



# iMiD 2022

The 22nd International Meeting on Information Display  
August 23-26, 2022 / BEXCO, BUSAN, KOREA

## Presentation Guideline



The 22nd International Meeting on Information Display (IMID 2022) 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.

|                                    |   |
|------------------------------------|---|
| <b>Offline</b>                     | All the domestic presenters should give a presentation offline.<br>Offline Presentation will be proceeded according to the program schedule.<br>The presentation video will be updated on online platform one week after the end of the conference. |
| <b>Online<br/>(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.   |
| <b>Online</b>                      | The pre-recorded presentation video will be uploaded to online platform (On-demand Video) at August 23 (Tue.), 2022.  |

| Presentation Type     | Domestic Speaker   | Overseas Speaker   |
|-----------------------|--|--|
| <b>Invited / Oral</b> | [Mandatory] Offline Presentation                                     | [Option 1] Offline Presentation<br>[Option 2] Online Presentation (Live-streaming via Zoom + Pre-recorded Video)<br>[Option 3] Online Presentation (Pre-recorder Video Only) |
| <b>Poster</b>         | [Mandatory] Online Presentation (PDF file)<br>+ Offline Presentation | [Option 1] Online Presentation Only (PDF file)<br>[Option 2] Online Presentation (PDF file) + Offline Presentation   |

- ※ The presenter should proceed with the presentation method selected when you submit the paper via the online system.
- ※ Options can be changed by July 31, 2022 and should email to the IMID 2022 secretariat ([imid@k-ids.or.kr](mailto:imid@k-ids.or.kr)) with your paper number.
- ※ If you would like to change to an online presentation, all presentation materials must be submitted by July 31, 2022.



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## **Oral Presentation**



1. The authors of papers accepted for oral (Offline) presentation are asked to bring Power Point (or PDF) slides and present their research in a podium presentation.
  - ※ Oral (Offline) Presenters do not need to submit the pre-recorded video file and presentation PPT file in advance.  
All the domestic presenters should give a presentation offline.
  - ※ Offline Presentation will be proceeded according to the program schedule. The presentation video will be updated on the online platform one week after the end of the conference.

※ Presentation Time

| Presentation Type        | Presentation Time     | Presentation Type | Presentation Time     |
|--------------------------|-----------------------|-------------------|-----------------------|
| Tutorial / Workshop Talk | 50 min. including Q&A | Invited Talk      | 25 min. including Q&A |
| Featured Invited Talk    | 30 min. including Q&A | Oral Talk         | 15 min. including Q&A |

- ※ 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.

## 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 / Workshop Talk | 50 min. including Q&A | Invited Talk      | 25 min. including Q&A |
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※ 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 via Google form.

※ Submission Deadline of the Recorded Presentation Video File : July 31 (Sun.), 2022

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

(Google Form : <https://forms.gle/VJ4X2Psexp2PJATbA>)

※ Presentation File Name Format : IMID 2022\_Presentation Code\_Presenter's Full Name (V REQUIREMENT)

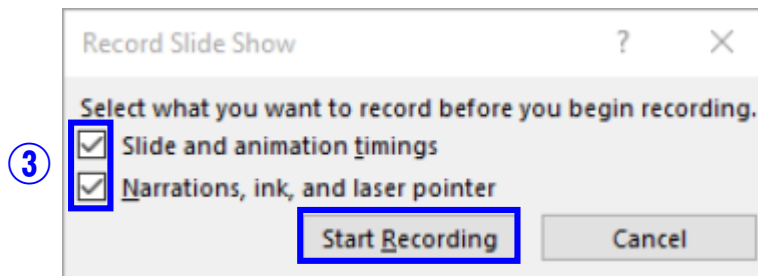
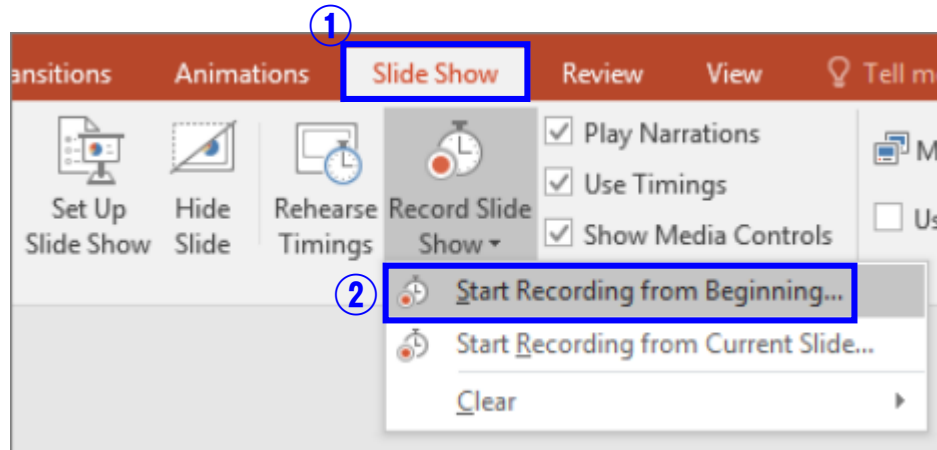
Ex) A01-1\_Gildong Hong

- 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**

**Time**  
0:00 / 0:00

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

**Slide Content:**

# 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.)

※ If you want to use the laser pointer function, right-click on the slide screen and select 'Laser Pointer'.  
You can be assured that this selection process that appears on the screen will not be recorded.

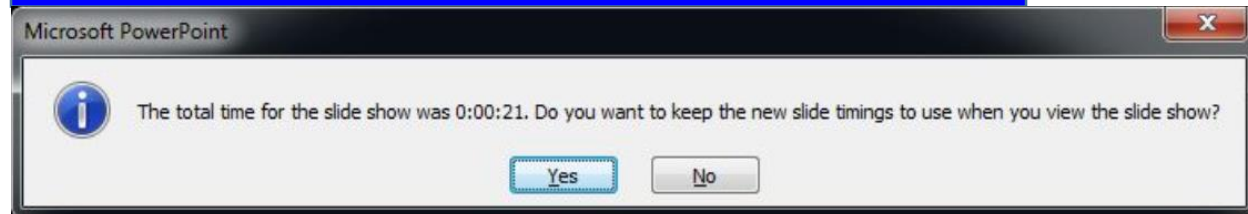
**If you use Office 2016 :**    If you use the Office 365 or Office 2019 version, please move to the next page.

## #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



#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'. Within the 'Export' menu, the 'Create a Video' option is highlighted with a blue box and labeled with a circled '2'. To the right, the 'Create a Video' settings panel is shown. The 'Create a Video' option in this panel is highlighted with a blue box and labeled with a circled '4'. The settings for 'Create a Video' are displayed, including 'Computer & HD Displays' (labeled with a circled '3'), 'Use Recorded Timings and Narrations', and 'Seconds spent on each slide' set to 05.00. A blue arrow points from the 'Create a Video' option in the settings panel to a video player. The video player shows a recording of the 'iMiD 2022' presentation slide, which includes the text 'The 22nd International Meeting on International Display' and 'August 23-26, 2022 / BEXCO, BUSAN, KOREA'. The video player has a blue 'Recording Video' label above it.

## ● 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.



# **iMiD** 2022

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## **Poster Presentation**



1. All of the poster presenters should submit the Poster file for the online platform.

※ Poster File (PDF) (V REQUIREMENT)

• Poster Size : A0 size

2. Presenters should upload the poster file directly via Google form.

※ Submission Deadline of the Poster File (ONLY upload a Poster file): July 31 (Sun.), 2022

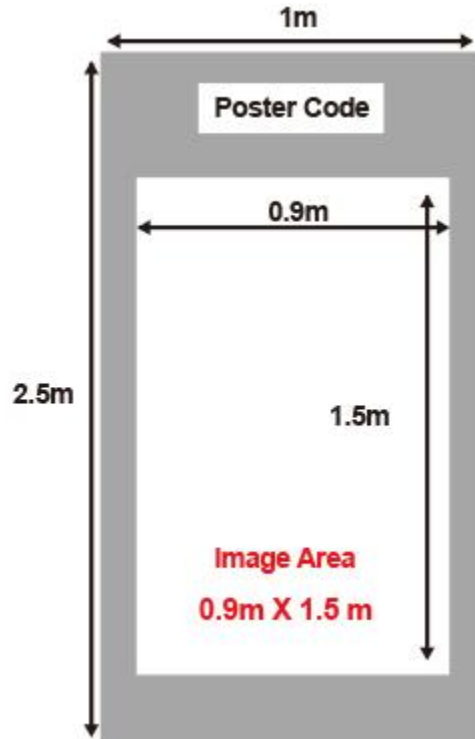
※ The presenters have been notified the URL of Google form individually.

(Google Form : <https://forms.gle/VJ4X2Psexp2PJATbA>)

※ Presentation File Name Format : IMID 2022\_Presentation Code\_Presenter's Full Name (V REQUIREMENT)

Ex) A01-1\_Gildong Hong

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



- **Date & Time :**

- Poster Session 1 : Aug. 24 (Wed.), 2022 / 13:20 ~ 14:50
- Poster Session 2 : Aug. 25 (Thu.), 2022 / 14:00 ~ 15:30
- Poster Session 3 : Aug. 26 (Fri.), 2022 / 14:00 ~ 15:30

- **Location :** 2A Hall, Exhibition Center I , BEXCO, Busan, Korea

- **Poster Panel Size :** 1.0m in width and 2.5m in height.

- **General Instructions**

- The poster board is self-standing.
- Each paper's code will be shown on the board.
- Scotch tape will be provided for your use.
- Use of double-sided tape is prohibited.
- All presenters are required to preside at their poster panel during the session time (Poster presentation 1, 2, and 3).
- During the session for anticipated discussion with participants.
- Poster authors are responsible for creating, preparing, and transporting posters to the conference.
- Each poster should indicate the paper title, authors, affiliation, and paper number and must fit within a 0.9m x 1.5m space.

**If you have any questions, please feel free to contact  
the IMID 2022 secretariat ([imid@k-ids.or.kr](mailto:imid@k-ids.or.kr))**

**Thank you.**