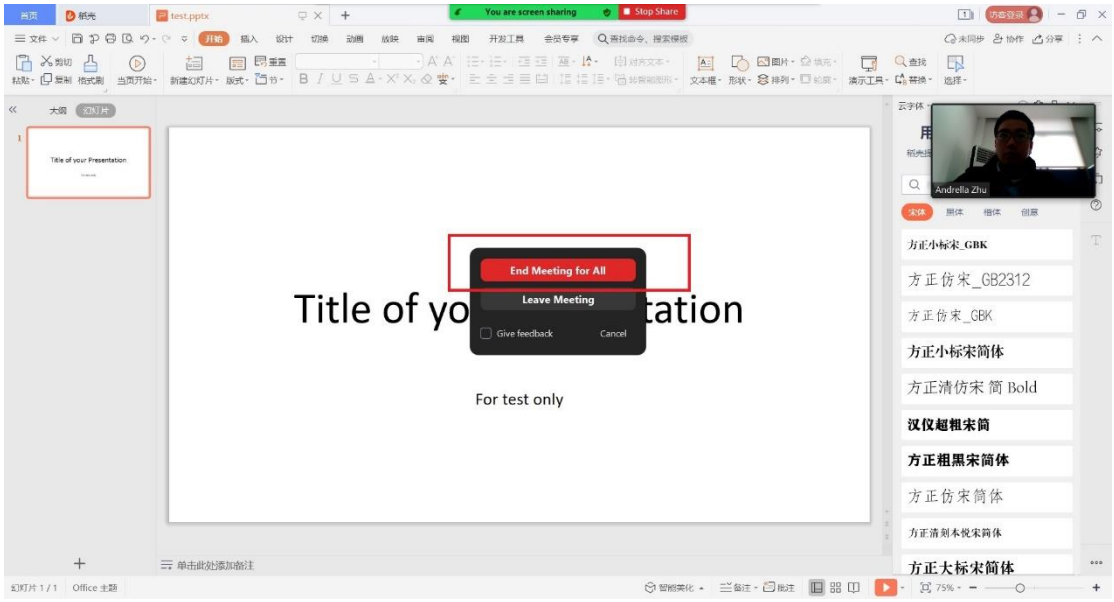


5) Move your mouse upwards to call out the menu and click “More” - “Record on this computer”, and then start your presentation.

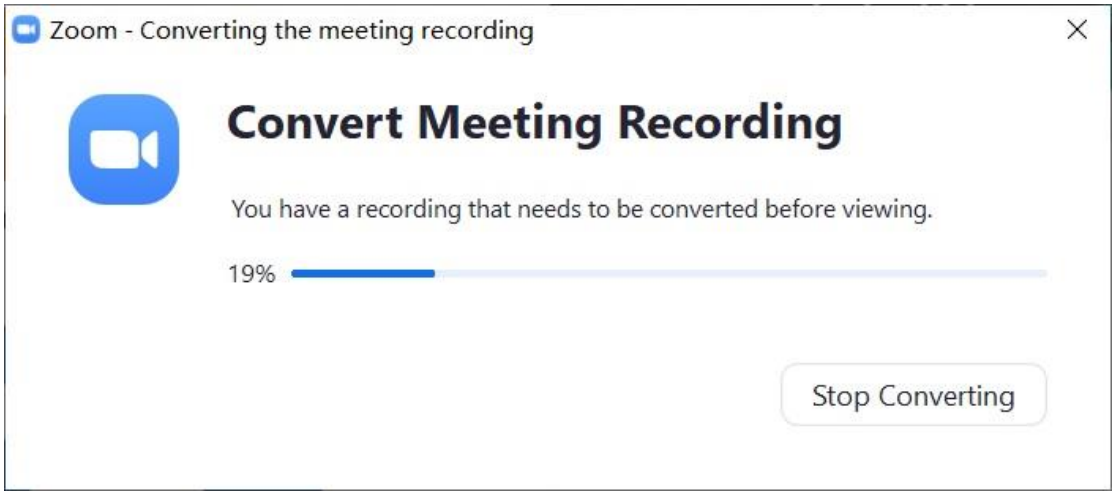


6) When finishing your presentation, move your mouse upwards again to call out the menu, first click "More" – "Stop Recording", then click "End", then "End Meeting for all".





7) Zoom will start converting your recording and will open it when finished.



8) Find the recording and rename it before submission.

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