

# iMID 2021

The 21st International Meeting on Information Display

August 25-27, 2021 / COEX, Seoul, Korea

## Presentation Guideline

**The 21st International Meeting on Information Display (IMiD 2021) will be held  
in a hybrid format** consisting of both onsite and online presentations.

**We greatly appreciate your contribution to submit papers.  
Regarding your presentation, please kindly find the [presentation guidelines](#)  
and other detailed information prepared for you in this file.**

# How to enjoy our programs

<b>Off-line</b>	On-site Presentation according to the program schedule. The presentation video will be updated on on-line platform within 2 days after presenting.
<b>On-line</b>	The pre-recorded presentation video will be uploaded to on-line platform (On-demand Video) at August 25(Wednesday), 2021.
<b>On-line (Live Streaming)</b>	The pre-recorded presentation video will be played and live-streamed according to the program schedule. After presenting, a real-time live Q&A will be held through Zoom.



## 1. The presentation (PPT) should be recorded with your face/voice using the recordable tools (PPT slide show, OBS Studio, Zoom etc.).

※ Use the PC with built-in microphone or web camera to record the presentation.

(Be sure to record with horizontal screen when you record with a mobile phone)

※ It will be okay to record the presentation with only your voice without your face.

(Please do NOT use the paid voice codec tools such as Dolby etc.)

※ Presentation Time

Presentation Type	Presentation Time	Presentation Type	Presentation Time
Tutorial Talk	approx. 50 minutes	Oral	approx. 15 minutes
Featured Invited Talk	approx. 30 minutes	Poster	approx. 5 minutes
Invited Talk	approx. 25 minutes		

※ Presentation File (PPT) Form (V REQUIREMENT)

· Presentation File Ratio : 16:9 size

· File Format : .mp4

· Screen Resolution : 720p

## 2. Presenters should upload the presentation file directly on Google Drive.

※ Submission Deadline of the Recorded Presentation Video File : July 30 (Fri.), 2021

※ The presenters have been notified the URL of Google Drive individually.

※ Presentation File Name Format : IMID 2021\_Presentation Code\_Presenter's Full Name (V REQUIREMENT)

Ex) WA1-1\_Gildong Hong

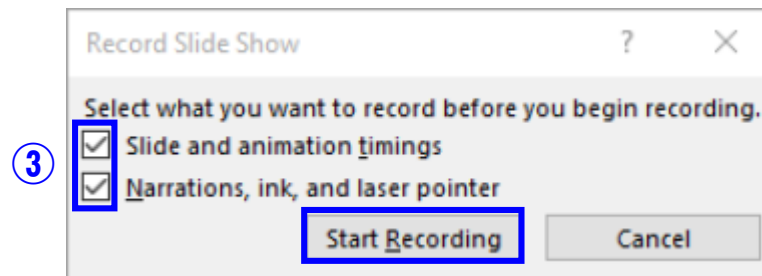
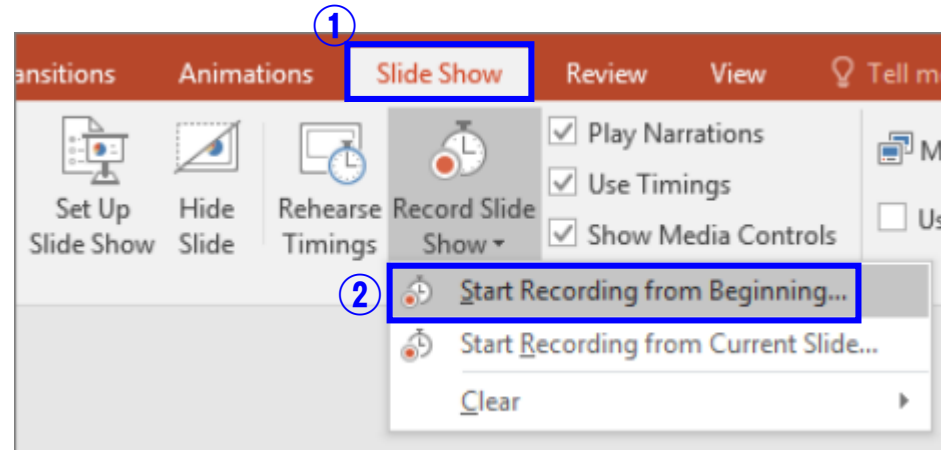
# How to record a Presentation File (Video)

- How to record a presentation file using the PPT slide show

#1. Click the [Slide Show] in the upper side after open a PPT file which you would like to record (①)

#2. Click the [Start Recording from Beginning] after click [Record Slide Show] (②)

#3. Be sure to have the recording options for the slide and animations timings, Narrations, ink, and laser painter checked. (③)



# How to record a Presentation File (Video)

## Office 365 or 2019 version [Recommended] #4. Start to record the presentation file

- ※ If you use the latest Office version, you can record the presenter's face (If you have a webcam) and use more convenient tools and interfaces.
- ※ If you click the [Record Slide Show], you can see the below window.  
Powerpoint will record what's inside the yellow box in the figure shown below and the activities made therein with a pen, laser pointer, highlighter etc.
- ※ Click the red dot in the upper left corner to begin recording and click the square button (and 'ESC') to stop the recording and save the file. It automatically records the time you spend on each slide, including any animated text or objects steps that occur, and the use of any triggers on each slide.

Record, pause, replay buttons

Notes button: The slide notes appear overlapped, but not recorded.  
Convenient to record while watching the script.

Settings  
Click here to choose a particular webcam or a microphone.

Recording area

# Creating a lecture video showing yourself and slides with MS Powerpoint

Available with Office 365 and Office 2019.

What you will need additionally:

- (1) webcam (if you want to show yourself in addition to slides)
- (2) microphone (this may be optional if you have a webcam and use its built-in mic.)

블라이트 1/1  
0:00 / 0:00 Time

Eraser, pen, highlight pen, and pen color selection buttons

# How to record a Presentation File (Video)

**If you use Office 2016:**

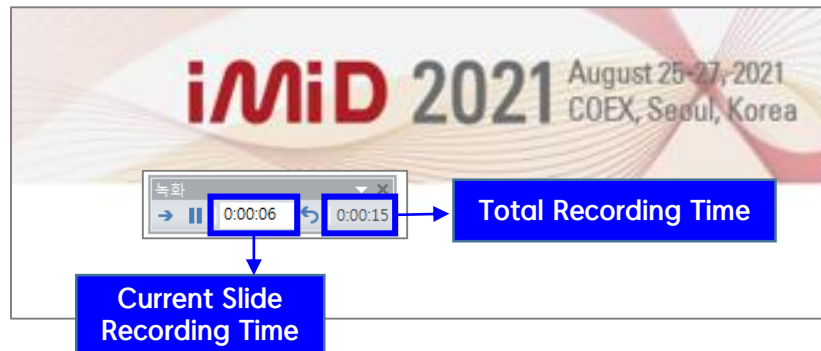
☞ If you use the Office 365 or Office 2019 version, please move to the next page.

## #4. Check the recording time at the top and start recording the presentation

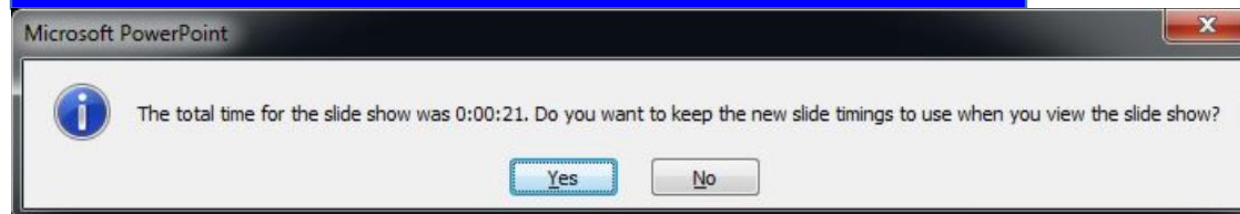
※ If you click Pause button, you can record from the beginning.

※ Audio is not recorded at the moment the slide is over, so do not comment at this timing

※ After recording, click the [ESC] button and save it.



After recording, the pop-up that appears when you click the [ESC] button



# How to record a Presentation File (Video). MP4 format

#5. After ending your recording file, please click the [File] > [Export] (①)

#6. Click the [Create a Video] to save it (②, ③, ④)

※ [Screen Resolution : 720p](#)

The screenshot shows the PowerPoint 'Export' menu. The 'Export' option in the left-hand ribbon is highlighted with a blue box and labeled with a circled '1'. The 'Create a Video' option in the 'Export' list is highlighted with a blue box and labeled with a circled '2'. The 'Create a Video' settings panel is shown with a blue box around the 'Computer & HD Displays' dropdown (labeled with a circled '3') and the 'Create Video' button (labeled with a circled '4'). A blue arrow points from the 'Create Video' button to a video player window titled 'Recording Video'. The video player shows a presentation slide for 'iMiD 2021' with the text 'The 21st International Meeting on Information Display August 25-27, 2021 / COEX, Seoul, Korea' and 'Presentation Guideline'.



- Extra Tools

## #1. Using the 'Zoom' :

Play the 'Zoom' app. – Start the “My Personal Meeting” – Choose “Use the computer audio” – Screen-share the PPT presentation file – Start Recording (ALT+R) – Stop recording – Close the meeting – Automatically create the MP4 file

- ※ If you can't hear your video or sound, check if the source of the webcam, etc. is properly selected.
- ※ We recommend the earphones when you recording to prevent unwanted echo or howling.
- ※ If it is not possible to record from the beginning to the end, it may be necessary to collect several videos later and edit them separately in a video editing program.

## #2. Using screen-recording programs :

Recording the presentation file and presenter's face using OBS Studio (Free program), Camtasia (Paid program), etc.

- ※ The above programs support multi-source recording so that ppt screen, webcam, and microphone inputs simultaneously are recorded in sync.
- ※ They can be edited later as individual objects in the video editing program.
- ※ It is recommended only for experienced users.

1. The authors of papers accepted for oral (Off-line) presentation are asked to bring Power Point (or PDF) slides and present their research in a podium presentation.

※ Oral (Off-line) Presenters do not need to submit the pre-recorded video file and presentation PPT file in advance.

※ On-site Presentation according to the program schedule. It will be recorded on-site and the recorded presentation video will be updated on on-line platform within 2 days after presenting.

※ Presentation Time

Presentation Type	Presentation Time	Presentation Type	Presentation Time
Invited Talk	approx. 25 minutes	Oral	approx. 15 minutes

※ We will prepare a computer for presentation, and authors are encouraged to use the conference computer for presentation, to avoid wasting time switching between personal laptops.

(It is not recommended to bring your own laptop computer (especially MacBook) unless your presentation requires any special software and/or hardware)

※ To avoid software compatibility problems (MS Power Point), speakers are advised to save their Power Point presentation on a USB memory stick. AND bring a backup version of their presentation.

※ Files should be uploaded to the local PCs in the session room during the breaks between the sessions.

2. Speakers should arrive in the session room **15 minutes BEFORE** the start of their sessions to report to the session chair.

## [Visual Equipment]

Each session room is equipped with following equipments.

- Laptop computer (Windows 7, MS-office Power Point 2010, Adobe Acrobat Reader, CD&DVD drive, USB port)
- Smart Pointer and mouse
- Beam projector (RGB & HDMI Port)
- Screen resolution (1920\*1080-HD)
- Presentation File Ratio : 16:9 size

## 1. Following the presentation file format guideline, presenters should make a self-explanatory presentation file **with voice**.

### ※ Presentation File (PPT) Form **(V REQUIREMENT)**

- 16:9 PPT slides (regular size; not a poster size)
- Page : within 6 pages
- **File format: .MP4 or .MOV**
- Presentation Time : approx. 5 minutes

※ You have to use the IMID 2021 PPT template that includes watermark to prevent the unauthorized use.

## 2. Presenters should upload the presentation files directly on Google Drive.

※ **Submission Deadline of the Recorded Presentation Video File : July 30 (Fri.), 2021**

※ The presenters have been notified the URL of Google Drive individually.

※ **Presentation File Name Format : IMID 2021\_Presentation Code\_Presenter's Full Name (V REQUIREMENT)**

Ex) WA1-1\_Gildong Hong

## 3. Presenters and participants will be able to write/read comments through the online Q&A board provided for each presentation.

**If you have any questions, please feel free to contact  
the IMID 2021 secretariat ([imid@k-ids.or.kr](mailto:imid@k-ids.or.kr))**

**Thank you.**