

In light of the Covid-19 pandemic, the overseas travelling is not recommended currently. Therefore, this meeting is scheduled to be a virtual meeting. Please pre-record your lecture and provide your file before **Oct. 31st**.

Preparation for recorded video from PowerPoint presentation:

1. You can add your voice narration and video of yourself in the presentation. Make sure your audio (microphone) and video (camera) are connected and working properly.
 2. Click Slide show/Recording slide show. If you didn't see the button of Recording slide show, take a look in the YouTube link below.
 3. When you enter the slide show, the control panel of audio (microphone) and video (camera) is located in the right lower corner. When they are on, click the record on the left upper corner to start your recording.
 4. Click the forward or backward button to change your slide. You can also use space bar to go to next slide. Click stop or press escape to stop the recording.
 5. Save the file with narration by using save as. Select the format of mp4.
- Here is a short video for the steps: <https://www.youtube.com/watch?v=Y5dgwwa5XRA>
 - Check out the Presenter's guide: 10 Tips - Looking & Sounding Great On Camera <https://player.vimeo.com/video/447101497>
 - Zoom is other recommended to record the presentation with speaker video. Please consult AMWC Asia 2021 Guidelines Zoom Recording. https://emc2.euromedicom.com/pdf/files/AMWCAsia-2021-Guidelines_Zoom-Recording.pdf

Format of recorded video:

1. Video length: no more than **8minutes** (Oral Presentation : 8 minutes for presentation and 2 minutes for discussion)
2. File format: MP4
3. Aspect Ratio: 16:9
4. Resolution: 720p or 1080p with 25fps to 30fps

Please upload the file in Google cloud or anywhere that can share with us.

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