

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

ICPE2021 Video Recording Manual (Zoom)

ICPE2021 Administrative Working Group



Ver. 2

Contents

- How to install Zoom App • • • P5-6
- Video Recording Instructions
 · · · P7-9
- Video Recording Settings · · · · P10-11
- Recording Procedures
 · · · · · P12-14

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 (<u>https://zoom.us/meetings</u>) 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
Customers	Zoom Rooms Client	Contact Sales	Account
Our Team	Browser Extension	Plans & Pricing	Support Center
Careers	Outlook Plug-in	Request a Demo	Live Training
Integrations	Lync Plug-in	Webinars and Events	Feedback
Partners	iPhone/iPad App		Contact Us
Investors	Android App		Accessibility
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.



*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



Video Recording Instructions



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 : <u>https://icpe-ipa.org/download</u>

(4) "Mirror my video" unchecked \Box .

URL - Zoom Virtual Backgrounds https://zoom.us/virtual-backgrounds

Video Recording Settings

2. How to record video



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.

 共有するウィンドウまたはアプリケーションの選択 ペーシック 詳細 ファイル 	6 Load Bearing Basement Wall Presentation Location	The Second International Conference on Press-in Engineering (ICPE) 2021, Kochi
	sandy GRAVEL gravelly CLAY MUDSTONE UCS=3.771-5.076psi UCS=3.771-5.0760psi UCS=3.771-5.0760psi UCS=3.771-5.0760psi UCS=3.771-5.0760psi UCS=3.771-5.0760psi UCS=3.771-5.0760psi UCS=3.771-5.0760psi UCS=3.771-5.0760psi UCS=3.771-5.0760psi UCS=3.771-5.0760psi UCS=3.771-5.0760psi UCS=3.771-5.0760psi UCS=3.771-5.0760psi UCS=3.771-5.0760psi UCS=3.771-5.0760psi UCS=3.771-5.0760psi UCS=3.771-5.0760psi UCS=3.771-5.0760p	7 Presenter's window
発表資料.pptx - PowerPoint ICPE2021_事前収録動画撮影マ 音声を共有 ビデオクリップに最適化		↓ ・・・ 第一 「「「「」」 「」」 「」」 「」」 「」」 「」 「」 「」 「」 「」 「

Procedures :

8 More Actions

The views are split horizontally on the screen.

- (5) Click your PowerPoint file and share it on the screen.
- 6 Click "From Beginning" of your PowerPoint file.
- ⑦ Adjust the window size (Approx. 20-30% of screen width) and layout on your screen. (Refer to P8-9.)
- (8) Click "More Actions" to start recording.

Recording Procedures



Contact us

Contact us

The ICPE Administrative Working Group / The IPA Secretariat

TEL: 03-5461-1191 Email: tokyo@press-in.org We eagerly look forward to your participation!