



RECORDED POSTER PRESENTATION

▶ IMPORTANT INFORMATION

1. Presentation time:

Category	Participant
Presentation	3 minutes
Q / A	Using website reply system

2. Poster Template can be found in <https://ces.um.edu.my/2022-aaa-academic-conference-on-segt>
 Use file name: AUA-SEGt-P(2-digit submission number), e.g. AUA-SEGt-P02



3. The presentation video file size should NOT exceed 300MB. (Number of slide : 1 page)

4. The video file format : MP4

Use file name: POSTER-(2-digit submission number), e.g. POSTER-02

5. Poster and MP4-file Poster Presentation Deadline : **10 February 2022**

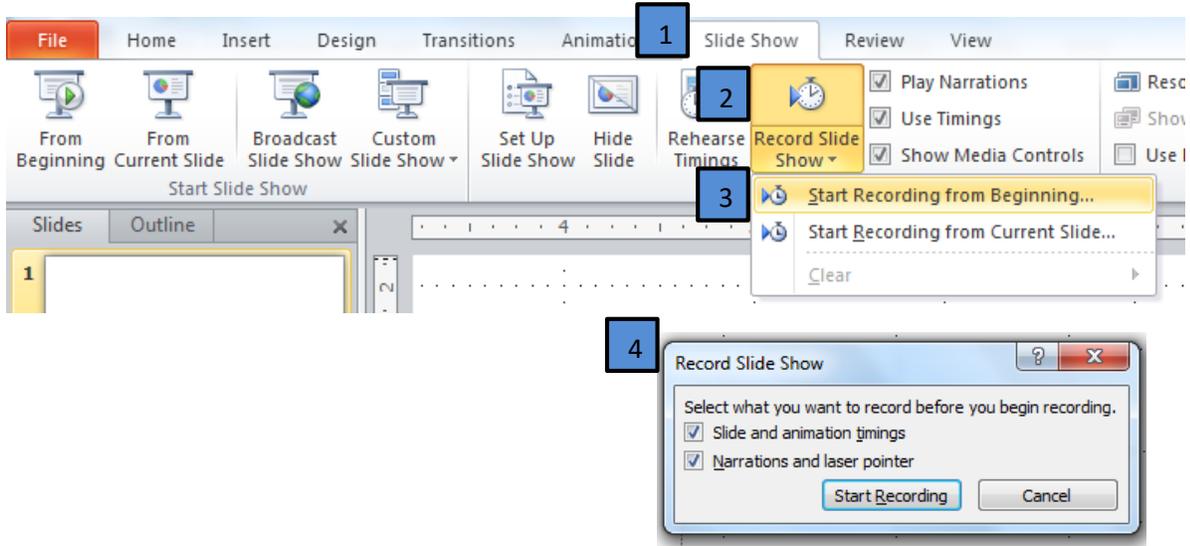
▶ PRESENTATION VIDEO WITH PPT AND UPLOADING PROCEDURES

1. You need computer equipped with microphone. Please ensure the microphone is well-functioned.

2. Use **MS PowerPoint's Slide Show Recording** to make a video file (.mp4).

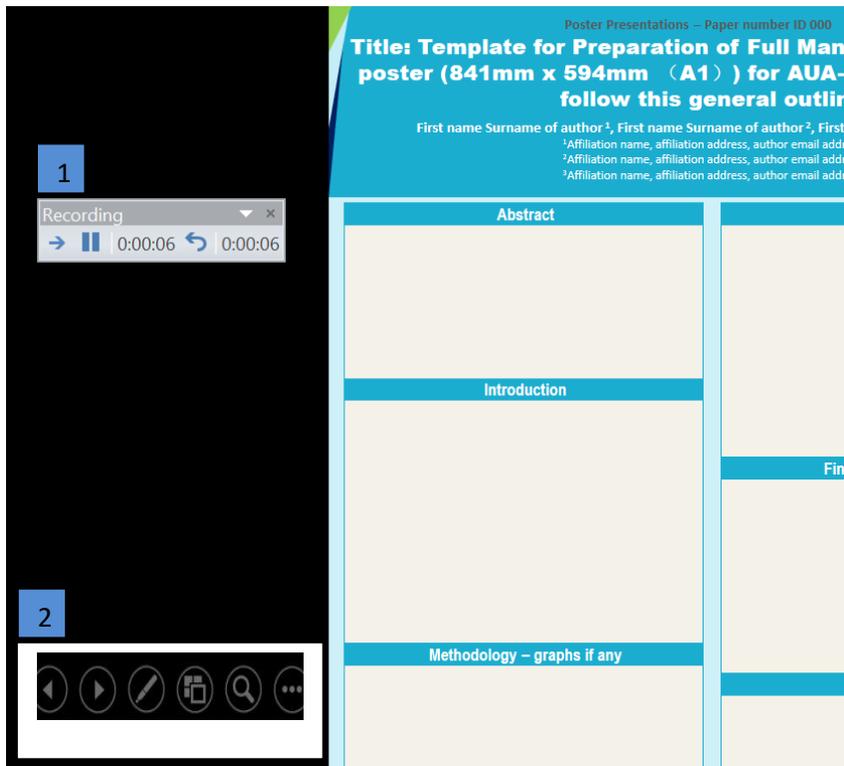
STEP 1 Start Recording

- Open your MS-PPT presentation file.
- Select: 1. Slide Show → 2. Record Slide Show → 3. Recording from Beginning → 4. Start Recording



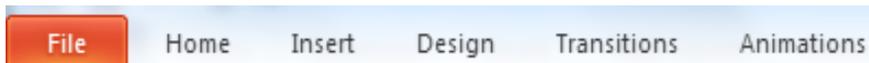
STEP 2 Recording

1. 'Recording time' at the upper left window
2. Use the special functions at lower left of window



STEP 3 Save PPT presentation file with voice to MP4 format

- Go to toolbar → select 'File' to show file options.



- Select: 1. Export → 2. Create a Video → 3. Select the file size option → 4. Create Video
- Select : 5. Save as → 6. Type
File name: POSTER-(2-digit submission number), e.g. POSTER-02
Save as Type : MPEG-4 Video (.mp4)

The screenshot shows the 'Export' menu in Microsoft PowerPoint. The left sidebar contains options: Info, New, Open, Save, Save As, Print, Share, Export, Close, Account, and Options. The 'Export' option is highlighted with a blue box labeled '1'. The main area shows the 'Export' options: 'Create PDF/XPS Document', 'Create a Video' (highlighted with a blue box labeled '2'), 'Package Presentation for CD', 'Create Handouts', and 'Change File Type'. The 'Create a Video' section is expanded, showing options: 'Low Quality' (highlighted with a blue box labeled '3'), 'Presentation Quality', and 'Use Recorded Timings and Narrations'. A callout box points to the 'Low Quality' option with the text: 'Select Low Quality if the file size exceed 200 MB, Smallest file size and lowest quality (336 x 480)'. Below the quality options, there is a dropdown for 'Use Recorded Timings and Narrations' and a 'Seconds spent on each slide' field set to '05.00'. At the bottom, there is a 'Create Video' button highlighted with a blue box labeled '4'.

The screenshot shows the 'Save As' dialog box in Microsoft PowerPoint. The title bar says 'Save As' with a blue box labeled '5'. The address bar shows 'Microsoft PowerPoint'. The 'Organize' dropdown is visible. The file list shows 'Quick access' and various folders like 'Desktop', 'Camera Roll', 'Downloads', 'Documents', 'Pictures', 'This PC', 'AnyDesk', 'Captures', 'Saved Pictures', and 'Wondershare File'. The 'Microsoft PowerPoint' folder is expanded, showing a file named 'AUA-SEGT-P02' (highlighted with a blue box labeled '6'). The 'File name' field contains 'AUA-SEGT-P02' and the 'Save as type' is 'MPEG-4 Video'.

STEP 4

Check your Video file (.mp4)

- Check your video file (.mp4) as following:

1. File name:

File name: POSTER-(2-digit submission number),
e.g. POSTER-02



2. Presentation slides: 1 slide



3. Time duration: 3 minutes



4. Please check your recorded video file (.mp4) before submission to ensure:

- Audio recording is clear for audiences
- The texts and diagrams/figures can be viewed clearly