

RECORDING TIPS

KOA 2022 recommends you to use 'ZOOM' program for recording your lecture.

Web Camera

Please use web camera when you record your lecture for clear quality.

Microphone

Place it close to your mouth. Be sure to avoid using default built-in microphone on computer.

Keyboard

Better to use keyboard instead of mouse to flip the PPT slides to prevent clicking sounds.

Begin

Please introduce yourself within a minute prior to your lecture.

Finish

To announce the end of the lecture, we recommend you to add "Thank you for listening" at the end of the lecture.

Disk Space

Please check if there is enough saving space for your recording video file.

Recording Time

Make sure to finish within your allocated lecture time.



BEFORE USING ZOOM

Please be advised to follow these instructions for preparing your lecture.

Before starting Zoom, set up and check equipment and dress up for your lecture.

- Prepare one of below devices that you prefer:
 - Computer + Web camera + Microphone
 - Laptop + Microphone

Please make sure your voice be clear by using PC microphone or headset.

If you do not have a microphone, an earphone including microphone function could be an alternative.



**recommend*

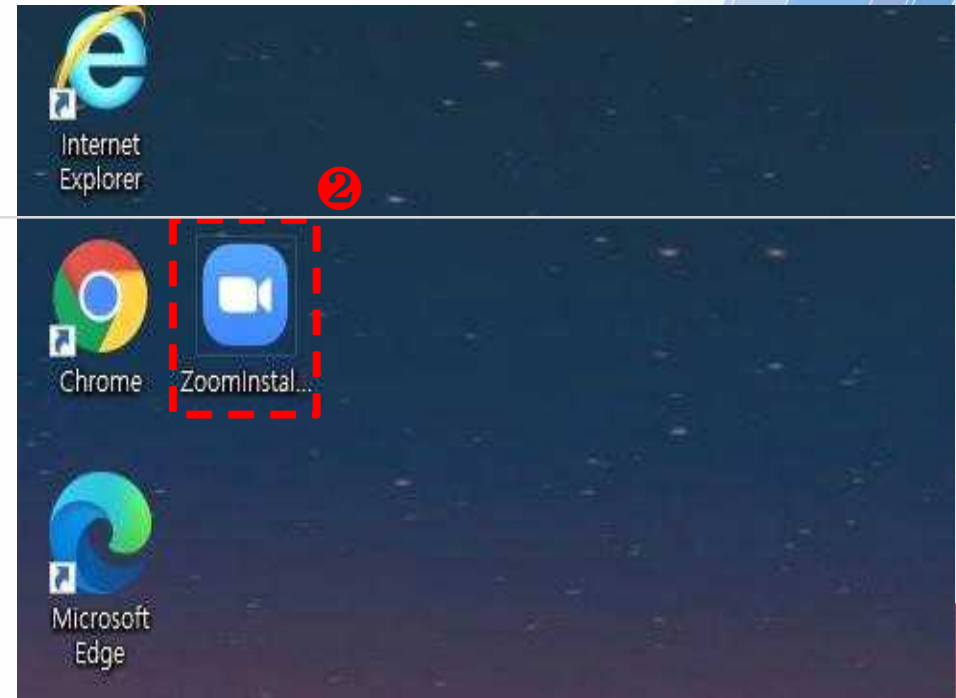
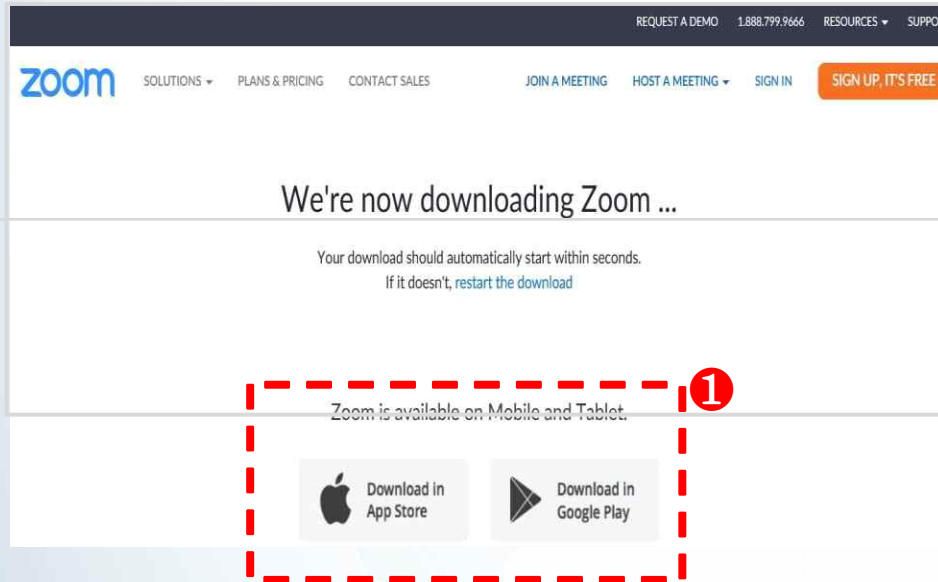
The Korean Orthopaedic Association

BEFORE USING ZOOM

Install the Zoom.us software or application on your computer from <https://zoom.us/download>.

Once you visit the website, you need to download the application.

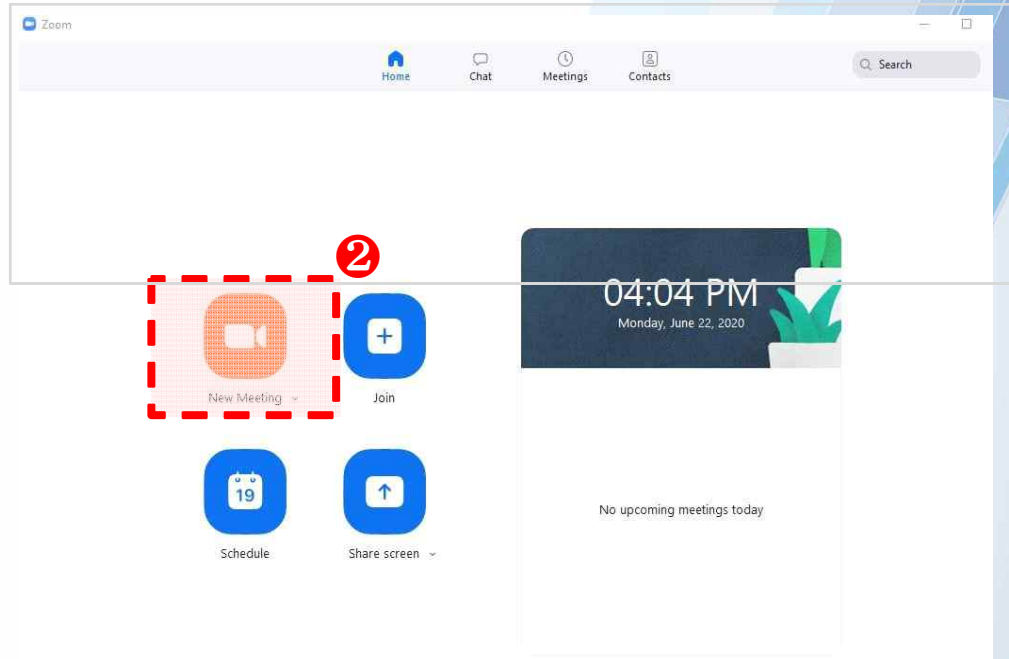
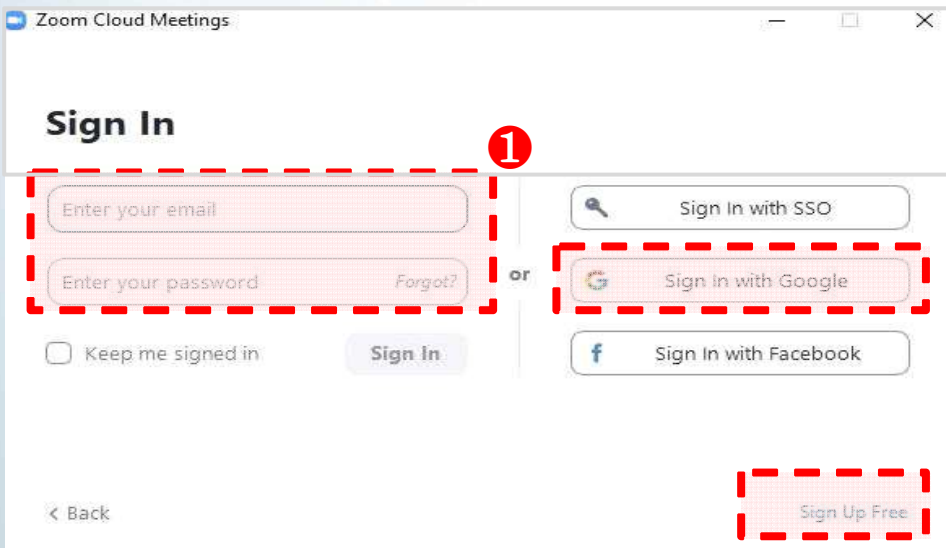
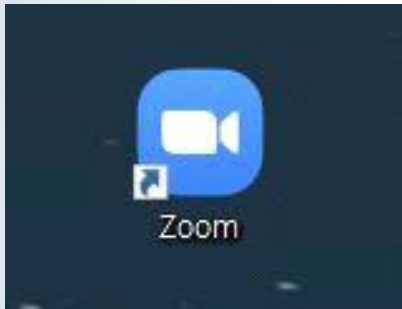
Then save it on desktop as below and then install ZOOM BY DOUBLE CLICKING THE ICON



The Korean Orthopaedic Association

BEFORE USING ZOOM

Once the application is installed, click Sign In (for existing account users) or Sign up free to create an account from the ZOOM home screen, click NEW MEETING at the top navigation menu.

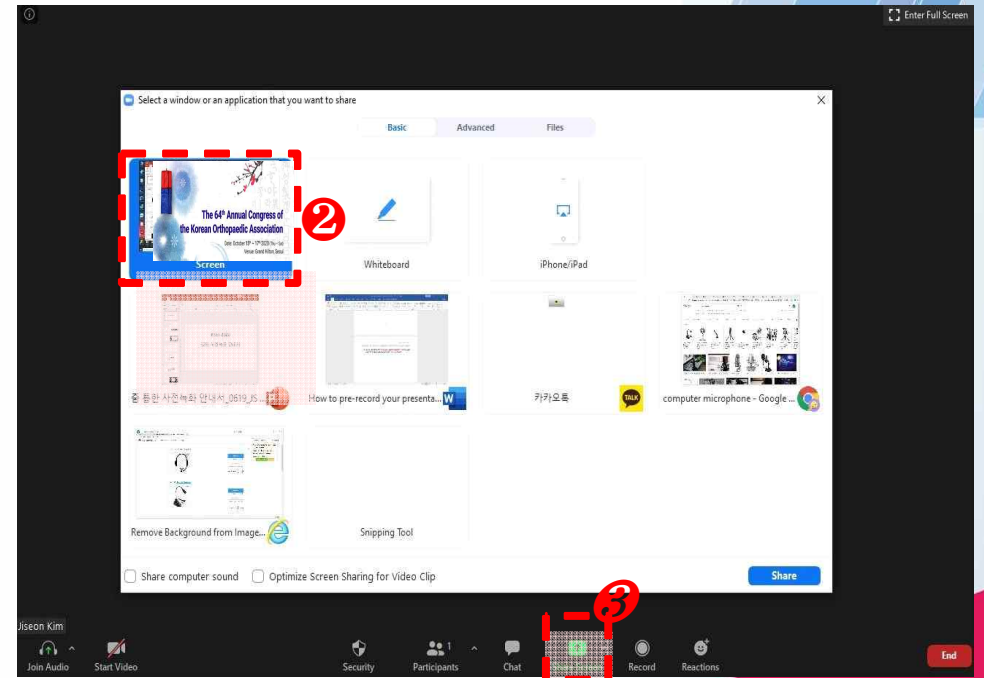
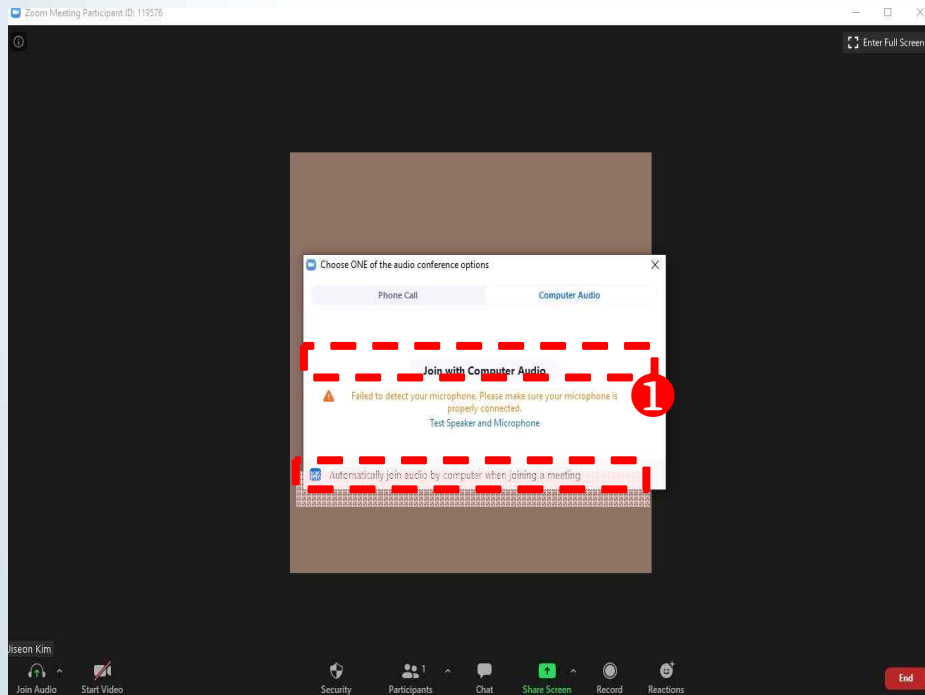


The Korean Orthopaedic Association

AFTER SHARING ZOOM

Find JOIN WITH COMPUTER AUDIO when you join a meeting.
Open your PPT slide and click SHARE SCREEN.

- Please select your PPT for your presentation.
- Make your slides - Full Screen version.
- Adjust your camera for your upper body.

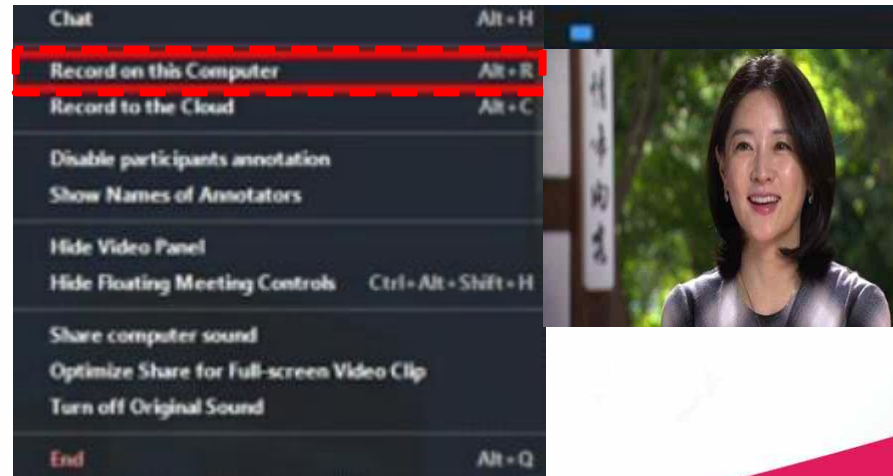
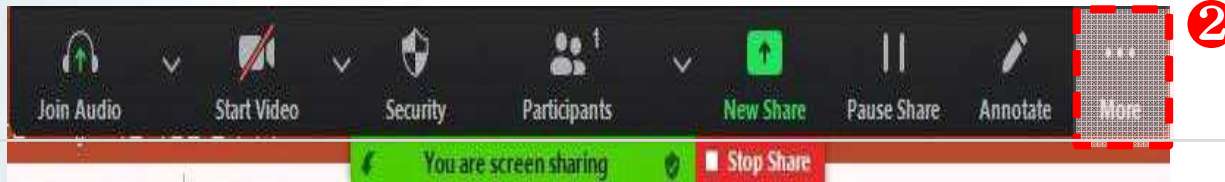
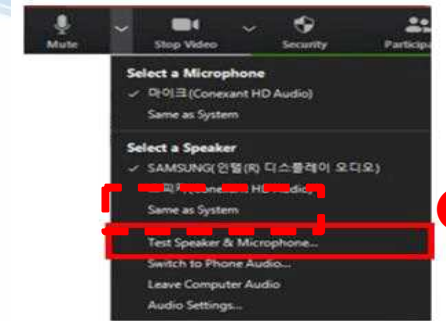


The Korean Orthopaedic Association

TEST SOUND & RECORD

Please check up AUDIO & VIDEO STATUS CONDITION through marks on top. Click MORE and select RECORD ON YOUR COMPUTER.

- Once you click RECORD on your computer, recording will start right away.
- A red sign shows recording is on.



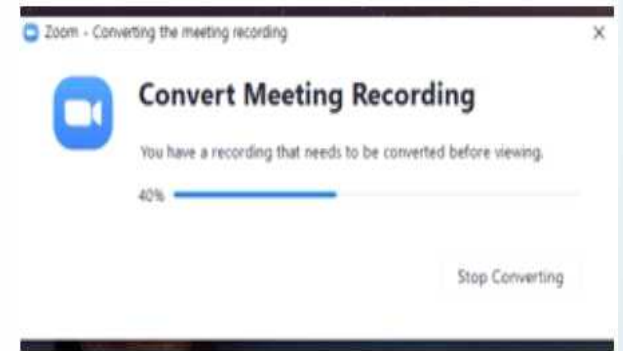
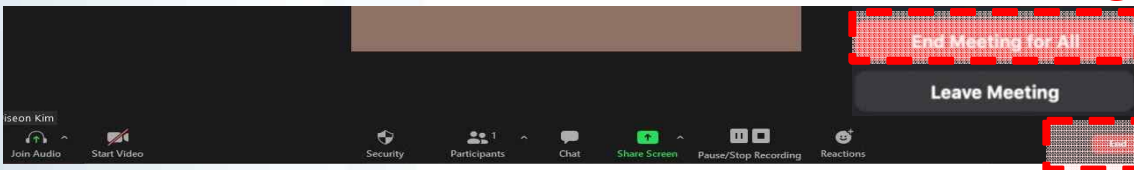
The Korean Orthopaedic Association

SAVE & CONVERT

Once your lecture is complete, click STOP SHARE.

Stop the recording_click END button and END MEETING FOR ALL.

- Your lecture video will be saved automatically on your computer.
- Depending on your recording time, it may take time.



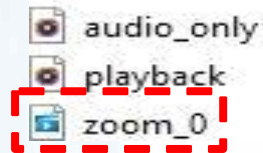
The Korean Orthopaedic Association

GREAT JOB & THANK YOU

Play your pre-recorded video lecture to check your voice and a presenting time.
If you are satisfied with your recording, please send your recording file to ortho@koa.or.kr
Please note that we will also need your abstracts for the lectures also*

Please change your file name as below:

* **Presenter's name (Given name & Surname)_KOAFALL2022**



* *Your recording would be saved on "Zoom" file*

