ICPE2024 Video Recording Manual (Zoom)

ICPE2024 Administrative Working Group
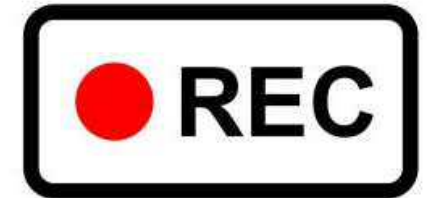
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Contents

Introduction

➢This manual shows how to make a video recording, using Zoom.

➢Please contact the IPA Secretariat (Refer to "P15") if you have any inquiries.

➢Unauthorized use or citation of all or part of this manual is prohibited.

Equipment/Tools

➢ PC（Windows or Mac）

➢ Webcam

➢ Speaker, Headphone or Earphone

➢ Microphone

➢ Zoom App

・Please install the Zoom app in advance. (Refer to P5-P6)

・Please keep your PC updated to the latest version. (ver. 6.0.0 or later).

How to install Zoom App

※The following instructions are for Windows10.
　The installation process is similar for Mac OS.

➢ Please access the Zoom official website
　(https://www.zoom.com/en/products/virtual-meetings/) and on the homepage,
　click "Zoom app" in the "Download" menu.

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Sustainability & ESG			Privacy, Security, Legal
Zoom Cares			Policies, and Modern Slavery
Media Kit			Act Transparency Statement

How to install Zoom App

➢ Click "Download" in "Zoom Workplace desktop app" menu.
　　After the download is finished, double-click the "ZoomInstallerFull.exe" to install.
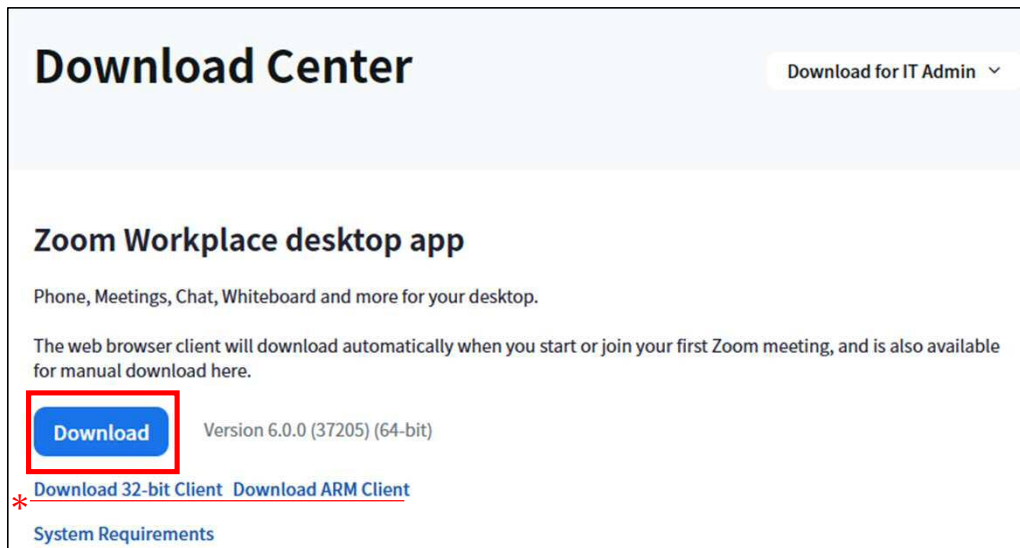

*For 32-bit, please click here.
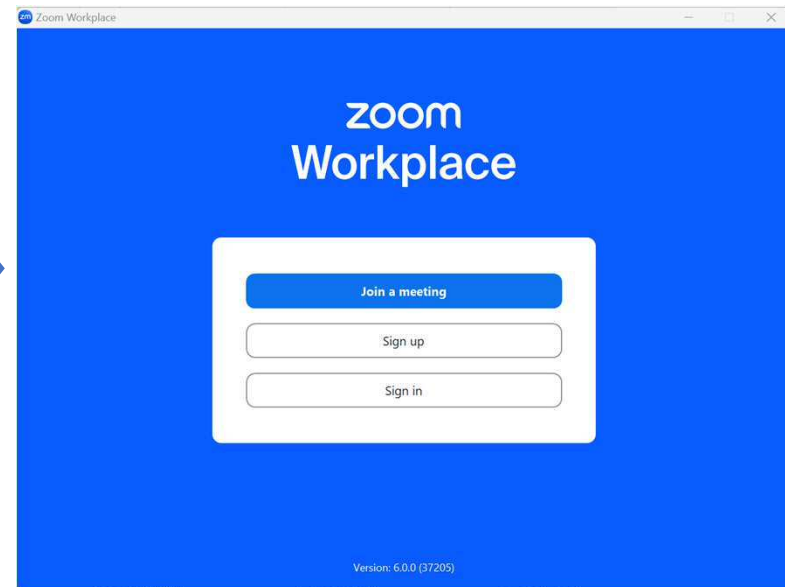
Installation completed.

Video Recording Instructions

1. File Extension   ：MP4

2. Data Size   ：Unlimited

3. Sound Volume   ：The volume should be set at around 80% to ensure the quality of sound.

4. Background   ：Please use the background assigned by the IPA Secretariat. (Refer to P10)

5. Number of Shoots   ：Single continuous video is favorable (maximum 2-3 videos). *The duration of each video should be 5 minutes minimum.

6. Upload your file   ：Please upload the file from the following URL. https://www.dropbox.com/request/KnOI7G34Z21WrA0x8Di7

7. Submission Deadline ：14th June 2024 (Fri)

8. Layout   ：Please refer P8-9.

Video Recording Instructions

Layout

Full Screen Size
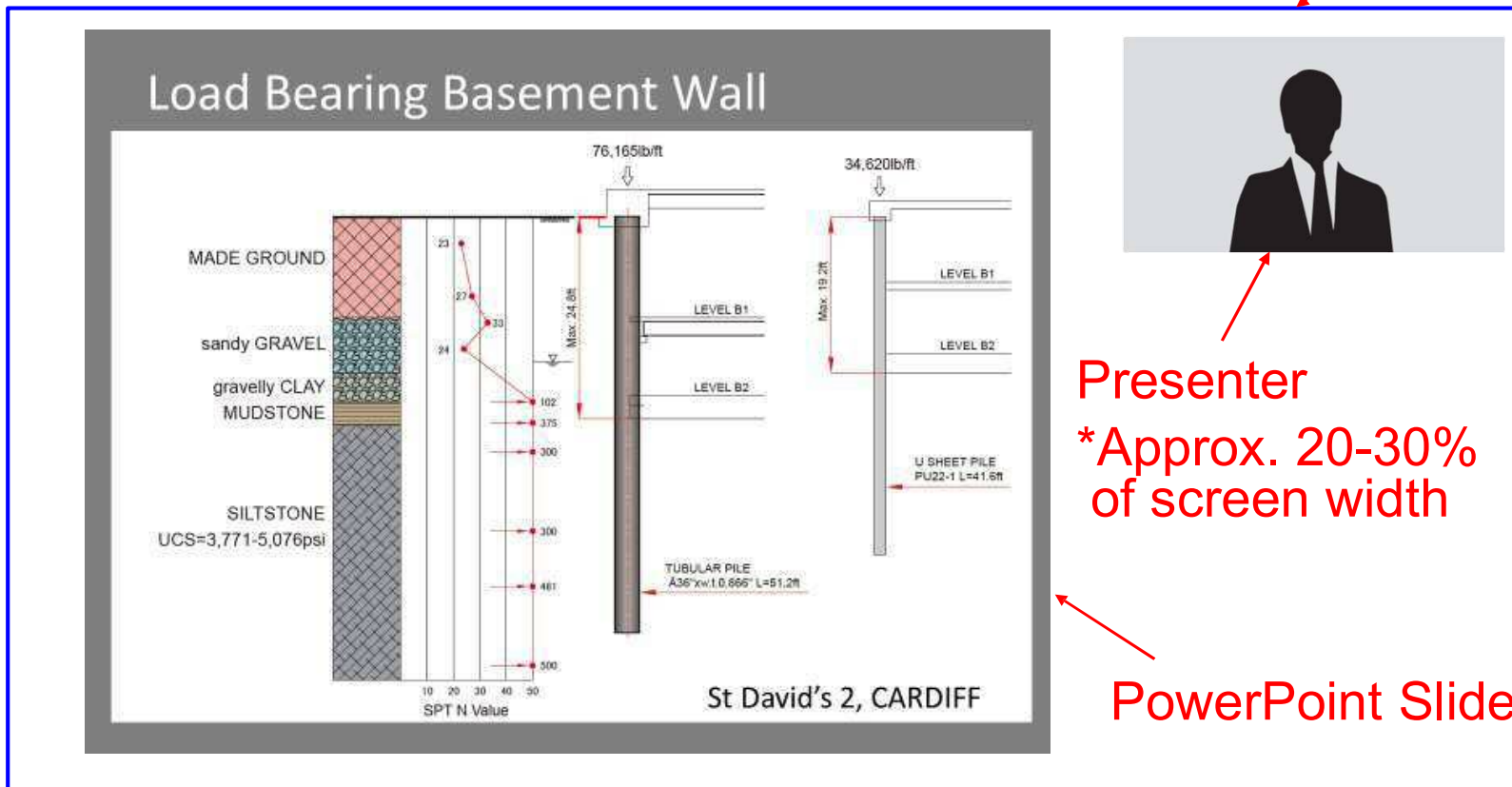
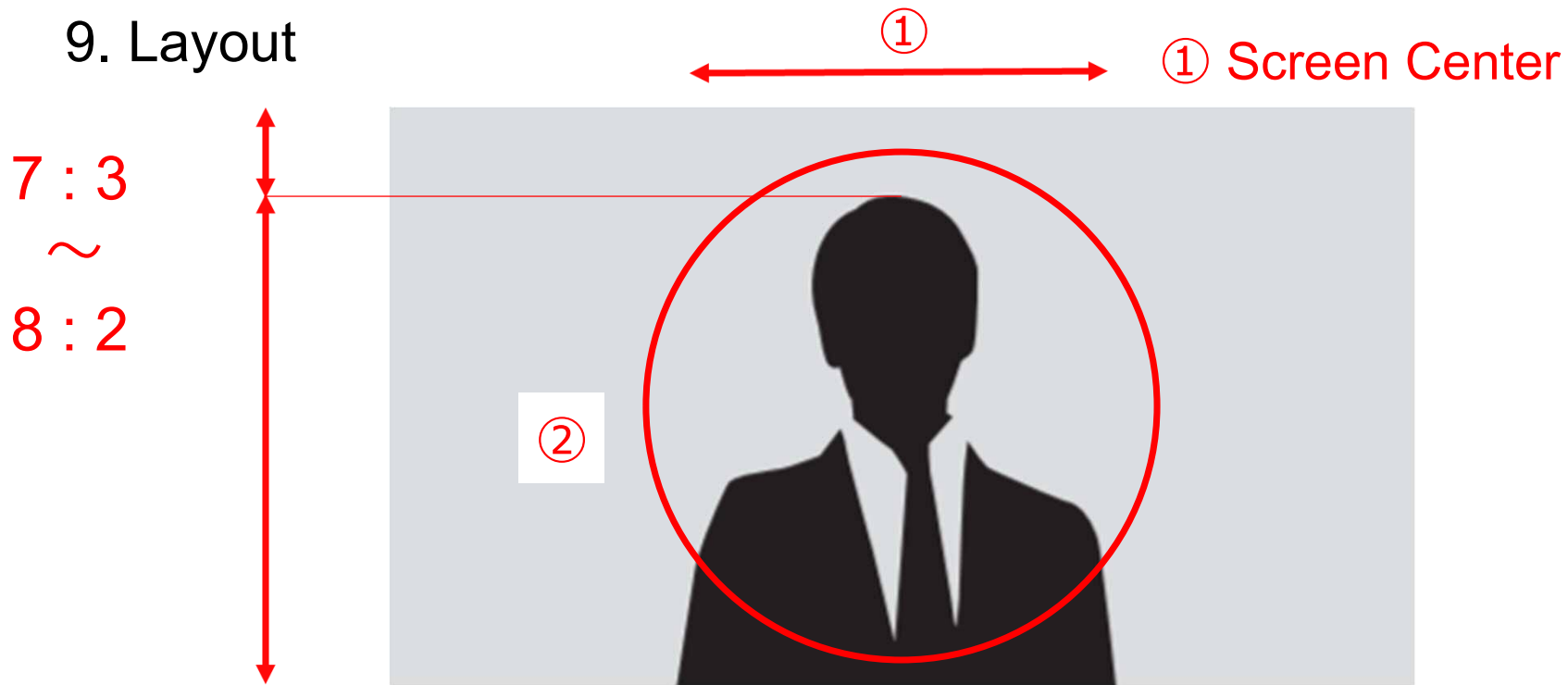Presenter
*Approx. 20-30% of screen width
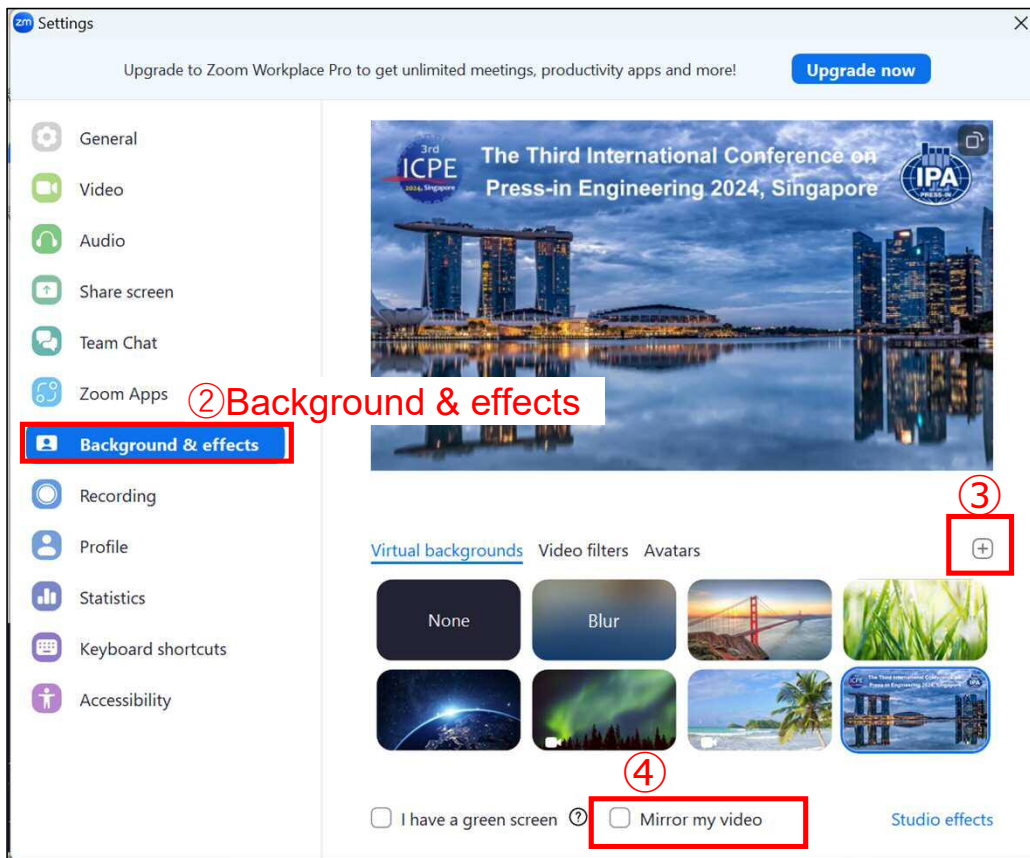
PowerPoint Slide

Video Recording Instructions

9. Layout

① Screen Center

② Showing head and upper body

7 : 3 ~ 8 : 2

Video Recording Settings

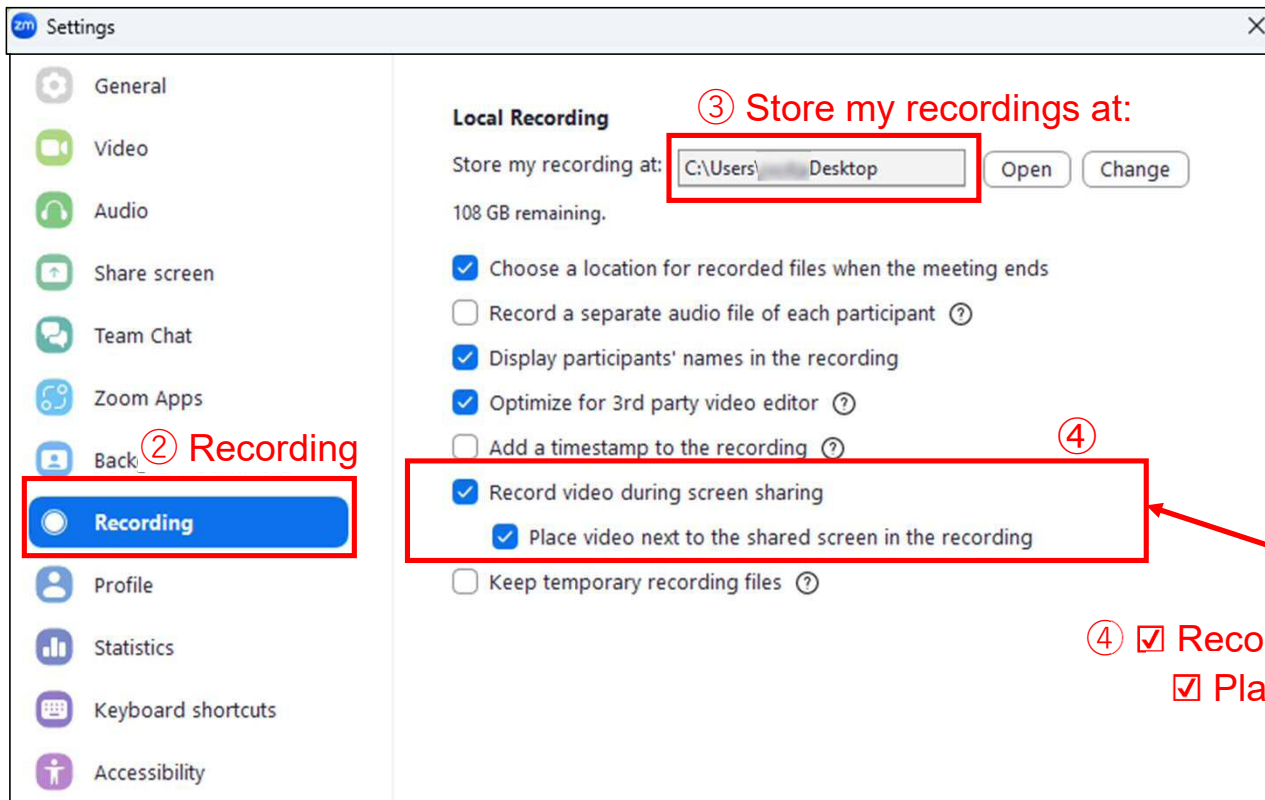1. Open the Zoom app to set up the virtual background.

➤ **Procedures :**

① Open "Settings".

② Click "Background & effects"

③ Add the image file (ICPE2024 background) provided by the IPA Secretariat.

   The image file can be downloaded from the following URL.

   URL : https://2024.icpe-ipa.org/download

④ "Mirror my video" unchecked ☐.

Video Recording Settings
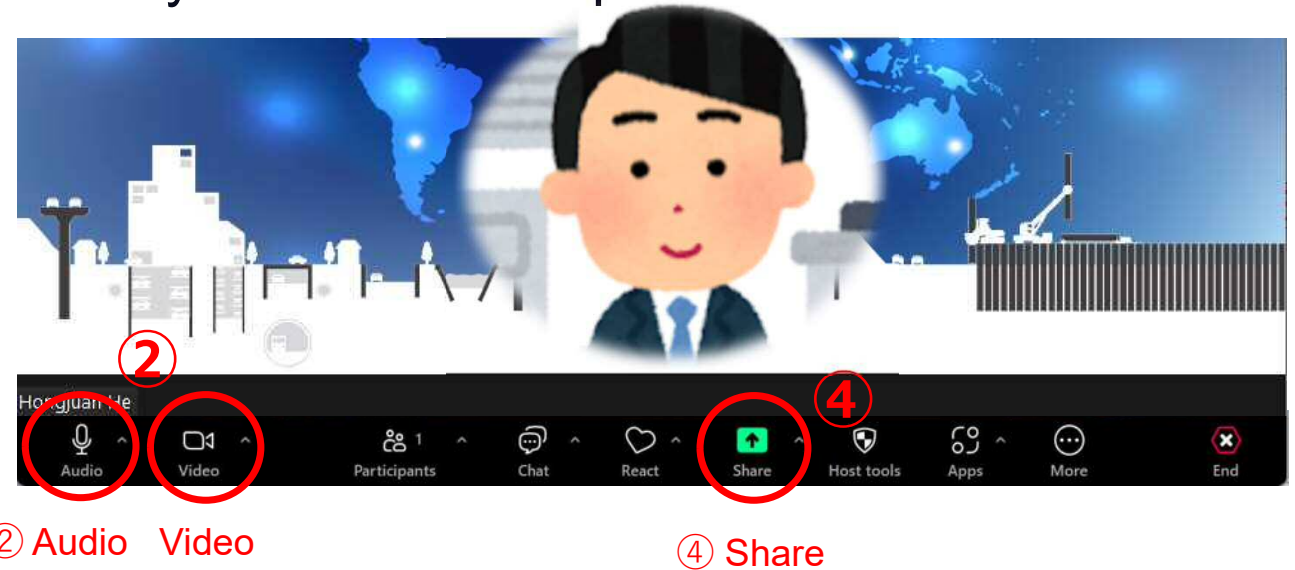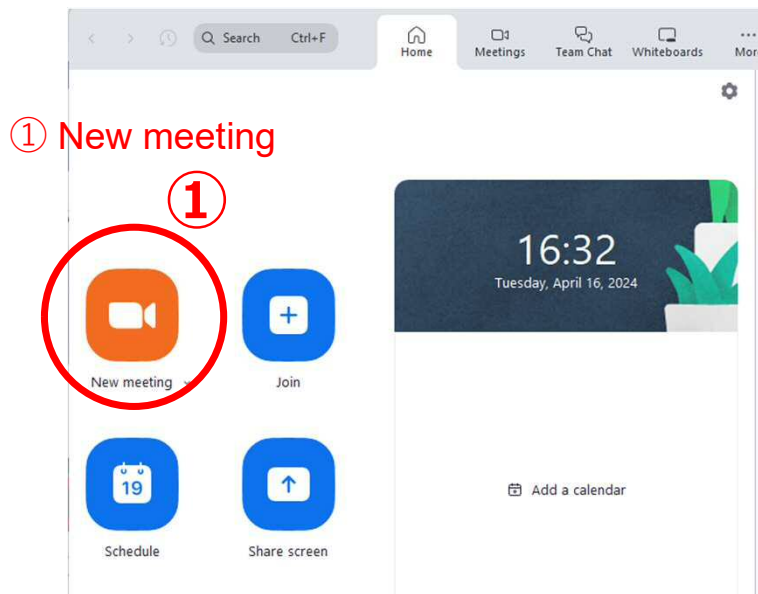
2. How to record video

> **Procedures :**

① Open "Settings".

② Click "Recording".

③ Select where to save the file.

Desktop is recommended.

④ Check the items as shown.

④ ☑ Record video during screen sharing
☑ Place video next to the shared screen in the recording

Recording Procedures

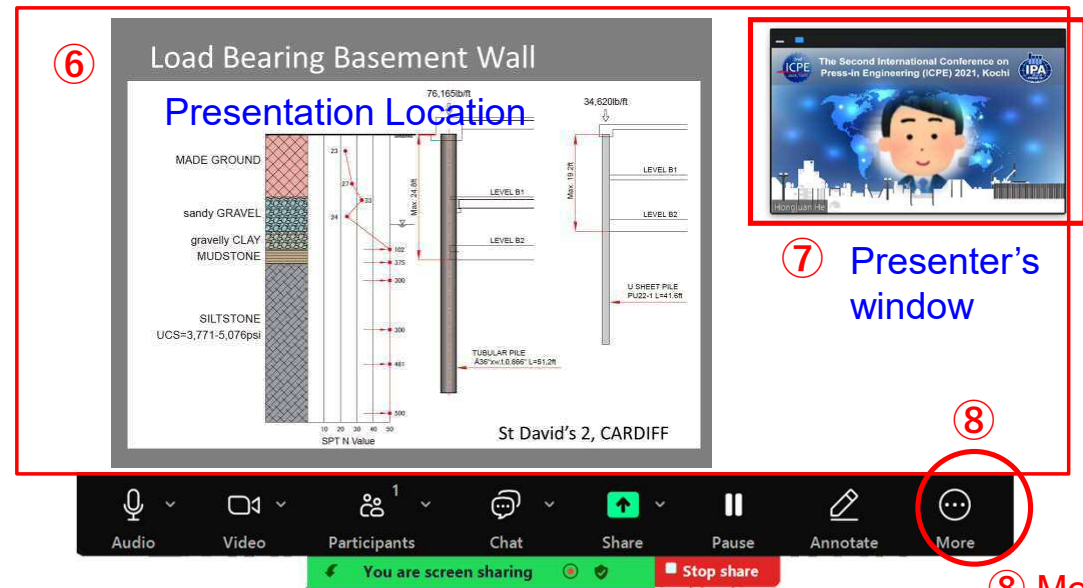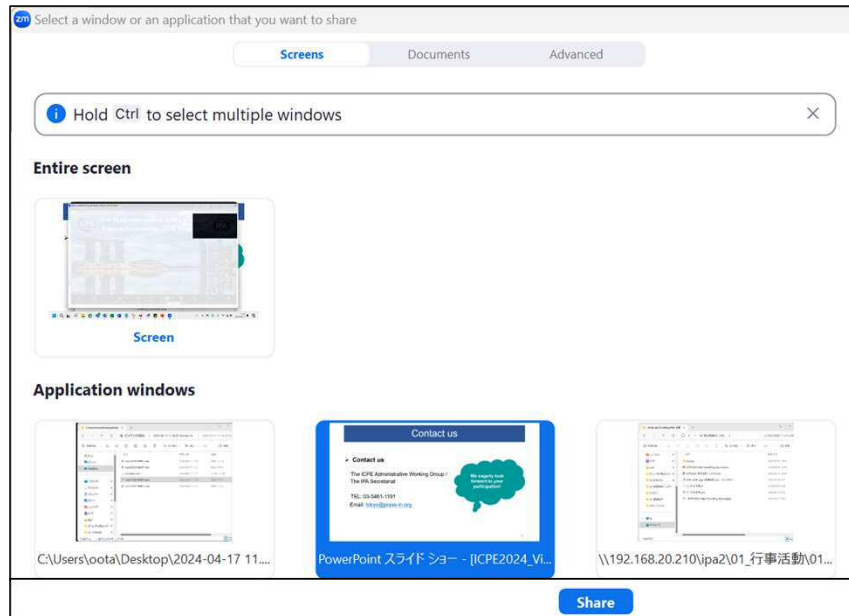1. Start the Zoom meeting and share your PowerPoint presentation.

① New meeting
①

② Audio Video

④ Share

➢ Procedures：
① Click "New meeting".
② Turn on the microphone and video.
③ Open your PowerPoint file
④ Click "Share".

12

Recording Procedures
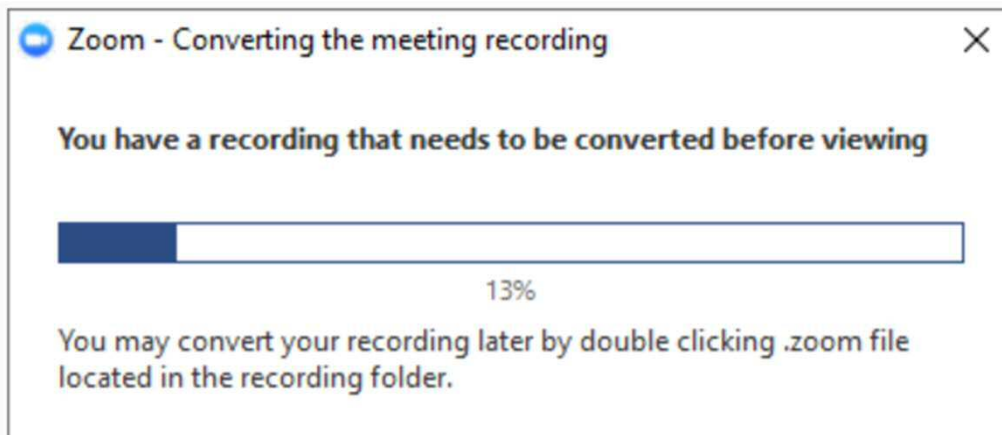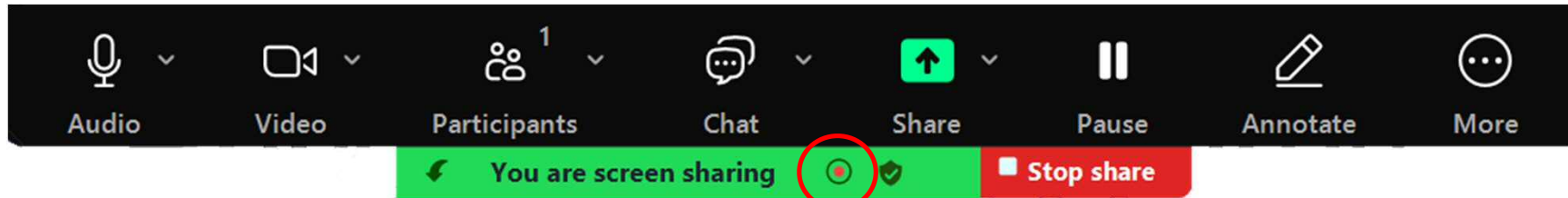
2. Share your PowerPoint Presentation and Record.

The views are split horizontally on the screen.

> Procedures：
> ⑤ Click your PowerPoint file and share it on the screen.
> ⑥ Click "From Beginning" of your PowerPoint file.
> ⑦ Adjust the window size (Approx. 20-30% of screen width) and layout on your screen. (Refer to P8-9.)
> ⑧ Click "More" then "Recording" to start recording.

13

Recording Procedures

⑨ Confirm that the recording indicator is active.

⑩ After the ZOOM meeting has ended, the recording will be converted.

⑪ Open the recording folder and confirm that the recorded file (MP4) can be played.

Contact us

➤ **Contact us**

The ICPE Administrative Working Group /
The IPA Secretariat

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We eagerly look
forward to your
participation!