

GBCC 2022
Global Breast Cancer Conference 2022

Guidelines for recording Oral Presentation

※ As international travel is still strict because of COVID-19, presenters abroad who are allotted to the Oral Presentation Session should pre-record the video of your presentation and it will be streamed on the session date. Please refer to the guidelines for more information.

What to remember before you begin

- Your pre-recorded video will be streamed on your session schedule.
- You can check your session schedule on My Page.
- Please **write your email address on the last page of the presentation slide** to receive questions from the audience regarding your abstract.

Requirements	-Headphone or earphone with microphone -Your presentation slides (ppt, pptx) -Quiet place for not being interrupted by any noise
Tool Used	Zoom <i>*Please use GBCC 2022 PPT Template accessible on My Page.</i>
Slides Ratio	16:9
Video Length ★	8 min. (without Q&A) <i>*If the video exceeds the time limits, it may be edited after receipt or required to re-record.</i>
Language	English
Final File Format ★	Should be saved as .mp4 video file
Storage	Maximum 80MB
Submission Deadline ★	April 11th (Mon.), 2022
Submit to	GBCC Email (gbccabs@intercom.co.kr) <i>*If you have difficulties sending the file because of the volume, please let the secretariat know.</i>

System Requirements

1-1. Laptop or Desktop Recommended



- For stable recording of your presentation, please use a laptop or desktop. (*Using a mobile device is not recommended.)
- Please check if the computer's supported operating systems (windows, mac, linux) and supported browsers provide an effective online environment for you to use zoom by clicking the link below.

<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>

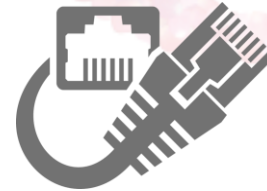
- How to check? : PC → Properties

1-2. Necessary Equipment



① Headset/Earphone with a mic

Please use wire/wireless headset or earphone with a mic for better audio quality.



② Internet Lan Connection

Wi-Fi connection is NOT recommended.
LAN cable connection is much more stable than wireless connection.



③ Webcam

Before you start recording, please check if your computer camera (webcam) is working properly. If a webcam is not installed in your device or is not working, please connect the usb-webcam instead.

System Requirements

1-3. Install ZOOM Client for Meeting

- Please download and install ZOOM Client for Meeting from the ZOOM website.

https://www.zoom.us/download#client_4meeting

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES RESOURCES ▾ JOIN A MEETING HOST A MEETING ▾ SIGN IN **SIGN UP, IT'S FREE**

Download Center

Download for IT Admin ▾

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.

Download Version 5.9.6 (3799) (64-bit)

[Download 32-bit Client](#) [Download ARM Client](#)

Zoom Plugin for Microsoft Outlook

The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.

If you've already installed it,
CHECK ZOOM program version.

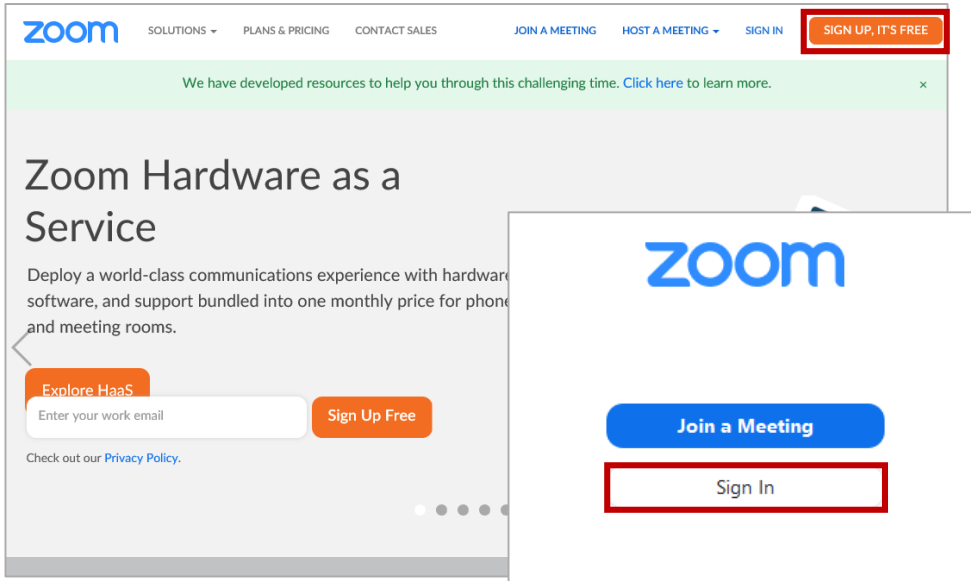
- Please check your ZOOM program version and update it if necessary.
- How to check the version?
ZOOM Client main page → *Personal Setting* → *Check for Updates*

Zoom Settings

- Available
- Away
- Do not disturb
- Change My Picture
- Try Top Features
- Help
- Check for Updates**
- Switch to Portrait View
- Switch Account
- Sign Out
- Buy a License

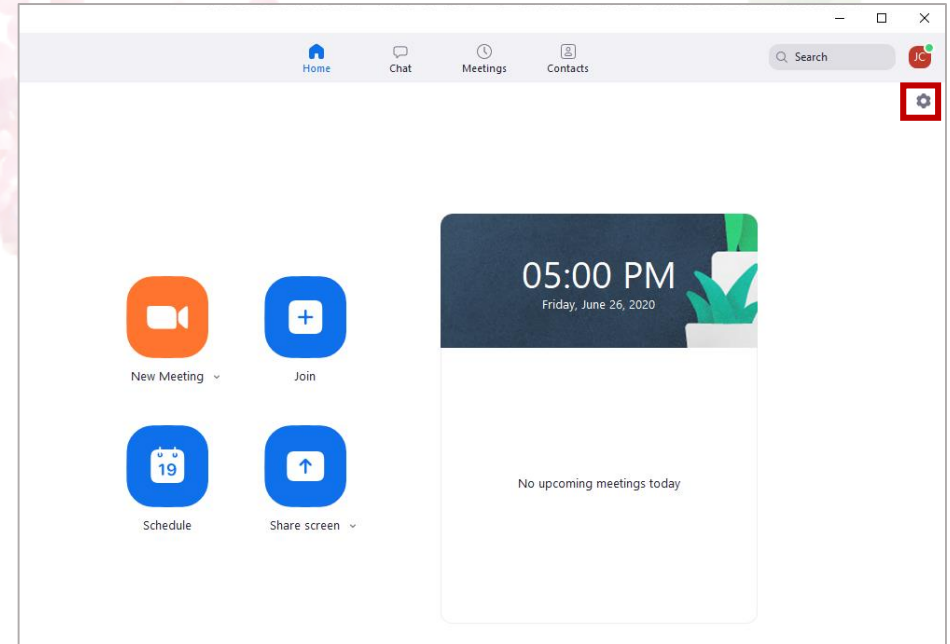
How to Record

2-1. Sign-up & Log-in



- ① Visit ZOOM Website: <https://www.zoom.us/>
- ② Click **SIGN UP, IT'S FREE**
- ③ Please sign up in accordance with the instructions.
- ④ Open your Zoom app on your desktop and click 'Sign in.'

2-2. Settings

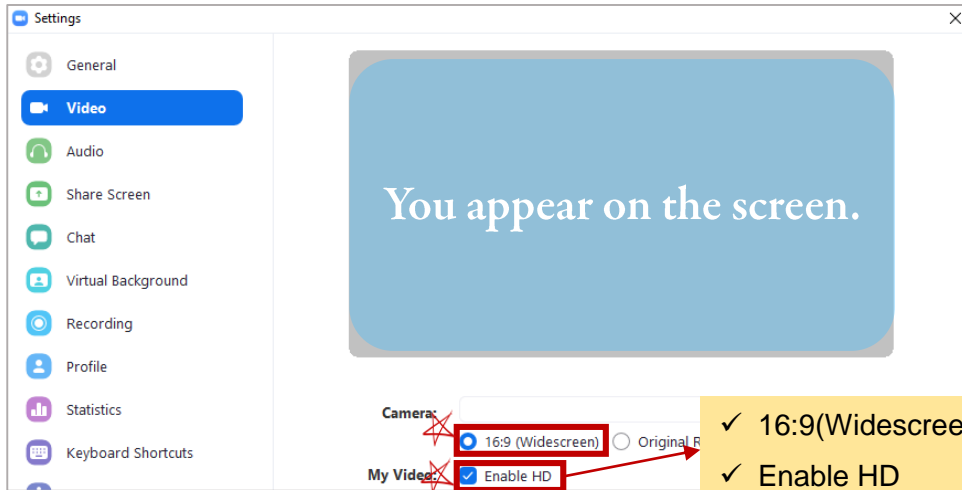


- ① Click the 'Setting' button on the main page.
- ② Please check your camera & audio settings.

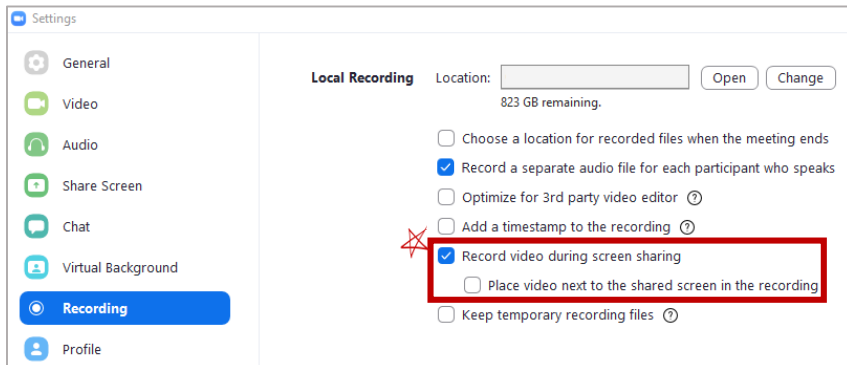
How to Record

2-3. Video & Recording Setting

① Please make sure to check the two options below.



② Please uncheck "Place video next to the shared screen in the recording."



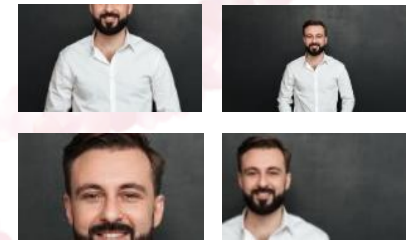
Video Adjustment

✓ Please adjust your webcam angle or laptop location to make you appear on the screen nicely.

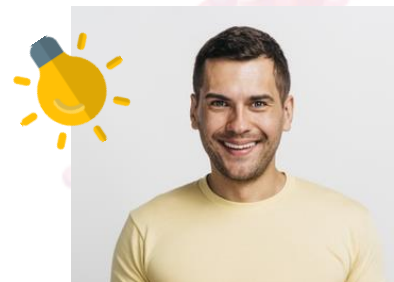
GOOD



BAD



✓ Adjust lighting.

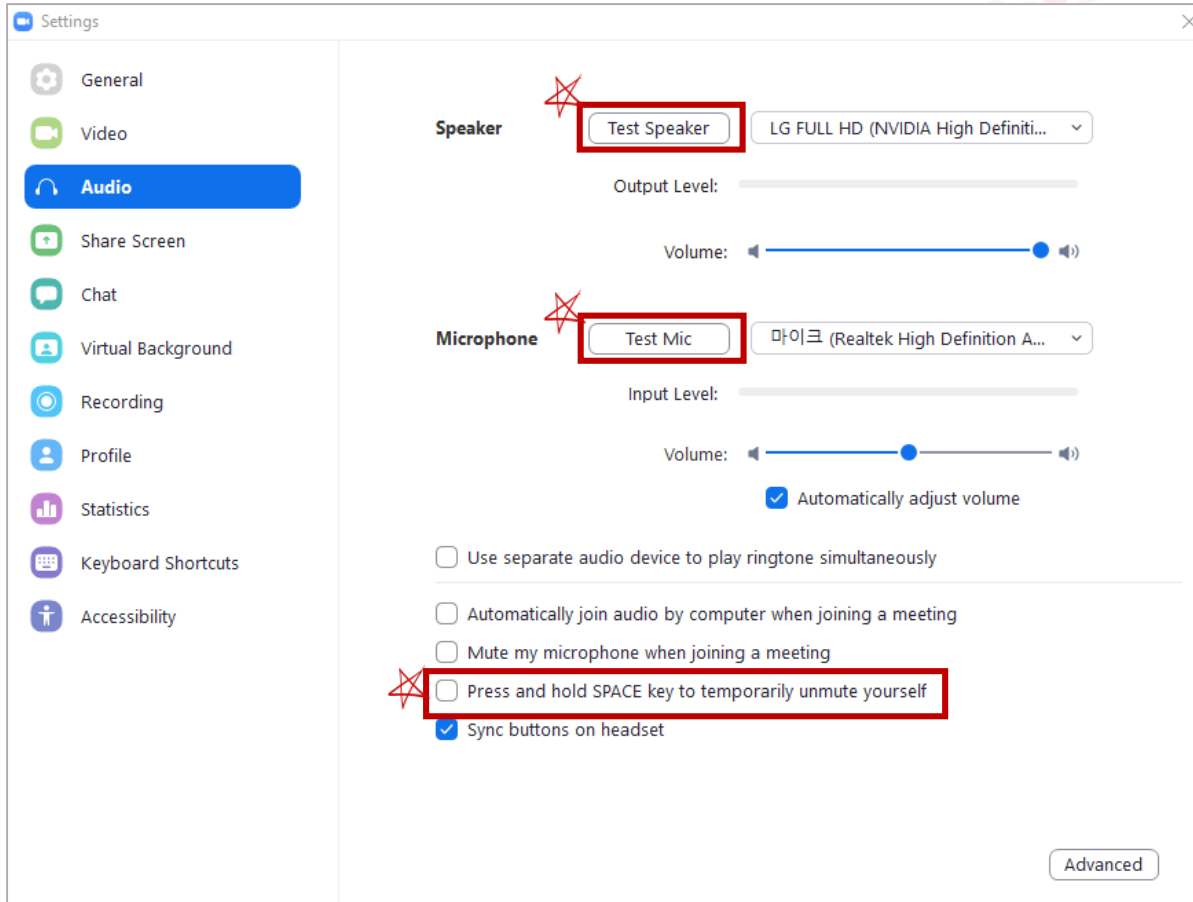


✓ Avoid the backlight.



How to Record

2-4. Audio Setting



① Please put on your Headset or Earphone.

* If you use a built-in mic, your voice might not be heard clearly.

② Click “Test Speaker” to make sure you can hear others.

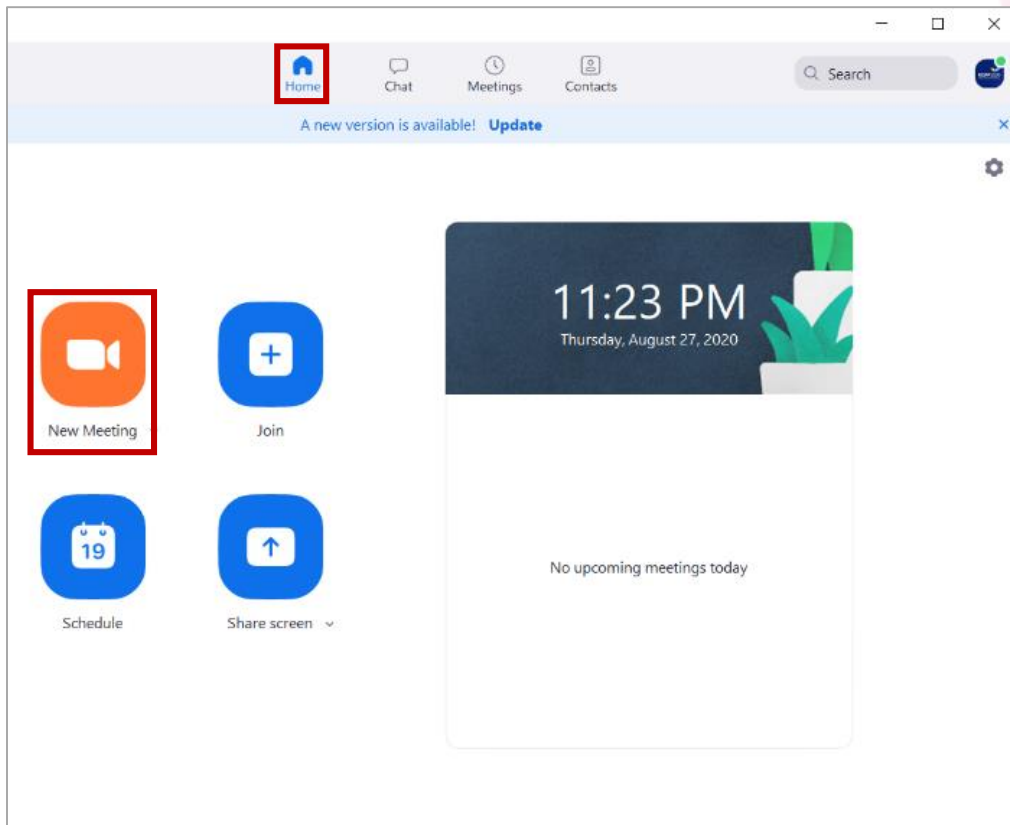
③ Click “Test Mic” to make sure your mic is working.

④ Please **uncheck** the option “Press and hold SPACE key to temporarily unmute yourself.”

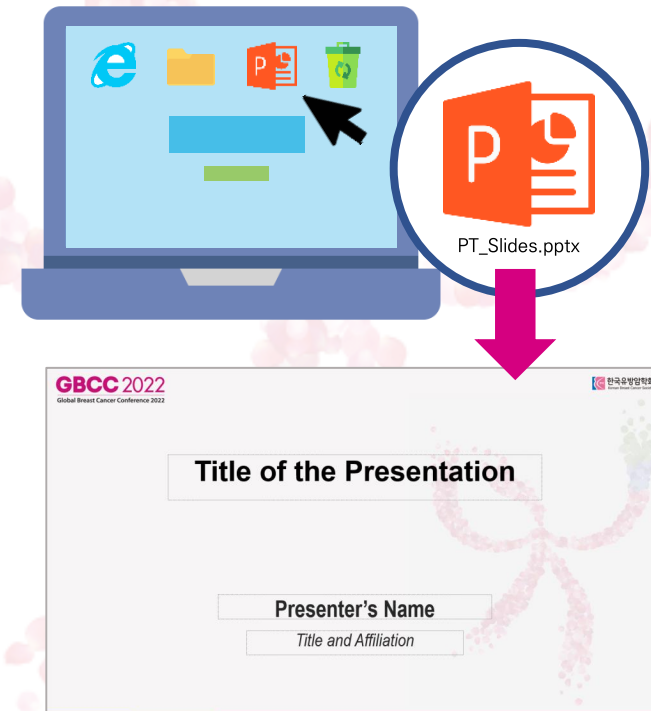
How to Record

2-5. Start Recording

① Click the 'Home' button and click 'New Meeting'.



② Open your presentation materials.



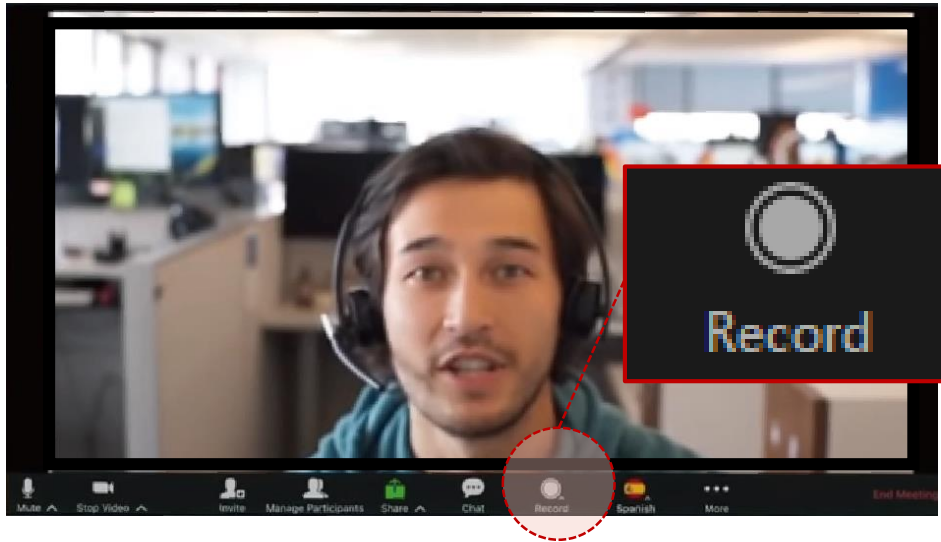
Please use the provided GBCC template when making your presentation materials. **(16:9 ratio)**

* If you have hardships in adjusting the ratio, click [here](#).

How to Record

2-5. Start Recording

③ Go back to ZOOM and click 'Record.'



④ Click 'Share Screen.'

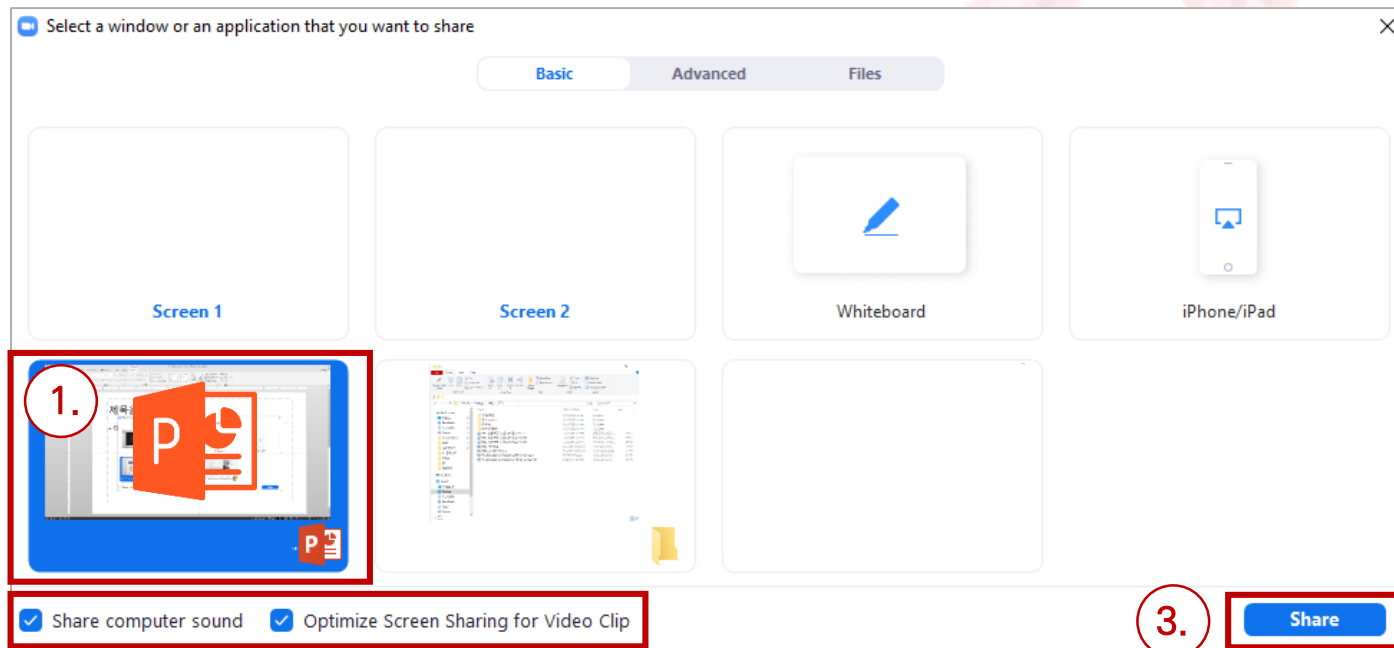


- ✓ Once you start screen sharing, your video will move to the upper right corner (224x126 pixels).
- ✓ Before recording, we recommend you to do a short **test recording** for a minute to make sure your audio and video (webcam) recording is working well.

How to Record

2-5. Start Recording

⑤ Select your presentation materials screen and click 'Share.'



1. Click your presentation materials screen.

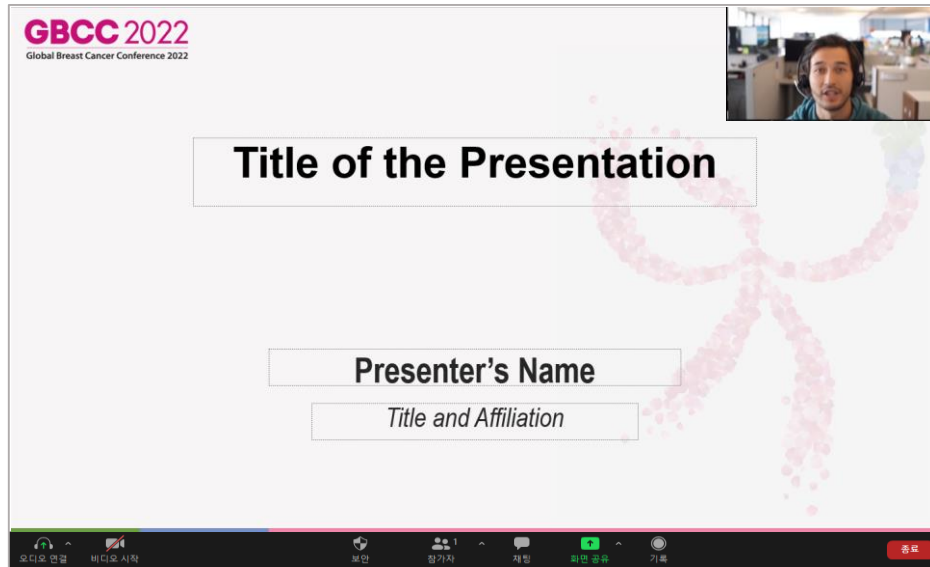
2. Check 'Share computer sound,' and 'Optimize Screen Sharing for Video Clip.'

3. Click 'Share' to share your presentation materials.

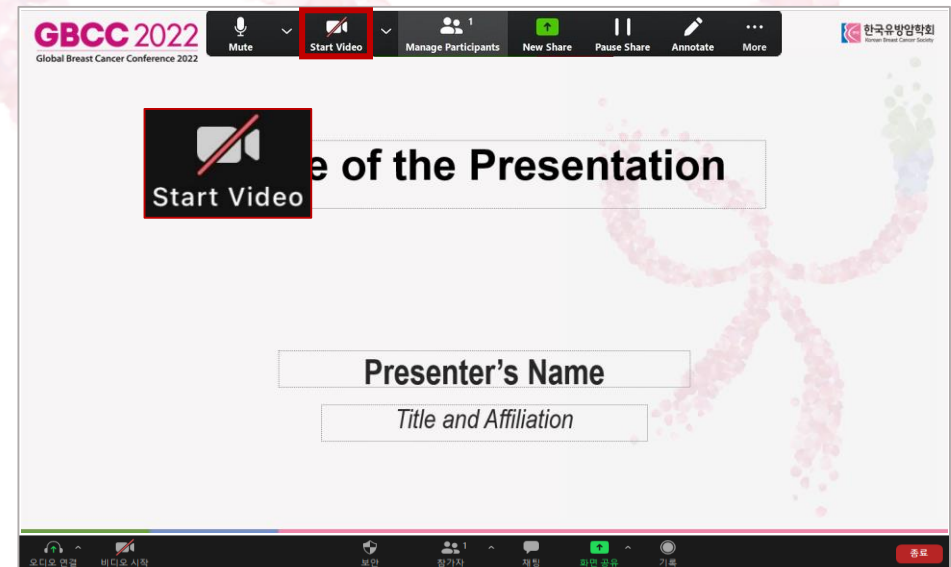
How to Record

2-5. Start Recording

⑥ Please introduce yourself briefly before starting your presentation.



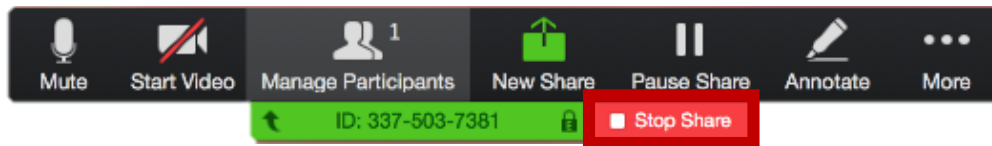
⑦ Turn off your video and proceed with recording your presentation with only your slides being recorded.



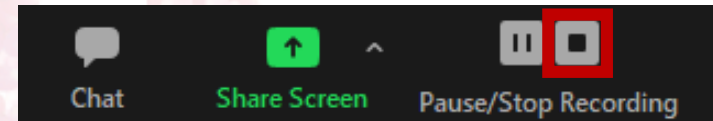
How to Record

2-6. Saving & Uploading

⑧ When you're done, press 'Stop Share.'



⑨ Press 'Stop Recording.'



⑩ Amongst the files saved, please upload the **.mp4 file only** send it to the GBCC email (gbccabs@intercom.co.kr).

Deadline for sending presentations

April 11th (Mon)

If you need any technical support,
please contact the secretariat at
gbccabs@intercom.co.kr.