

**ON/OFF-LINE HYBRID EVENT**

THE 22<sup>nd</sup> INTERNATIONAL UNION OF  
**MATERIALS RESEARCH SOCIETIES –**  
INTERNATIONAL CONFERENCE IN ASIA  
**IUMRS-ICA 2021**

October 3-8, 2021

International Convention Center Jeju, Jeju Island, Korea

**Presentation Guideline**

ON/OFF-LINE HYBRID EVENT

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The 22<sup>nd</sup> International Union of Materials Research Societies-  
International Conference in Asia (IUMRS-ICA 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.

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

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

※ Presentation Time

Presentation Type	Presentation Time	Presentation Type	Presentation Time
Keynote Talk	30 minutes	Oral	15 minutes
Invited Talk	25 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. 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
Keynote Talk	approx. 30 minutes	Oral	approx. 15 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 : September 17 (Fri.), 2021**

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

※ **Presentation File Name Format : ICA2021\_Presentation Code\_Presenter's Full Name (V REQUIREMENT)**

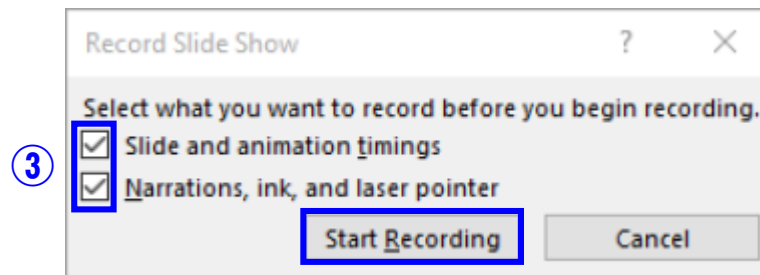
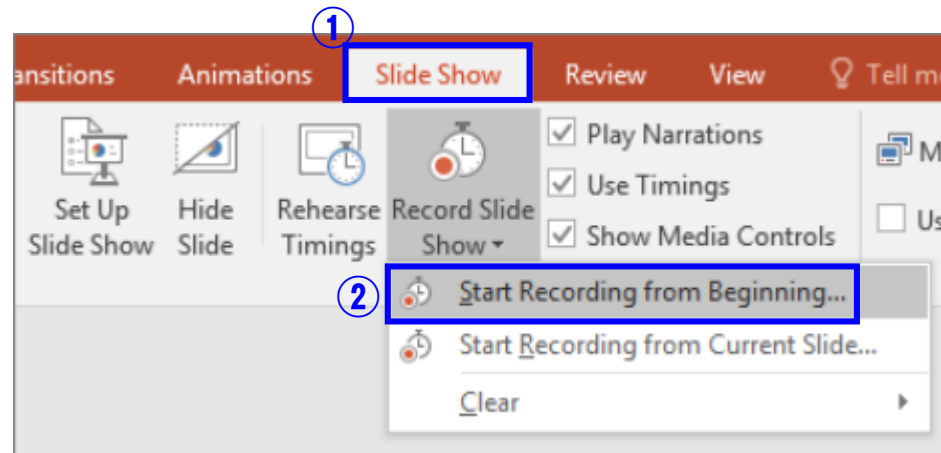
Ex) Presentation file: ICA2021\_WeA1-1\_Gildong Hong.mp4

- 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 pointer checked. (③)



Cont'd >>>

Office 365 or 2019 version [Recommended]

## #4. Start to record the presentation file

The screenshot shows the PowerPoint recording interface. At the top left, there are buttons for '녹음/녹화' (Record), '중지' (Stop), and '재생' (Play). A red dot is on the Record button. A yellow dashed circle highlights these buttons with the text 'Record, pause, replay buttons'. In the top center, there is a '메모' (Notes) button. A yellow dashed circle highlights it with the text 'Notes button: The slide notes appear overlapped, but not recorded. Convenient to record while watching the script.'. At the top right, there is a '설정' (Settings) button. A yellow dashed circle highlights it with the text 'Settings' and 'Click here to choose a particular webcam or a microphone.'. The main slide content is enclosed in a yellow border, labeled 'Recording area' on the right. The slide title is 'Creating a lecture video showing yourself and slides with MS Powerpoint'. Below the title, it says 'Available with Office 365 and Office 2019.' and '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.)'. A small video window in the bottom right shows a person with a smiley face icon. At the bottom, there is a 'Time' display showing '0:00 / 0:00' and a toolbar with 'Eraser, pen, highlight pen, and pen color selection buttons'.

※ 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.

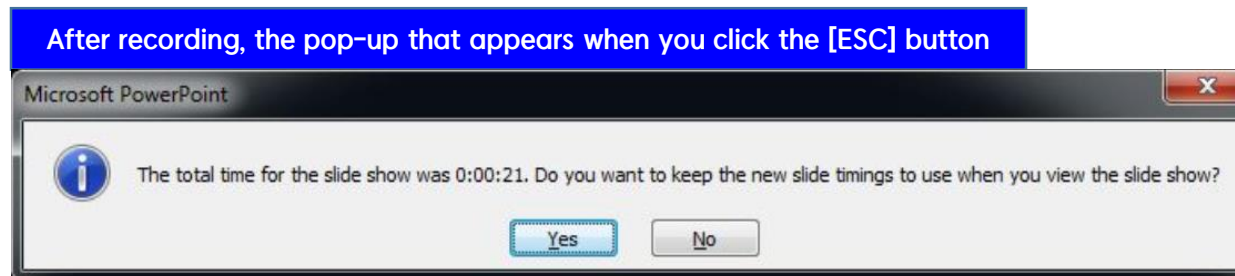
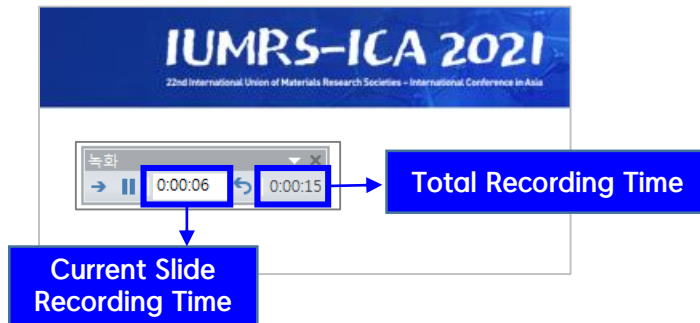
※ If you click the [Record Slide Show], you can see the below window. Powerpoint will record what's inside the yellow box in the figure shown below and the activities made therein with a pen, laser pointer, highlighter etc.

※ 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.

**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.



#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 image shows a PowerPoint 'Export' menu with several options. A red box highlights the 'Export' option in the left-hand navigation pane, labeled with a circled '1'. In the main 'Export' pane, the 'Create a Video' option is highlighted with a blue box and labeled with a circled '2'. Below it, the 'Create a Video' settings are shown, with a blue box around the 'Computer & HD Displays' dropdown menu, labeled with a circled '3'. At the bottom of the settings, the 'Create Video' button is highlighted with a blue box and labeled with a circled '4'. A large blue arrow points from the 'Create Video' button to a video recording preview window. The preview window has a blue header 'Recording Video' and shows a presentation slide with the following text: 'ON/OFF-LINE HYBRID EVENT', 'THE 22<sup>nd</sup> INTERNATIONAL UNION OF MATERIALS RESEARCH SOCIETIES - INTERNATIONAL CONFERENCE IN ASIA', 'IUMRS-ICA 2021', 'October 3-8, 2021', 'International Convention Center Jeju, Jeju Island, Korea', and a grey box at the bottom containing the text '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. Following the presentation file format guideline, presenters should make a self-explanatory presentation file with an Audio File.

※ Presentation File (PPT) Form (V REQUIREMENT): PPT file SHOULD be submitted to PDF file.

- A3 (297mm\*420mm)

※ Audio File for Poster (V REQUIREMENT)

- Presentation Time : Less than 5 minutes
- File Format: MP3

※ You have to use the IUMRS-ICA 2021 PPT template that includes watermark to prevent the unauthorized use.

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

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

※ Presentation File Name Format : ICA2021\_Presentation Code\_Presenter's Full Name (V REQUIREMENT)

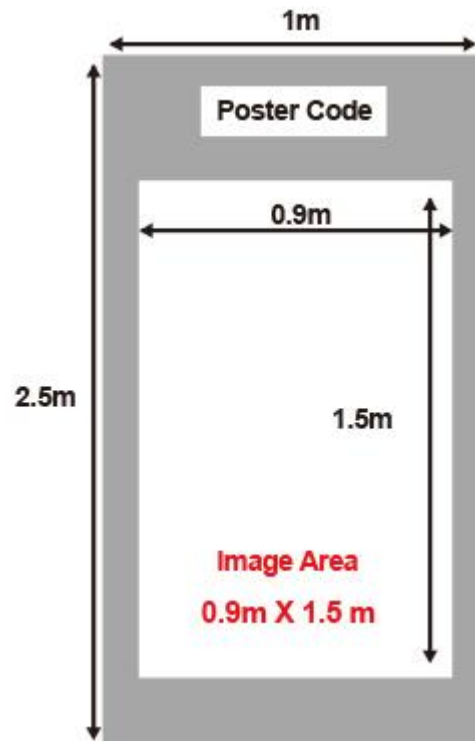
Ex) Presentation file: ICA2021\_WeA1-1\_Gildong Hong.pdf

Ex) Audio file: ICA2021\_WeA1-1\_Gildong Hong.mp3

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

Authors of accepted poster paper who applied for on-site presentation are asked to prepare their posters in advance, display them on the designated panels during the put-up time, and be available for discussions through the entire duration of the session. Detailed time schedule of poster session will be announced soon.

\*\* Please be noted that the venue does not provide printing facility for posters.



- Location: Exhibition Hall (3F Lobby)
- Poster Panel Size: 1 m in width and 2.5 m in height.
- The poster board is self-standing.
- Each paper's code will be shown on the board.
- Tapes and scissors will be provided for your use.
- Each poster should indicate the paper title, authors, and affiliation and must fit within a 0.9 m x 1.5 m space.
- Please ensure to take your posters down during the take-down time.
- The posters remaining unattended after the session will be discarded.

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If you have any questions, please feel free to contact  
the IUMRS-ICA 2021 secretariat ([secretariat@iumrs-ica2021.org](mailto:secretariat@iumrs-ica2021.org))

Thank you.