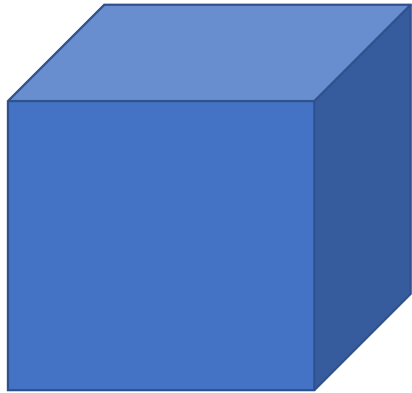


# Instruction for presentation recording and submission



CIGRE-AORC Technical Meeting  
Japan Web-Library Event

# Instruction for presentation recording

CIGRE-AORC Technical Meeting Japan Web-Library Event

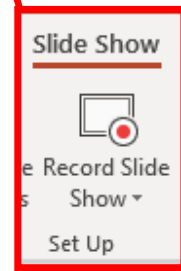
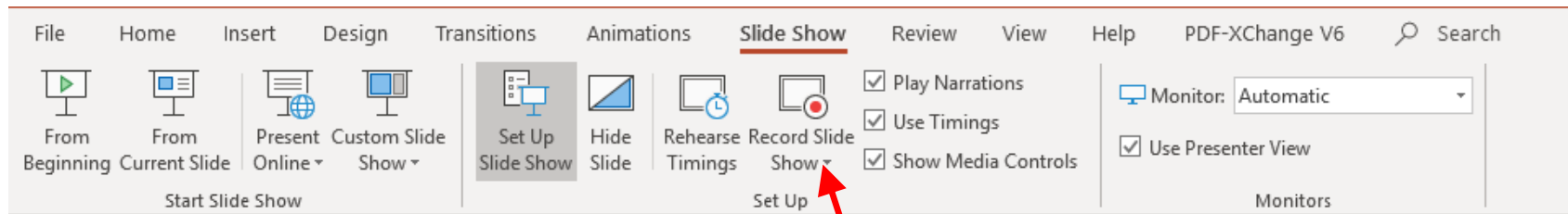
Recorded with Microsoft Power Point Slide Show function as following ways, then saved as **Microsoft Power Point Presentation file (\*.pptx)**

- Voice and picture of presenter for 1<sup>st</sup> page, in order to introduce presenter himself/herself.
- Video of yourself is not necessarily required, but if you can, please record on the 1<sup>st</sup> page only
- Voice only from 2<sup>nd</sup> page.

# Instruction for presentation recording

CIGRE-AORC Technical Meeting Japan Web-Library Event

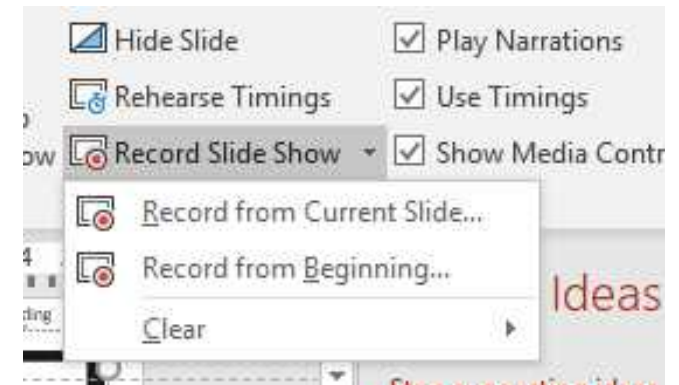
- ✓ Please prepare for these items.
  - Microsoft Power Point presentation file for your paper.
  - Web camera and microphone (including build-in camera and microphone)
- ✓ For recording the presentation you have to go on the “Slide show” menu and press the icon “Record Slide Show”.



# Instruction for presentation recording

CIGRE-AORC Technical Meeting Japan Web-Library Event

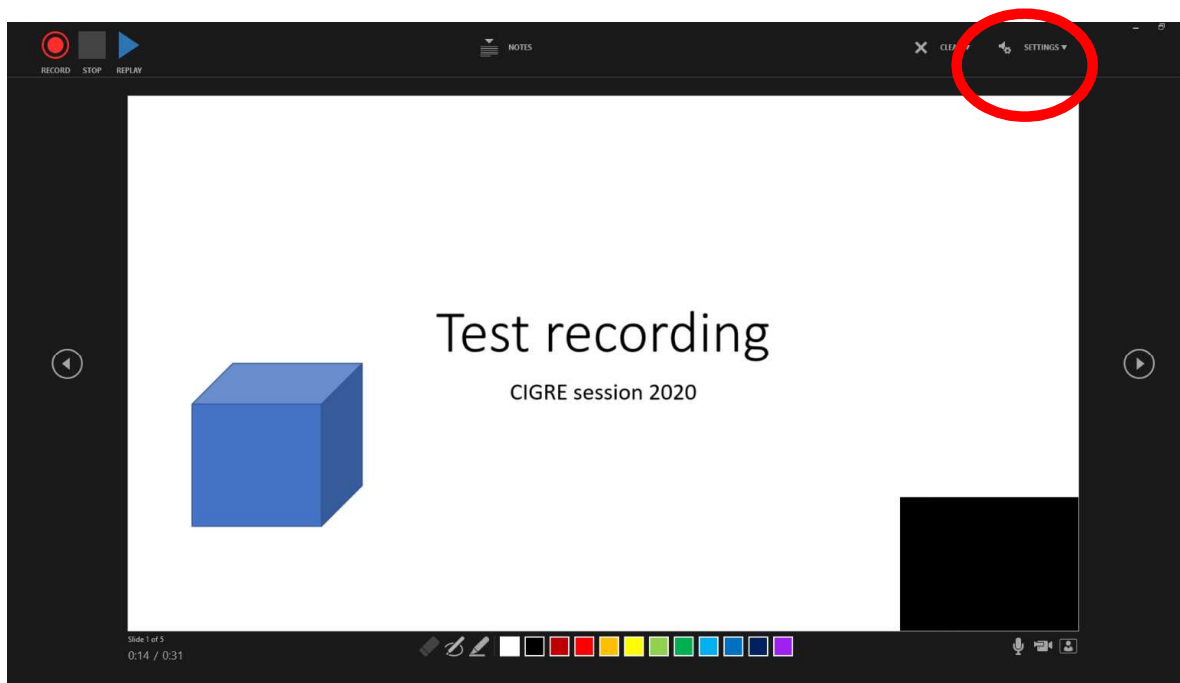
- ✓ You can select between:
  - ① Record from Current Slide
  - ② Record from Beginning
- ✓ For 1<sup>st</sup> page, please record your voice and paste your picture for your self introduction.
- ✓ Your video is not necessarily required, but if you can, please record on the 1<sup>st</sup> slide only.
- ✓ From 2<sup>nd</sup> page, please record only with voice.



# Instruction for presentation recording

CIGRE-AORC Technical Meeting Japan Web-Library Event

- ✓ After pressing “Record Slide Show” button, this screen appears.

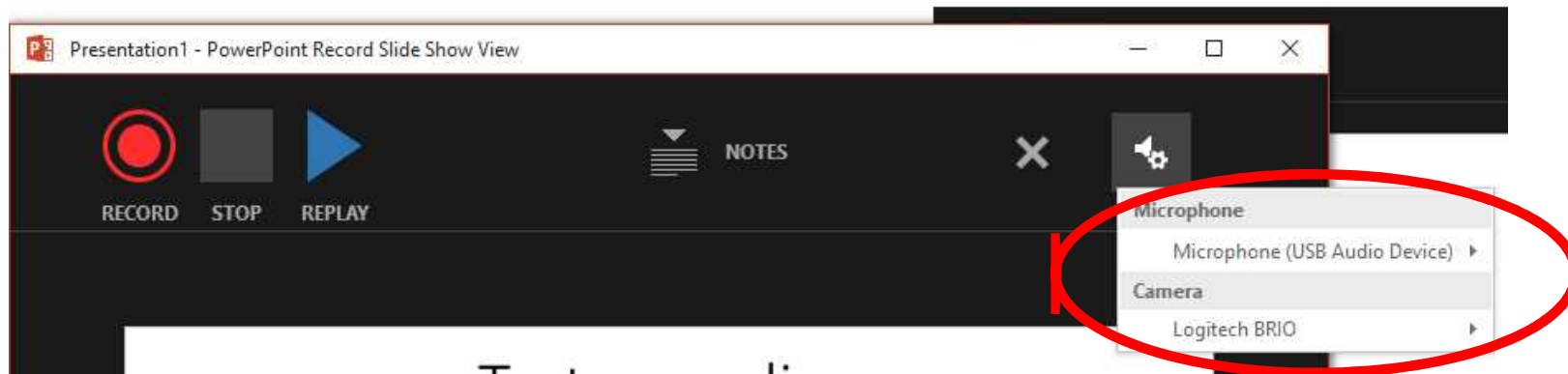


Note : this screen will not appear if your computer does not have enough performance.

# Instruction for presentation recording

CIGRE-AORC Technical Meeting Japan Web-Library Event

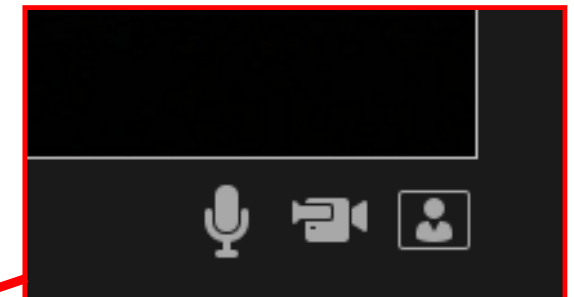
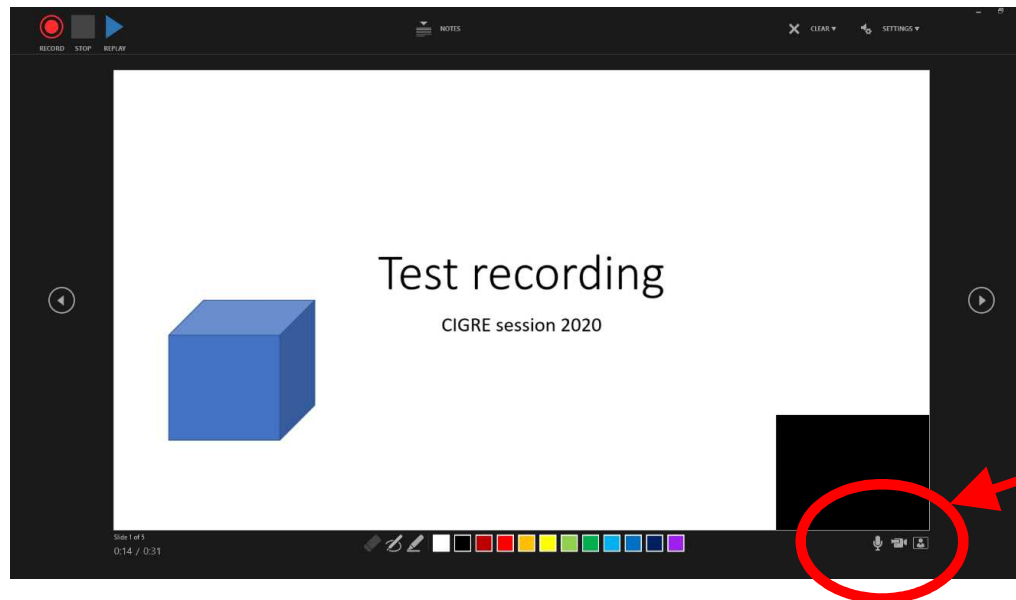
- ✓ Clicking on Settings, it is possible to set Audio and Video options selecting microphone and camera. (in case two or more device connected)



# Instruction for presentation recording

CIGRE-AORC Technical Meeting Japan Web-Library Event

- ✓ On the right bottom corner there are three icons to :
  - ✓ enable / mute microphone
  - ✓ enable / mute camera
  - ✓ See a camera window on the presentation
- ✓ When recording your video and voice on the 1<sup>st</sup> page, please turn on these three icons. If you can not provide video, please turn off camera.
- ✓ From the 2<sup>nd</sup> page, please turn off camera and record only your voice.

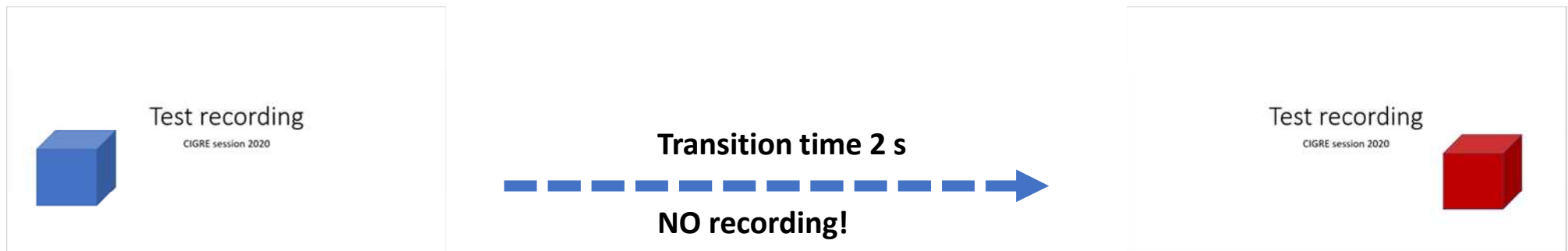


# Instruction for presentation recording

CIGRE-AORC Technical Meeting Japan Web-Library Event

## IMPORTANT !

- ✓ Audio and Video are NOT recorded during the transition from one slide to the next one.
- ✓ Don't talk until the next slide is fully shown





# Instruction for presentation recording

CIGRE-AORC Technical Meeting Japan Web-Library Event

- ✓ Please save [Files]→[Save As]→[PowerPoint Presentation(\*.pptx)]. Every recording will be saved within the slide.
- ✓ Please do **NOT** create separate voice-over files from the Microsoft Power Point file.
- ✓ From the viewpoint of preventing falsification of file contents, it will be converted to mp4 format by Organizing Committee, then published.

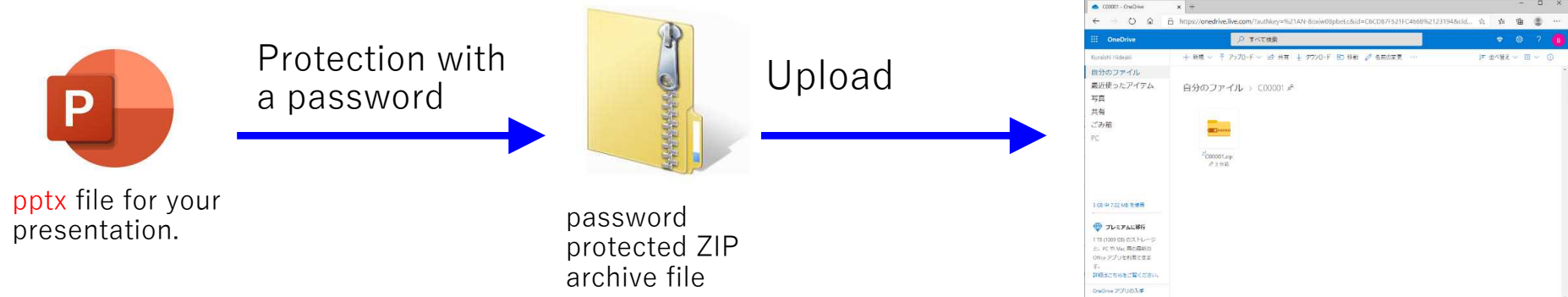
# Instruction for presentation material submission

## CIGRE-AORC Technical Meeting Japan Web-Library Event

- ✓ Organizing Committee will inform URL of shared folder on Microsoft One Drive to each speaker/presenter.

(example) [https://onedrive.live.com/?authkey=%\\*\\*\\*\\*\\*&id=\\*\\*\\*\\*\\*&cid=\\*\\*\\*\\*\\*](https://onedrive.live.com/?authkey=%*****&id=*****&cid=*****)

- ✓ Please upload presentation material (**pptx file**) to the shared folder, **with password protected Zip file**.
- ✓ After upload, please inform the organizing committee the password.



# Instruction for presentation material submission

## CIGRE-AORC Technical Meeting Japan Web-Library Event

- ✓ Shared folder will be prepared for each speaker/presenter. No shared folder with other speaker/presenter.
- ✓ The organizing committee will delete uploaded file after confirmation of receiving.
- ✓ In case of revise, modify or update of your presentation material, please re-upload it. Then, notice to the organizing committee.