

## VIDEO PRESENTATION INFORMATION

### Scenario

All presenters will present their paper through a **LIVE video presentation** via Zoom Meeting. We will allocate the time for your video presentation in the ICONETSI 2020 parallel session schedule. All presenters will be invited to the Whatsapp Group that dedicated for the conference, and the invitation to join the Whatsapp Group will be sent to your email. The link meeting ID and the password to join the Zoom Meeting will be sent by the committee to the Whatsapp Group. Please be ready in the Zoom Meeting 30 minutes before your allocated time. The 15 minutes allocated time is including presentation, question and answer session.

**Recorded video presentation** will be used to replace the live video presentation only if unintended problems happen.

If you find any problems or need further information, please contact the committee through email ([iconetsi.registration@sgu.ac.id](mailto:iconetsi.registration@sgu.ac.id)), personal Whatsapp (+62 812-8097-0202), or Whatsapp Group for further assistance.

#### **A. Instructions Live Presentation**

For your live presentation, please follow the following rules:

- 1 Presentation Template : Using Iconetsi2020 Presentation Template \*
- 2 Virtual background : Using ICONETSI2020 background as the virtual background \*
- 3 Duration : no more than 10 minutes
- 4 Name of presenter in : **Topic Code – Your Full Name** \*  
Zoom Meeting

**\*File attached**

#### **B. Instructions for PPT Slides**

The maximum number of the PPT slides page is 12 pages, and please include the following items in your PPT slides:

1. Title
2. Introduction
3. Method
4. Result & Discussion
5. Conclusion

## Video Recording

The recorded video is needed as a backup if technical problems happen during live presentation. Following are the instruction for recording your video presentation by using Zoom Application, and for submitting the recorded video to the committee.

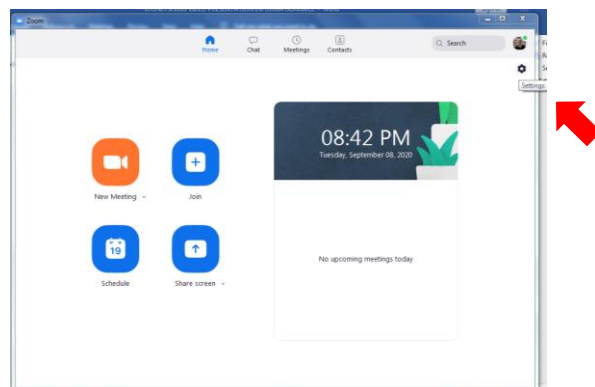
### A. Instruction for Recording the Video Presentation

For your video presentation, please follow the following rules:

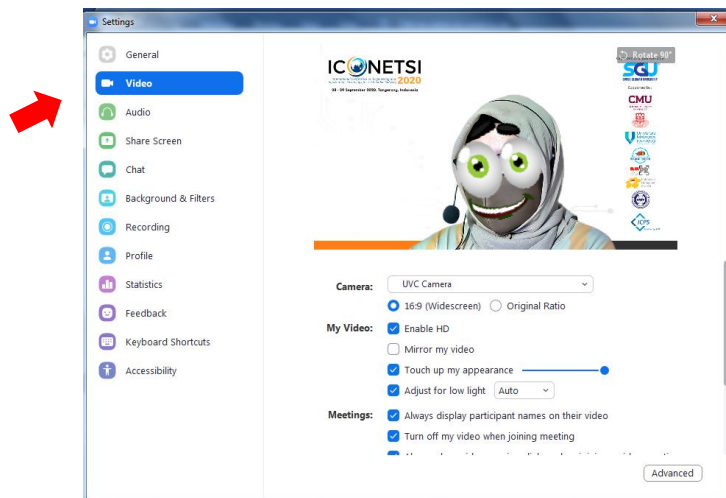
- 1 Presentation template : Using Iconetsi2020 presentation Template
- 2 Virtual background : Using ICONETSI2020 background as the virtual background
- 3 Video duration : no more than 10 minutes
- 4 Video must include : The display of the PPT (PowerPoint Slides), The face and the voice of presenter
- 5 Video format : \*.mp4
- 6 Size : No more than 40MB (recording via Zoom Application is recommended -tutorial provided-)

### B. Presentation Recording Tutorial -Using Zoom Software-

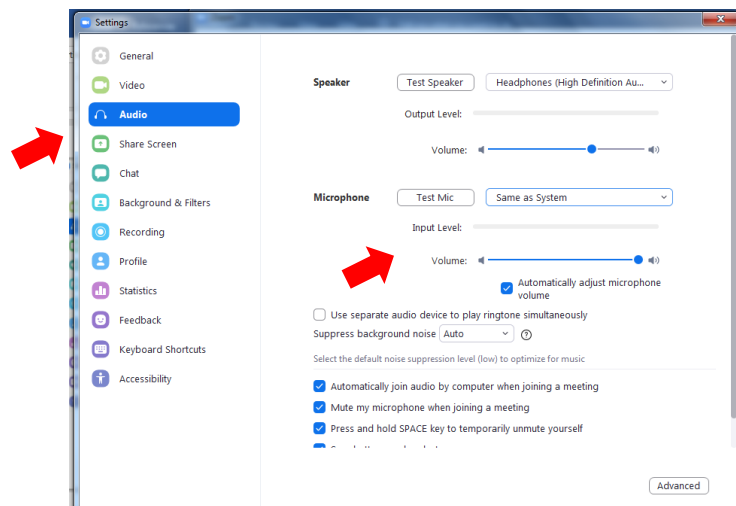
1. **Download** Zoom Client for Meetings from <https://zoom.us/download>
2. Once the download is complete, proceed with **installing the Zoom application** onto your computer
3. **Start Zoom** application
4. Click Setting (**gear icon**)



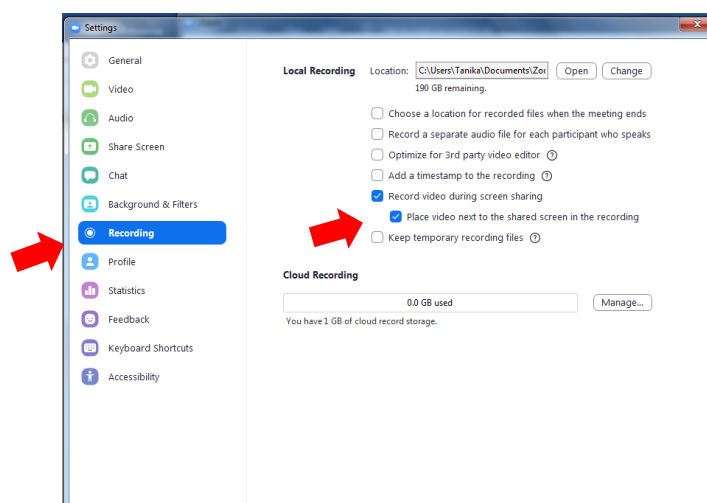
5. Click the **Video** and make sure you select your proper webcam **Camera and check if it is working**



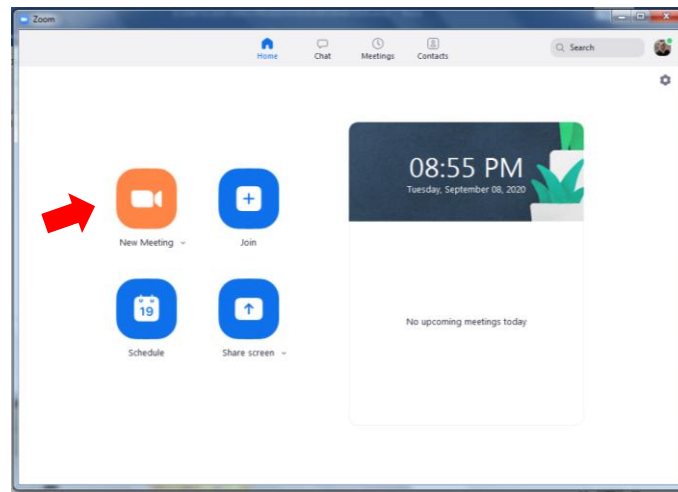
6. Click **Audio** and please ensure your Audio is working by clicking **Test Mic** (You can choose your available microphone)



7. Click **Recording** and please ensure that you **tick** (checklist) these following aspects



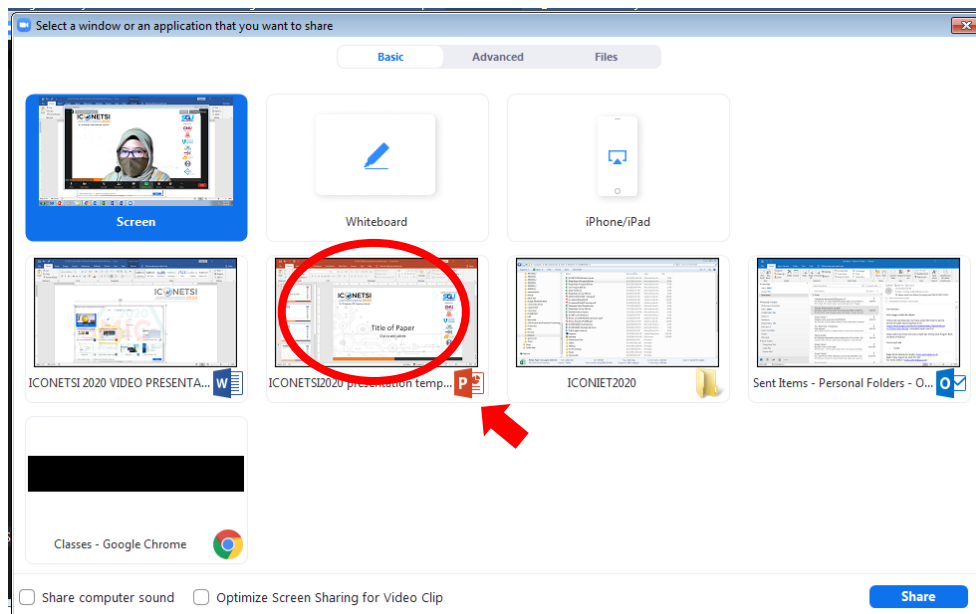
8. Click **New Meeting** (Please make sure you are connecting to the internet)



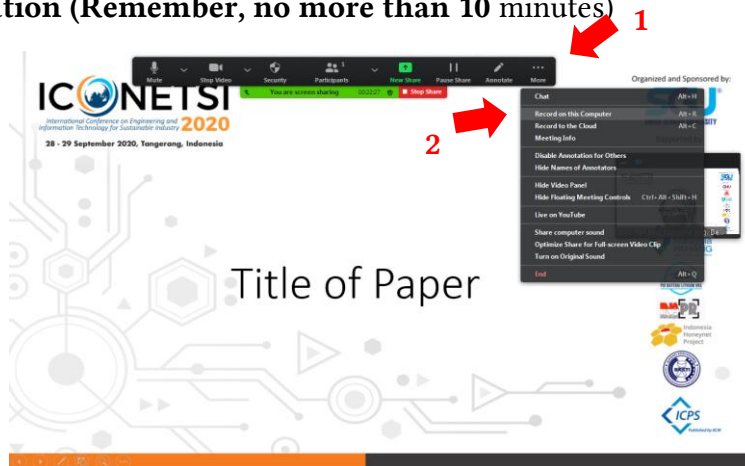
9. Before you start the recording, please ensure the Audio and Video are on. Check the Audio and Video Icon are not crossed and open your PPT Slides first.



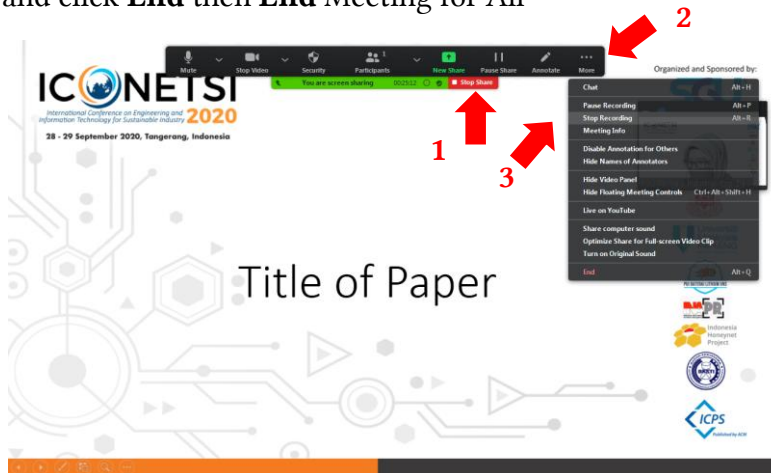
10. After you open your PPT Slides, back to Zoom and click **Share Screen** (The green one on the bottom) and select your PPT Slides as this following picture (double click)



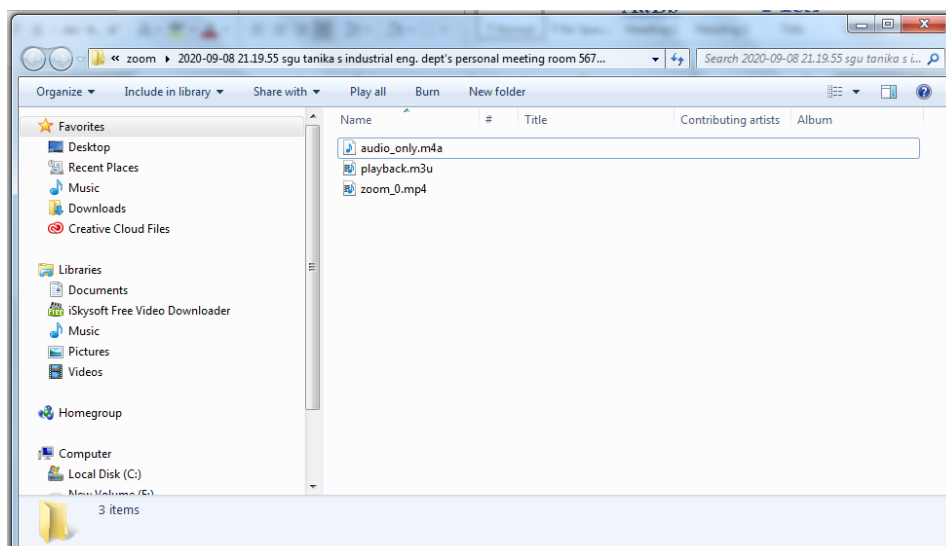
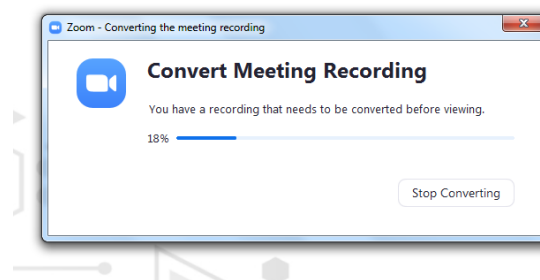
11. After that, you can Slide Show (press F5 on Windows) your PPT Slides, point your cursor up until the display appears as below, then click More then select Record on this computer and you are already being recorded, so you can start your presentation (**Remember, no more than 10 minutes**)



12. When you finish your presentation, you can click **Stop Share** (on the Top -The red one) and click **Stop Recording Icon** (you can choose to click on the top or the bottom) and click **End** then **End Meeting for All**



13. Zoom will convert your recording file to 3 types of files and then open the folder where the files are saved



14. Please ensure your video format is .mp4
15. After that, please **rename the video** with:  
PaperCode\_Your Name: Example: **Paper270\_MaharaniGalinium**

16. Upload your video to a folder in **your googledrive**, and send the link to download the video by email to **iconetsi.registration@sgu.ac.id** with subject name: Video\_PaperCode\_Your Name: Example: **Video\_Paper270\_MaharaniGalinium**
17. Deadline for sending the video is on **18 September 2020 at 23.59** (or 11.59 pm, Indonesian Time)

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***If you experience any problems with performing the recording process, please contact the ICONETSI 2020 Committee***