

The International Workshop  
on Computational Nanotechnology

# IWCN 2021

May 24-June 6, 2021  
**Online Conference**



**Presentation Guideline**

The International Workshop on Computational Nanotechnology (IWCN 2021)  
**will be held as a virtual workshop.**

We greatly appreciate your contribution to the workshop.  
Regarding your presentation, please kindly refer to the **presentation guideline**  
and other detailed information below.

**1. The presentation (PPT) should be recorded with your face/voice using the recordable tools (PPT slide show, OBS Studio, Zoom etc.).**

※ \* Be sure to turn your screen horizontally if you are recording with your mobile devices.

※ It is okay to record your presentation including audio(your voice) only without your face shown.

Please do NOT use the paid voice codec tools such as Dolby etc.

※ **Presentation Time**

· Regular Oral Talk : Up to 15 minutes

· Short Oral Talk : Minimum 5 minutes to Maximum 10 minutes

※ **Presentation File (PPT) Form**

· Presentation File Ratio : 16:9 size

· File Format : .mp4

· Screen Resolution : 720p

**2. Presenters should upload their presentation files directly through the online upload system.**

※ Submission Deadline of the Recorded Presentation Video File : (Fri.) April 30, 2021

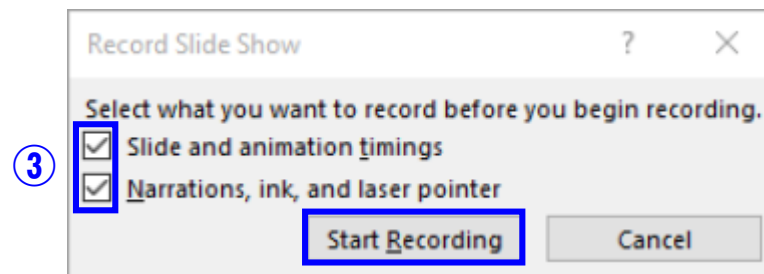
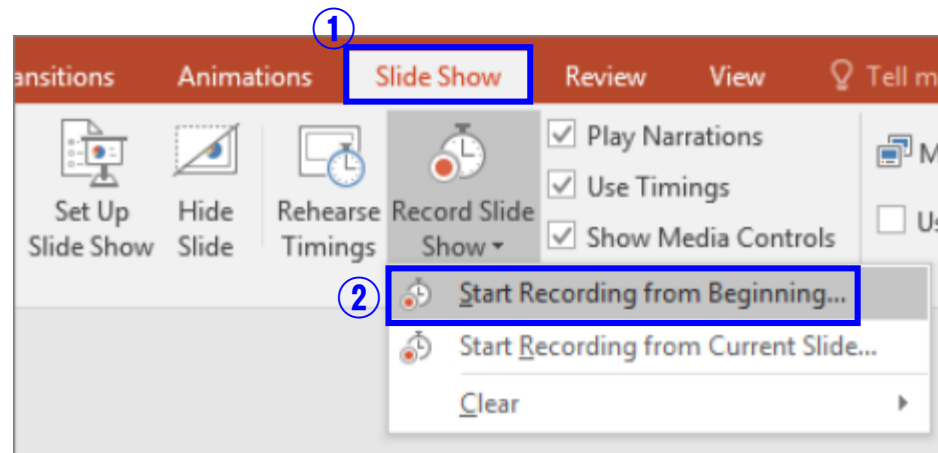
**3. Presenters and participants will be able to write/read comments through the online Q&A feature provided for each presentation during the conference period.**

- How to record a presentation file using MS PowerPoint slide show

#1. Click the tab [Slide Show] among the menu above after opening your slides (PPT file) which you would like to record (①)

#2. Click the [Start Recording from Beginning] after clicking [Record Slide Show] (②)

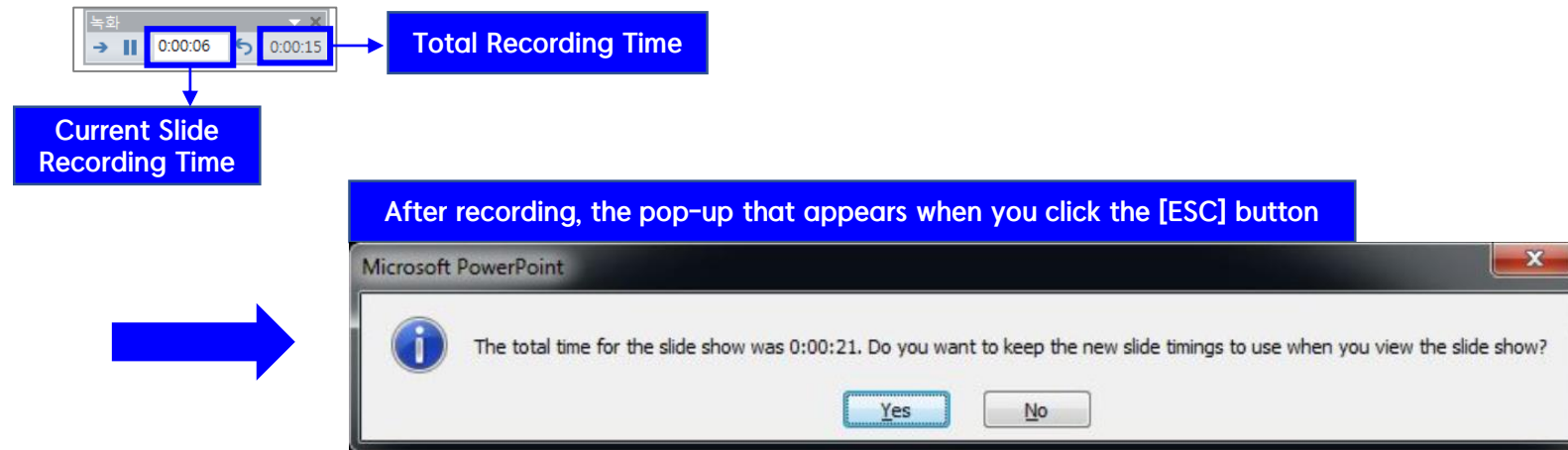
#3. Be aware of the recording options for the slide and animations timings, Narrations, ink, and laser painter checked. (③)



**If you are using Office 2016:** ☞ If you use the Office 365 or Office 2019 version, please refer to the next page.

## #4. Check the recording time at the top and start recording the presentation

- ※ Audio is not recorded at the moment the slide is over, so do not speak at this timing
- ※ After recording, click the [ESC] button and save it.



# How to record a Presentation File (Video)

## Office 365 or 2019 version [Recommended] #4. Start to record the presentation file

- ※ If you use the latest Office version, you can record the presenter's face (If you have a connected webcam) and may use more easy/convenient features.
- ※ If you click the [Record Slide Show], you can see the following window.  
PowerPoint will record the whole content inside the yellow box in the figure shown below and the activities made with the tools below \*pens, pointer, highlighter etc.
- ※ Click the red dot in the upper left corner to start recording and click the square button (and 'ESC') to stop the recording and save the file.  
It automatically shows you the time you spent on each slide.

**Record, pause, replay buttons**

**Notes button: The slide notes appear overlapped, but not recorded. Convenient to record while watching the script.**

**Settings**  
Click here to choose a particular webcam or a microphone.

**Recording area**

## Creating a lecture video showing yourself and slides with MS Powerpoint

Available with Office 365 and Office 2019.

What you will need additionally:

- (1) webcam (if you want to show yourself in addition to slides)
- (2) microphone (this may be optional if you have a webcam and use its built-in mic.)

※ If you want to use the laser pointer function, right-click on the slide screen and select 'Laser Pointer'.  
You can be assured that this selection process that appears on the screen will not be recorded.

**Time**  
0:00 / 0:00

**Eraser, pen, highlight pen, and pen color selection buttons**

**Microphone, Webcam, webcam preview ON/OFF**

#5. When you are done with your recording, please click the [File] > [Export] (①)

#6. Click the [Create a Video] to save it (②, ③, ④)

※ [Screen Resolution : 720p](#)

The image shows a PowerPoint application window titled "Presentation title.pptx - PowerPoint". The "Export" menu is open, and the "Create a Video" option is highlighted with a blue box and a circled "2". The "Export" option in the ribbon is also highlighted with a blue box and a circled "1". The "Create a Video" settings are shown with a blue box and a circled "3", including "Computer & HD Displays" (set to 1280 x 720), "Use Recorded Timings and Narrations", and "Seconds spent on each slide" (set to 05:00). The "Create Video" button is highlighted with a blue box and a circled "4". A blue arrow points from the "Create Video" button to a video player window titled "Video File (.mp4)". The video player shows a slide with the text "The International Workshop on Computational Nanotechnology", "IWCN 2021", "May 24-June 6, 2021", "Online Conference", and "Presentation Guideline".

- Extra Tools

## #1. Using the 'Zoom' :

Play the 'Zoom' app. – Start the “My Personal Meeting” – Choose “Use the computer audio” – Screen-share the PPT presentation file – Start Recording (ALT+R) – Stop recording – Close the meeting – Automatically create the MP4 file

- ※ If you can't see/hear your video/sound, check your video/audio input sources are properly selected.
- ※ We recommend using headsets during recording to prevent any noise issues.
- ※ If there's a problem to record from the beginning to the end in one-take, it might be necessary to record several videos and paste them together with a video editing tool.

## #2. Using screen-recording programs :

Recording both of the presentation file and presenter's face by using OBS Studio (Free tool) or Camtasia (Paid tool), etc.

- ※ The tools above support recording with multi-input sources, so that all of your presentation slides, webcam, and microphone can also be recorded at the same time.
- ※ Those tool are recommended only for experienced users.



**If you have any questions, please feel free to  
contact the IWCN 2021 secretariat  
([info@iwcn2021.org](mailto:info@iwcn2021.org))**

**Thank you.**