



The latest version of this manual is available from:
<https://icpe-ipa.org/download>

ICPE2021 Video Recording Manual (Zoom)

ICPE2021 Administrative Working Group

Ver. 1



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Introduction

- This manual shows how to make a video recording, using Zoom.
- Please contact the IPA Secretariat (Refer to “P15”) if you have any inquiries.
- Unauthorized use or citation of all or part of this manual is prohibited.

Equipment/Tools

- PC (Windows or Mac)
- Webcam
- Speaker, Headphone or Earphone
- Microphone
- Zoom App
 - Please install the Zoom app in advance. (Refer to P5-P6)
 - Please keep your PC updated to the latest version. (ver. 5.6 or later).

How to install Zoom App

✂️ The following instructions are for Windows10.

The installation process is similar for Mac OS.

➤ Please access the Zoom official website (<https://zoom.us/meetings>) and on the homepage, click “Meeting Client” in the “Download” menu.

About	Download	Sales	Support
Zoom Blog	Meetings Client	1.888.799.9666	Test Zoom
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Press	Zoom Virtual Backgrounds		Privacy, Security, Legal
ESG Responsibility			Policies, and Modern Slavery
Media Kit			Act Transparency Statement
How to Videos			

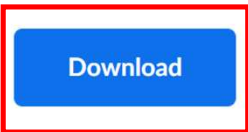
How to install Zoom App

➤ Click “Download” in “Zoom Client for Meetings” menu.



Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.



Version 5.6.3 (751) (32-bit)

[Download 64-bit Zoom client](#)

* [For 64-bit, please click here.](#)



Download completed.
(The above shows the Japanese version.)

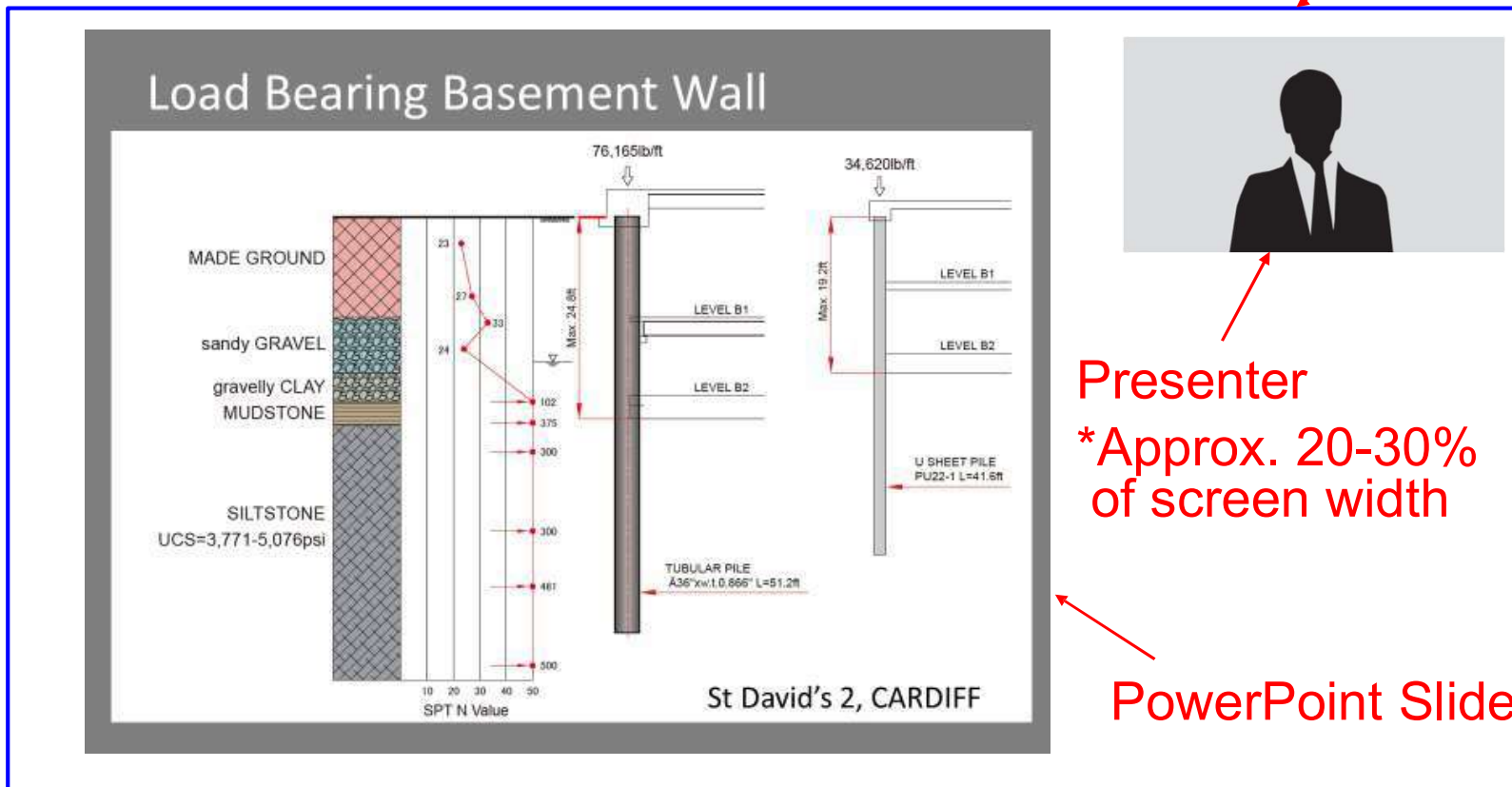
Video Recording Instructions

1. File Extension : MP4
2. Data Size : Unlimited
3. Sound Volume : The volume should be set at around 80% to ensure the quality of sound.
4. Background : Please use the background assigned by the IPA Secretariat.
(Refer to P10)
5. Number of Shoots : Single continuous video is favorable (maximum 2-3 videos).
*The duration of each video should be 5 minutes minimum.
6. Upload your file : Please upload the file from the following URL.
<https://www.dropbox.com/request/IQjLvw9mQJRWDAcMJUgz>
7. Submission Deadline : 4th June 2021 (Fri)
8. Layout : Please refer P8-9.

Video Recording Instructions

Layout

Full Screen Size

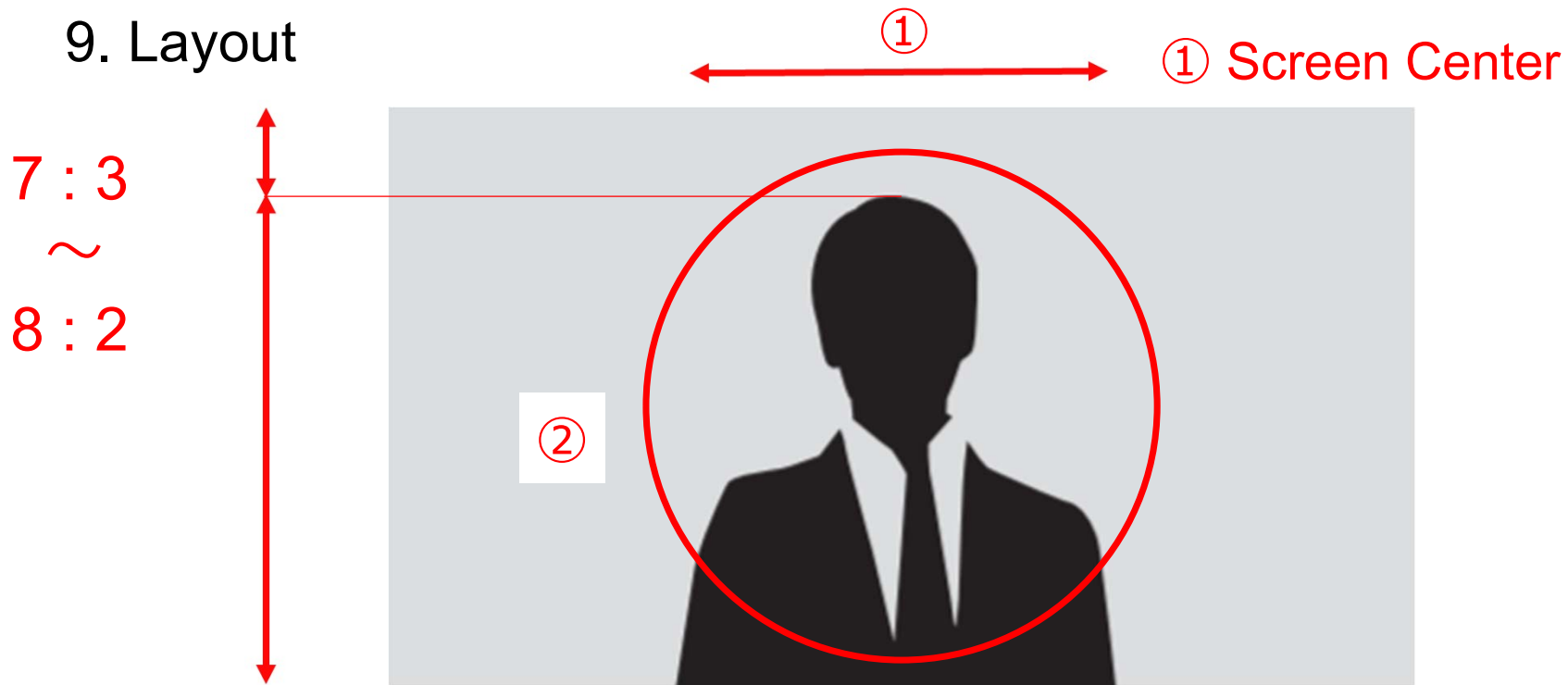


Presenter
*Approx. 20-30%
of screen width

PowerPoint Slide

Video Recording Instructions

9. Layout



② Showing head and upper body

Video Recording Settings

1. Open the Zoom app to set up the virtual background.



➤ Procedures :

- ① Open “Settings”.
- ② Click “Background & Filters”
- ③ Add the image file (ICPE2021 background) provided by the IPA Secretariat.
The image file can be downloaded from the following URL.
URL : <https://icpe-ipa.org/download>
- ④ “Mirror my video” **unchecked** .

URL - Zoom Virtual Backgrounds

<https://zoom.us/virtual-backgrounds>

Video Recording Settings

2. How to record video

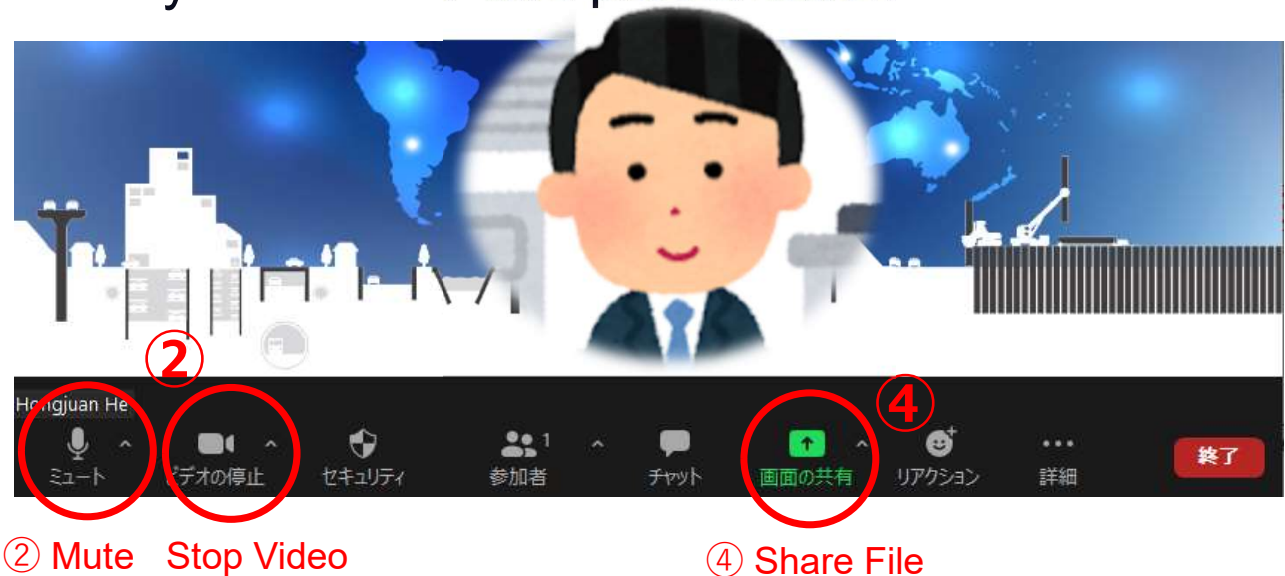


➤ Procedures :

- ① Open “Settings”.
- ② Click “Recording”.
- ③ Select where to save the file.
Desktop is recommended.
- ④ Check the items as shown.
 - ④ Record video while screen sharing
 - Place video next to the shared screen in the recording

Recording Procedures

1. Start the Zoom meeting and share your PowerPoint presentation.



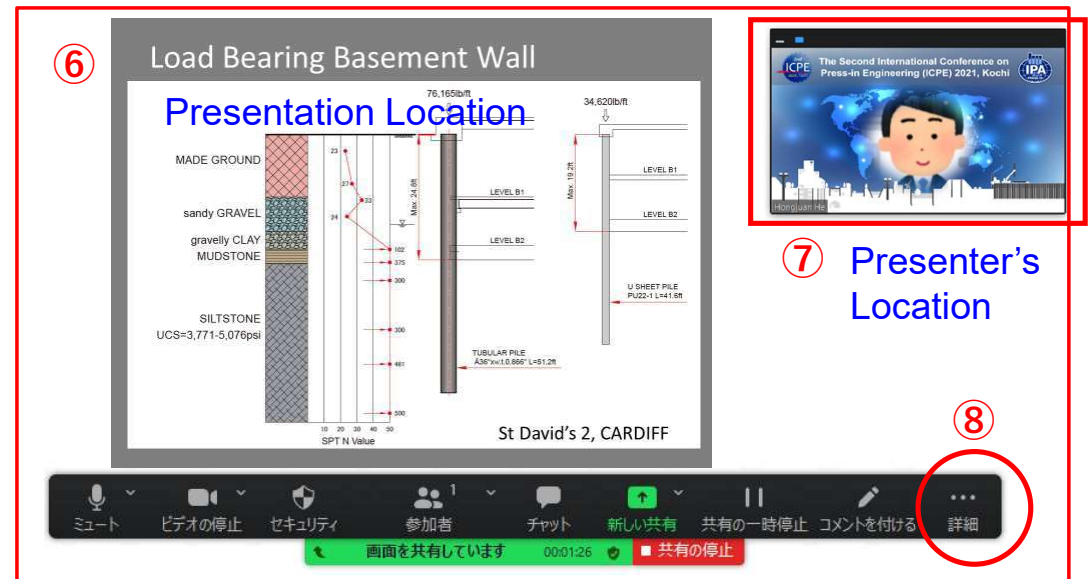
➤ Procedures :

- ① Click “New Meeting”.
- ② Turn on the microphone and video.
- ③ Open your PowerPoint file
- ④ Click “Share File”.

Recording Procedures

2. Share your PowerPoint Presentation and Record.

The views are split horizontally on the screen.

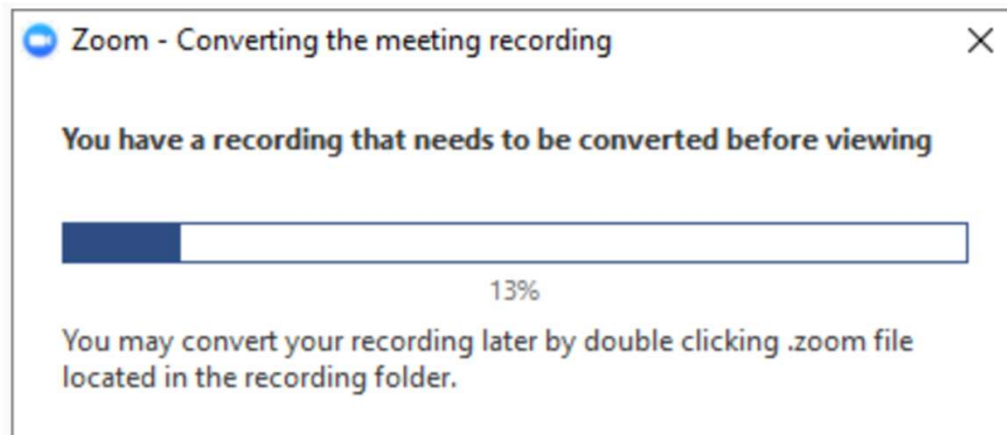



➤ Procedures :

- ⑤ Click your PowerPoint file and share it on the screen.
- ⑥ Click "From Beginning" of your PowerPoint file.
- ⑦ Adjust the contents size and layout on your screen. (Refer to P8-9.)
- ⑧ Click "More Actions" to start recording.

⑧ More Actions

Recording Procedures



- ⑨ Confirm that the recording indicator is active.  on host screen
- ⑩ After the ZOOM meeting has ended, the recording will be converted.
- ⑪ Open the recording folder and confirm that the recorded file (MP4) can be played.


Contact us

➤ Contact us

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The IPA Secretariat

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We eagerly look
forward to your
participation!