

GLASS MEETING 2020

The 61st Conference on Glass and Photonics Materials, International

The 12th International Conference on Advances in Fusion and Processing of Glass (AFPG2020)

The 16th Symposium of Glass Industry Conference of Japan (GIC)

The 2nd Workshop on Nuclear Waste Glasses and Related Materials

Student and Young Researcher Forum on Glass Research

December 7-10, and 16-18, 2020

On Web



Speaker Guide

“How do I record and upload my presentation ?”



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Overview

What is necessary for preparing your pre-recording presentation file?

→Zoom app (**Only recording function** is necessary. You do not need to have a meeting as a host.)

Procedure

STEP 1 Download the Zoom app

STEP 2 Create a Zoom Basic (Free) account

STEP 3 Confirm Settings

STEP 4 Record your presentation and make a MP4 file

STEP 5 Upload your presentation file

STEP 1

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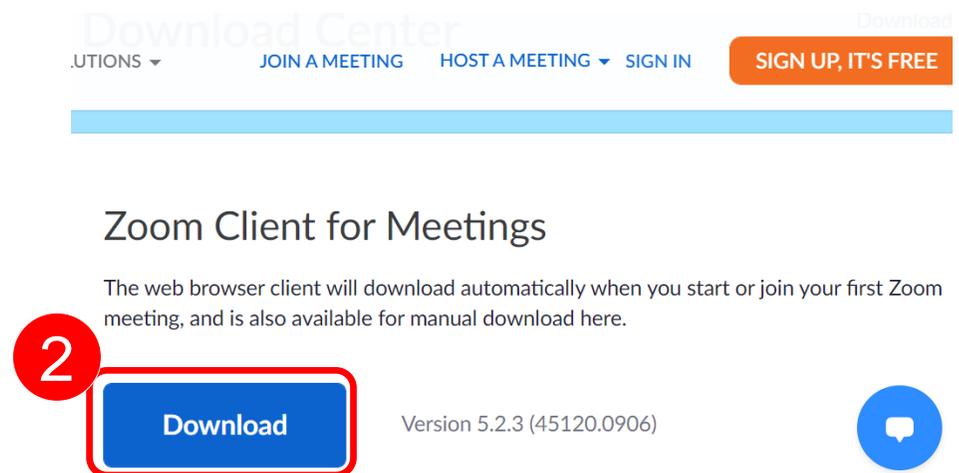
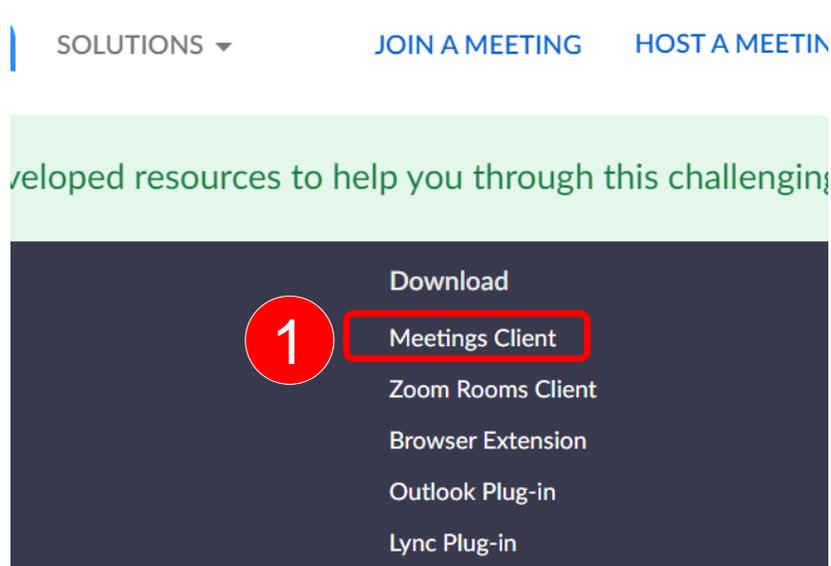
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Please download Zoom app from the homepage <https://zoom.us/>

1. Click on “Meetings Client” at the bottom and move to the download center.
2. Download the “Zoom Client for Meetings” in the download center.



STEP 2

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1. Go to Zoom home page (<https://zoom.us/>) and sign up !

Enter your work email

Sign Up Free

Email address is required

Enter your email address and click

2. You may need to enter your birthday.

For verification, please confirm your date of birth.

month day year

Continue Cancel

This data will not be stored

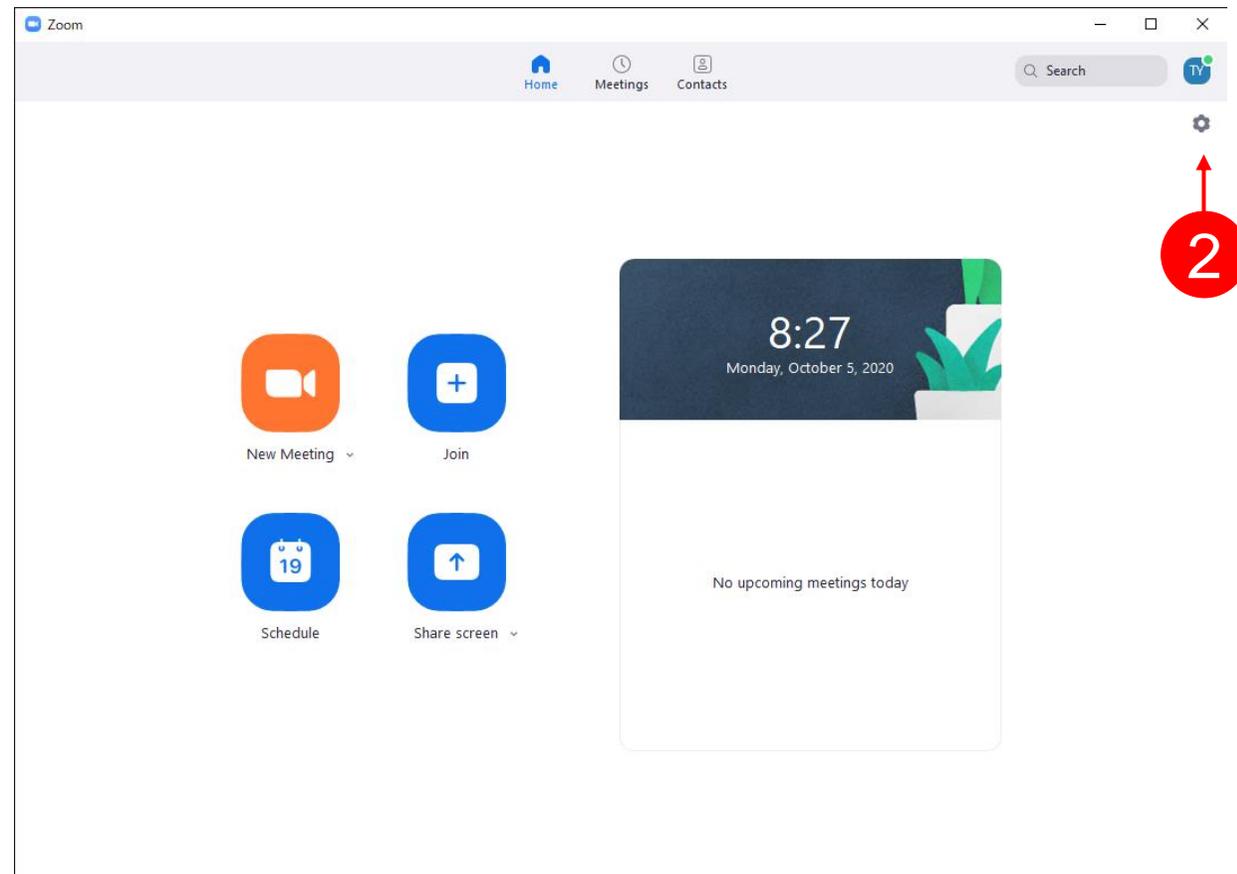
3. An email from Zoom will be sent to your address.
Follow the instruction there and activate your account.

STEP 3

Preparation 1 :

1. Start your zoom app on your PC.
2. Open Settings.

Click  button in “Zoom” window.



STEP 3

Preparation 2: Check various settings.

3. In “Settings” window, check the following items;

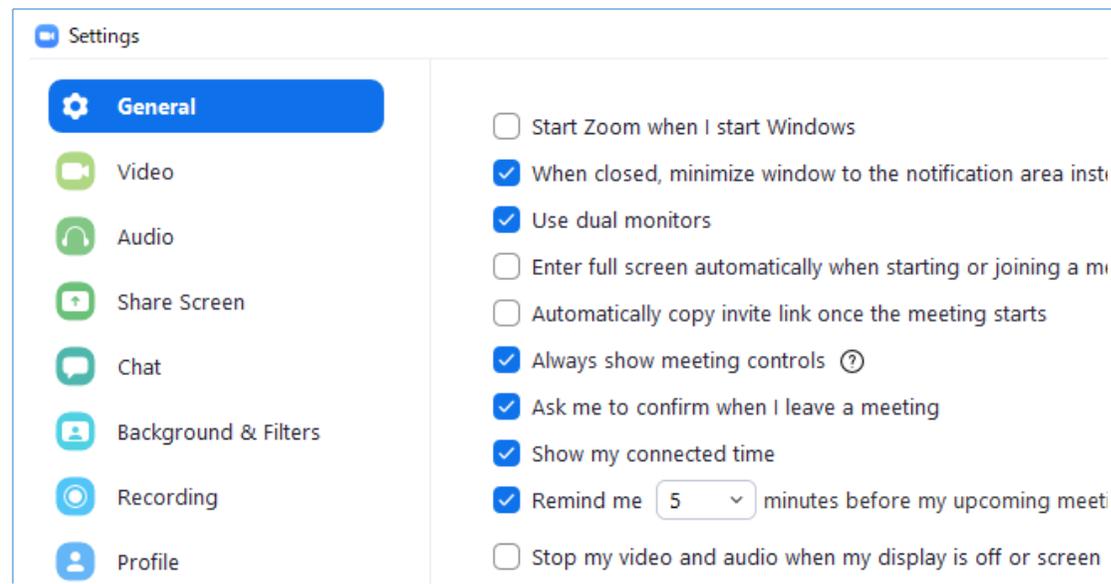
Video: ✓ Adjust for low light (Auto)

Audio: ✓ Automatically adjust microphone

Background & Filters: Chose an appropriate Virtual backgrounds

Recording: check the holder location for storing your record.

4. Close
“Settings”
window.

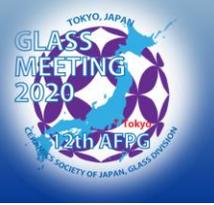


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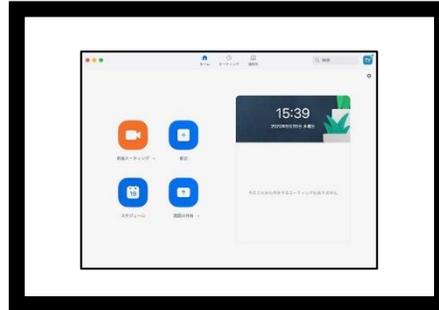
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STEP 4

Recording flow

You need to open your presentation file like PowerPoint in advance!

1



Start Zoom meeting on your PC by clicking orange button.

2



Recording button

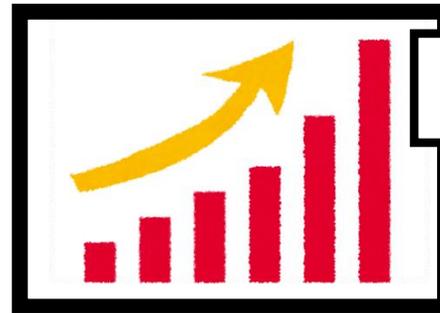
Click the RECORD button to start making your presentation video.

3



First, introduce yourself and presentation title etc briefly by showing your face on the screen. Please do not skip this step before starting your presentation.

4



Start your presentation using PowerPoint etc. after selecting share screen.

Share screen button

5



Finally, please show your face on the screen again by stopping share screen, and then click Stop Recording button.

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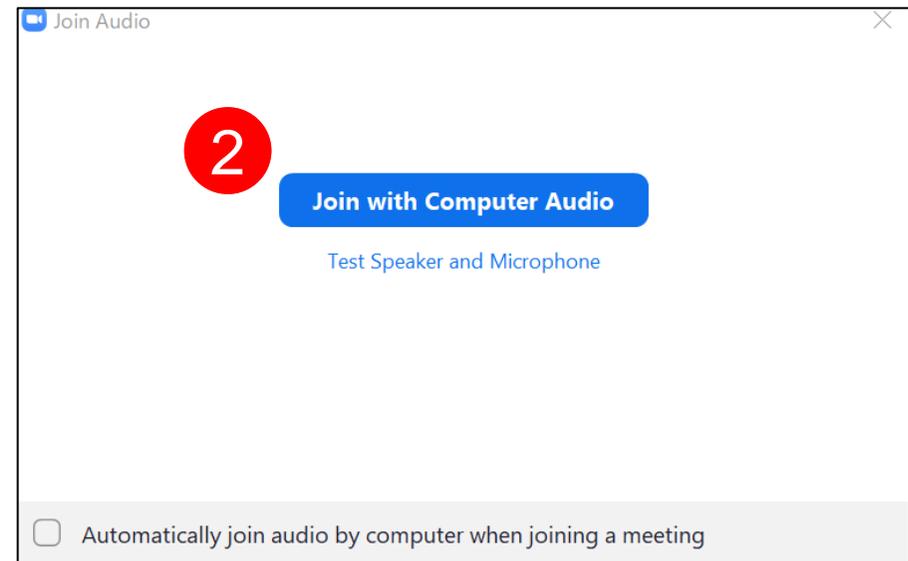
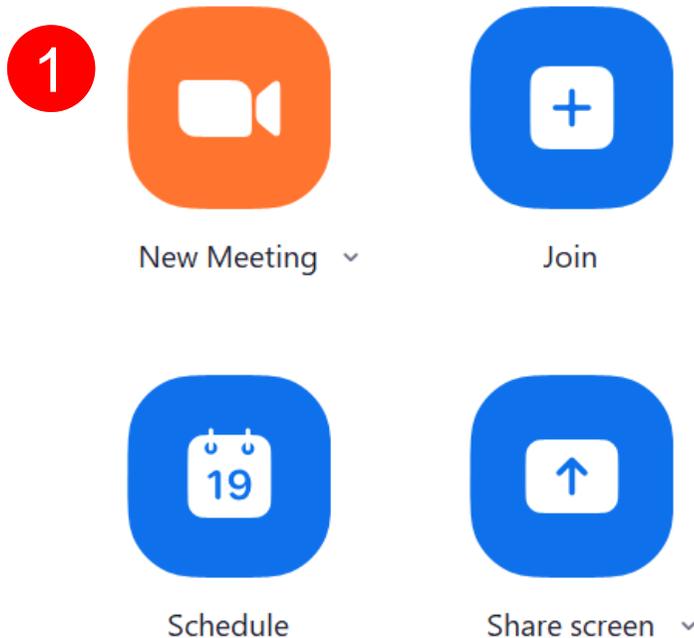
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Recording

1. Start your zoom app on your PC, go home and click “New Meeting” with “Strat with Video”.
2. Start your personal meeting with audio. **At this moment, recording has not been started yet.**



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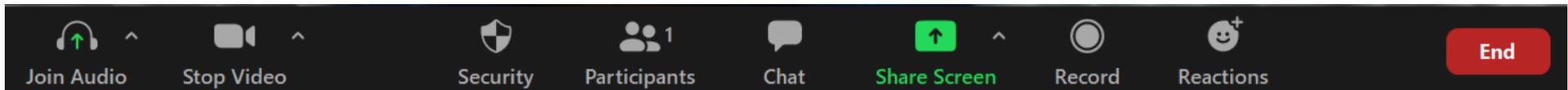
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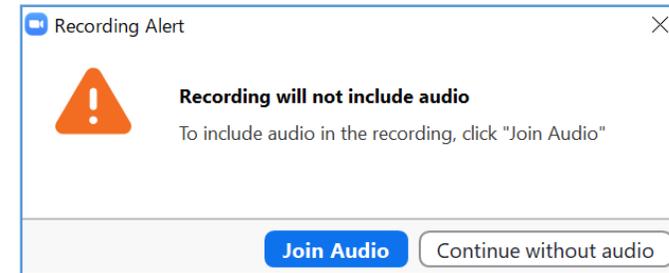
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1. When you are ready, you can start your recording with “Record” button.

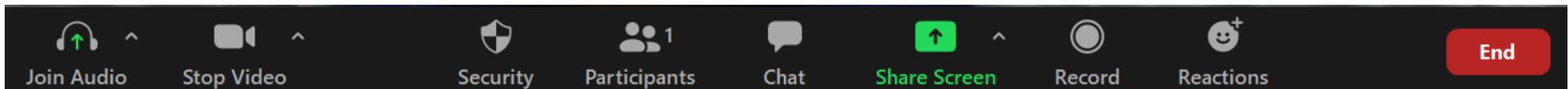
1



If the message appears, select “Join Audio”



2. Display your presentation file by “Share Screen” function.



2

PowerPoint, pdf etc. for your presentation should be opened in advance before starting recording.

STEP 4

(Continued)

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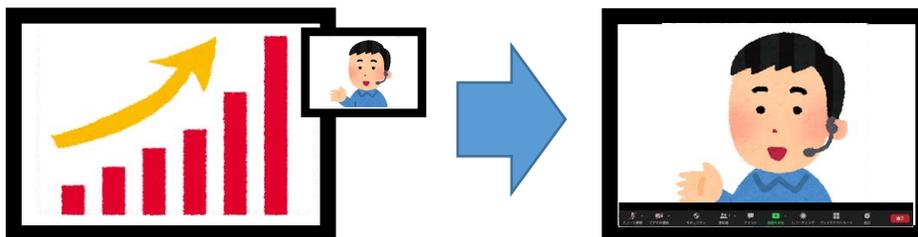


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3. You will see the recording indicator while recording is active.
4. You can pause and resume your recording if you need.
5. When you finish your presentation, click “Stop Share”.

➤ Pause/Stop Recording Indicator

- If you **stop** the recording and start it again, a **new** video file will be created for the next recording segment.
- If you **pause** the recording and starts it again, Zoom will record to the **same** video file for the recording segment.



※Please check “Share Computer Sound”.

STEP 4

(Continued)

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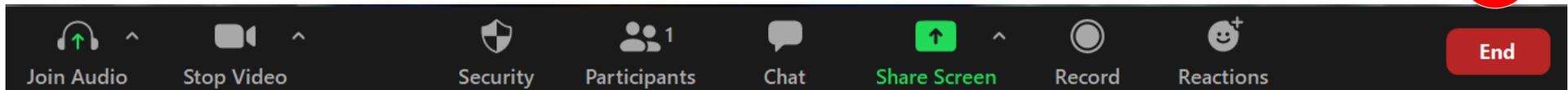
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6. To complete recording of your video, click the “End” and “End meeting for all”.

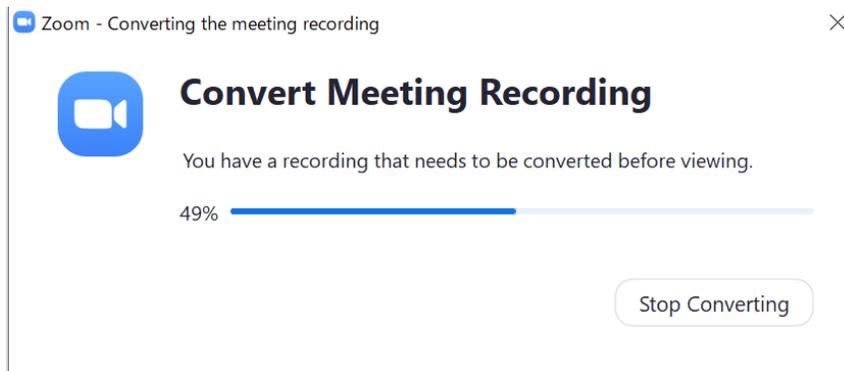
6



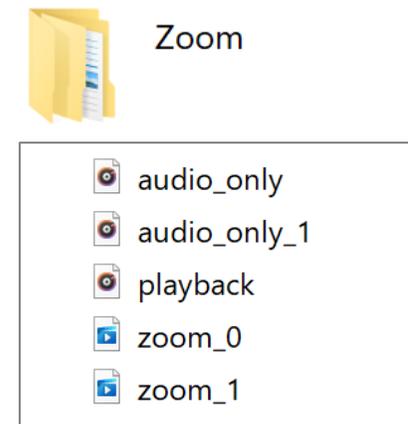
7. Zoom will convert the recording automatically to MP4 file.

8. Once the conversion process is complete, the folder containing the recording files will open.

7



8



By default, the audio/video file (MP4) will be named Zoom_0.mp4.

Tips for your recording

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- ✓ We request you to introduce yourself on camera at the start of your presentation before you share your presentation slide on the screen.
- ✓ Visual rather than text-heavy slides are preferable.
- ✓ Create a script for your presentation and practice your presentation before you record.
- ✓ You can pause and start your presentation while recording.
- ✓ You can re-record your presentation until you are happy with your presentation.

STEP 5

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If you are happy with your recording, please follow the guide from the program committee.

- ✓ After your abstract submission is completed, the program committee makes a decision about the acceptance.
- ✓ When your abstract is accepted, the acceptance letter will be sent to you via e-mail attached with the information on how to upload the video file.
- ✓ Please upload video file according to the guidance before 15th November, 2020.

Thank you for attention !