

IWAIT/IFMIA 2023 Online Presentation

Guide to produce and upload Zoom video clip

Summary of Important Guidelines

Record using Zoom application
(Recommended)

Maximum recording time:
-12 minutes for IWAIT oral-online session
-3 minutes for IWAIT poster-online session
-8 minutes for IFMIA oral-online session

Record on Zoom with your face
(Recommended)

Recorded video clip must be uploaded

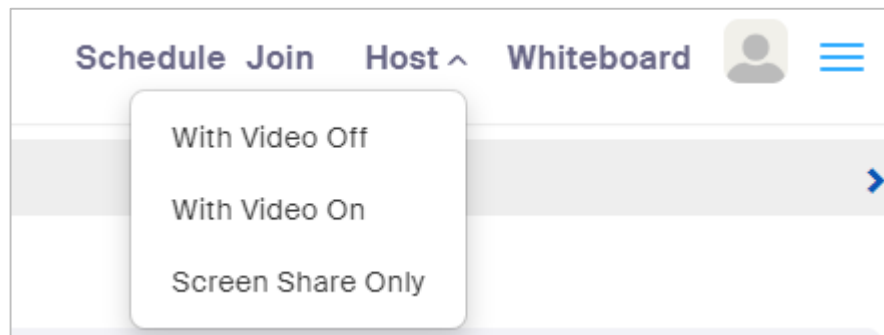
1. How to join Zoom meeting

- Connect to <http://zoom.us>
- Proceed the sign-up process

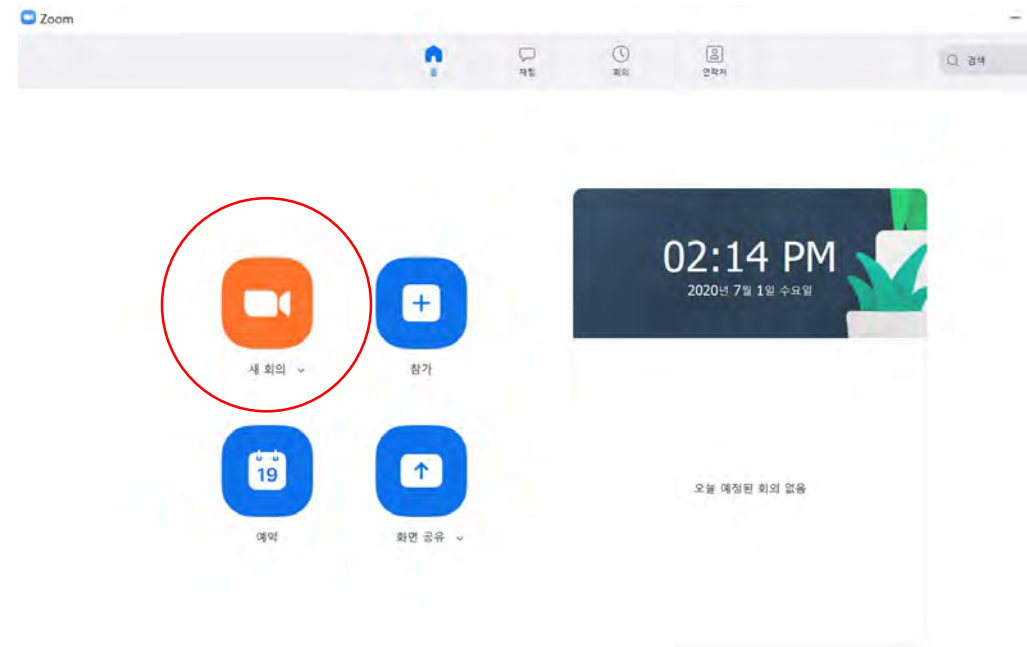
2. How to start with Zoom

1. Using web-browser software

- Log In >
- My Account >
- Host (With Video On)

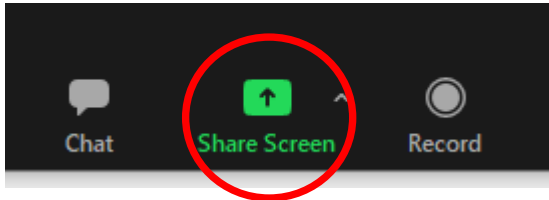


2. Using Zoom

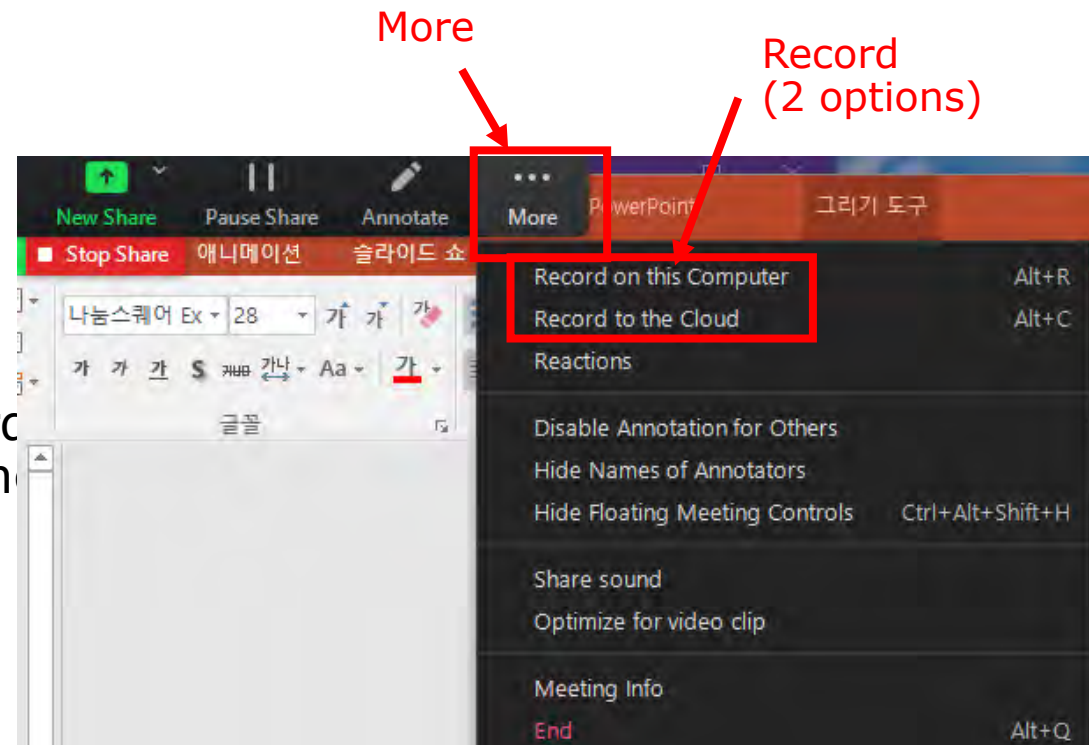


3. Screen-sharing and recording

- Activate the screen-sharing function

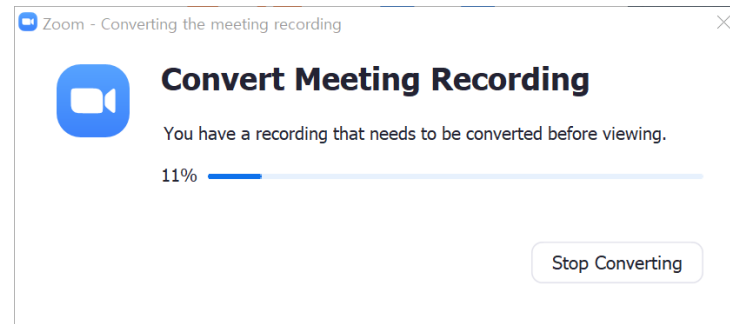


- Select your presentation material
- Start slide-show in full screen
- Start recording
 - Click on "More" button on the menu bar
 - Choose "Record on this Computer" for local recording
 - Choose "Record to the Cloud" for remote recording



4. Convert recording to a video clip file

- Convert to “.mp4” video clip file
(automatically converted after recording)



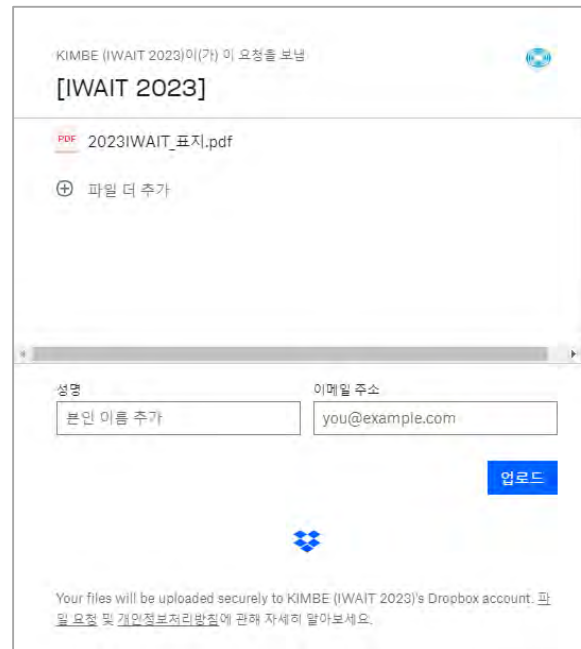
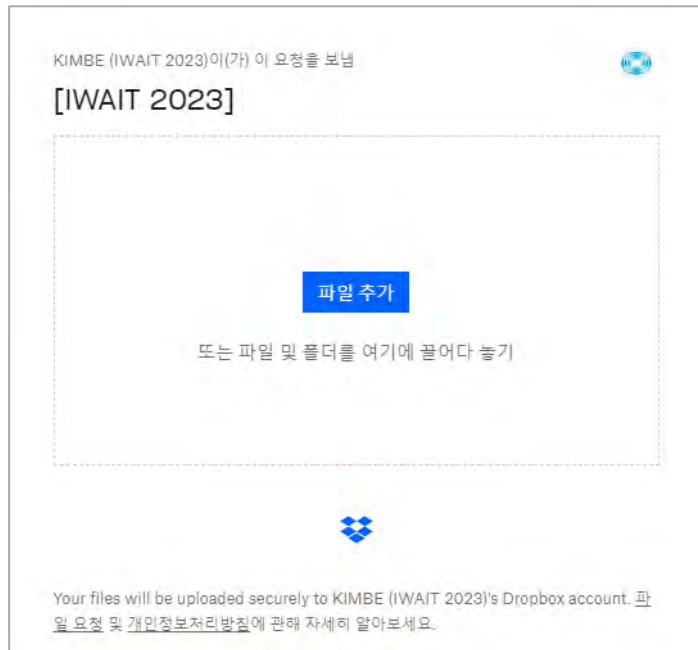
- Confirm the converted video clip file on your computer or download from Zoom cloud link.
- Revise the file name to “**IWAIT-Paper number-Session name.mp4**” format.
(e.g., IWAIT-P057-Session 2B.mp4, IFMIA-P032-IFMIA Oral V.mp4)
- Upload deadline: **by Dec. 22, 2022**

5. File upload link (Using Dropbox)

- IWAIT 2023 file upload link
: <https://www.dropbox.com/request/KZHNZQ2GgRL7UFZUYjQf>
- IFMIA 2023 file upload link
: <https://www.dropbox.com/request/QA3AZjUj7aOXOzXcoApb>
- Remarks: You can upload with no sign-up or log-in process.

6. How to upload video clip file

- Drag and drop video clip file into the box
- Fill in your full-name and e-mail address into the blanks and press the upload button underneath.



6. How to re-upload video clip file

- For the case of file re-upload for any corrected or revised video clip
 - Even if the new file name is the same with the old one, the old file is not replaced or removed and the old file name is still existing.
 - e.g., For the same file name of 1st and 2nd upload: IWAIT-P057-Session 2B.mp4
 - > Final file name for the 1st upload: IWAIT-P057-Session 2B.mp4
 - > Final file name for the 2nd upload: IWAIT-P057-Session 2B(1).mp4
- Remarks : The most recently uploaded file is considered as the final submission, and old versions could be deleted without prior notice due to storage limitation.