

Guidelines for Invited Speakers

1. Overview

- **Event** : The 27th International Symposium on Polar Sciences (ISPS 2022)
- **Theme** : Two decades of Korean Arctic research: Looking back to look forward
- **Date** : September 20-21, 2022
- **Venue** : Online(www.isps2022.or.kr)
- **Host** : Korea Polar Research Institute 
- **Programs** : Opening/Closing Remarks, Keynote Speeches, Scientific Sessions, Poster Session, Side Meetings.

2. Program at a Glance

Time	Day 1 (Sept. 20)		Day 2 (Sept. 21)		
09:00 – 10:00	Opening Remarks		Keynote Speech 2		
	Keynote Speech 1				
10:00 – 11:00	S1. Retrospect and prospect of atmospheric research in Ny-Ålesund		S4. Response of the Arctic marine system to ongoing environmental changes		
11:00 – 12:00					
12:00 – 13:00	Lunch	Seminar for Early Career Scientists (in-person)	Lunch	The 13th Conference of the Korean Society of Polar Medicine (in-person and online)	
13:00 – 14:00	S2. Svalbard as a barometer of climate change		S5. Remote Sensing in the Arctic		
14:00 – 15:00					
15:00 – 16:00	S3. Climate change impacts on Arctic terrestrial ecosystems		S6. Past and future of Greenland: a perspective on geology and environment		
16:00 – 17:00					
17:00 – 18:00			Closing Remarks		
Full-time	Poster Session				

* The symposium will take place using **KOREA STANDARD TIME (KST, UTC+9)**.

UTC calculator : <https://www.calculator.net/time-zone-calculator.html>

* Please check the latest program at the official website (www.isps2022.or.kr).

3. Presentation Guidelines according to Participation Type

*Choose either Type 1 (Real time via Zoom) or Type 2 (Pre-recorded Video).

Type 1) Presentation in real time via ZOOM * All indicated time and date is KST (UTC+9)

Type 1	Submission Material	Deadlines
Presentation in real time via ZOOM	Presentation PPT or PDF file	September 12th, 2021 23:59 (KST)

1) Guidelines for Submission Materials

- File Format : MS PowerPoint or PDF / **16:9 ratio**
- Please send us the font, sound source, and video included in the presentation material.
- Submit your file to isps2022secretariat@gmail.com by NO LATER THAN **September 12th, 2022.**
- Subject line of the submission e-mail should indicate the presentation number for identification purposes. (e.g., **Plenary 1. Submission Material**).
- Presentation Materials are collected only for sharing to the moderator for operating session.

NOTE

※ If you need to make any changes after the submission, please notify the Secretariat.

2) Presentation Guidelines

Step 1. Submit your presentation material.

* Submitted materials will be published at the symposium website if you have agreed to upload your file through the "Right of Publicity and Waiver and Contribution Use Agreement".

Step 2. Join the ZOOM technical rehearsal (One rehearsal is mandatory for all speakers.)

* You will receive ZOOM rehearsal guidelines if you choose to participate in real time, and we will contact you to confirm the date and time for technical rehearsal.

Step 3. Join the ZOOM meeting room for Presentation on the date of your presentation.

* Meeting room URL for Live presentation will be sent you **1 day before your presentation.** (Please join the URL **at least 15 minutes before** your presentation time.)

Type 2) Presentation via Pre-recorded Video

Type 2	Submission Materials	Deadline
Presentation via Pre-recorded Video	<ul style="list-style-type: none"> * Pre-recorded Speaking video clip * Presentation time table for each PPT slides * Presentation PPT or PDF file 	<p style="text-align: center;">September 12th, 2022 23:59 (KST)</p>

1) Guidelines for Submission Materials

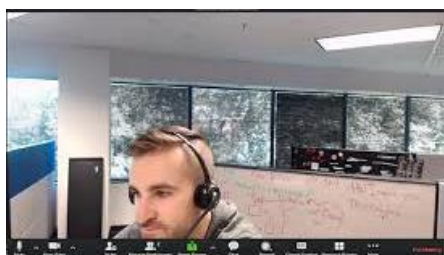
- File Format : mp4, mov, avi / **16:9 ratio**
- File Resolution : minimum of 720p or higher (1080p)
- Submit your video file or download link along with your presentation file to the Secretariat to isps2022secretariat@gmail.com by NO LATER THAN **September 12th, 2022.**
- Your presentation video will be published online and will be accessible to all symposium participants. Please make your presentation using materials that do not conflict with copyright.
- Subject line of the submission e-mail should indicate the presentation number (e.g., **Plenary1. Submission Material**).

2) How to make Pre-recorded “Speaking Video” Clip

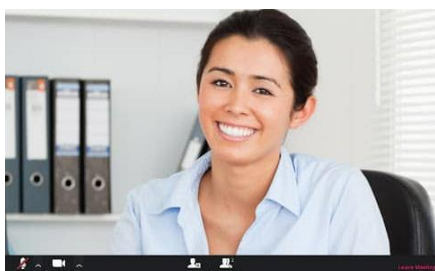
Step 1. Prepare your surrounding environment for recording the video

- Adjust the webcam angle so that it shows your face at the right angle and position
- Consider using one side of your wall, ideally white, as a background. Too many objects or colors in the background will distract the audience from the presentation.
- If the source of the light is behind you, heavy shadow will cast hard shadows on your figure. Make sure you have source of light in front of you, behind the webcam.

< Bad Cases >



< Good Cases >



- Further Instruction on how to record the video using Zoom
: <https://youtu.be/lZHSAMd89JE> OR <https://youtu.be/4BXjQ4x-H1s>

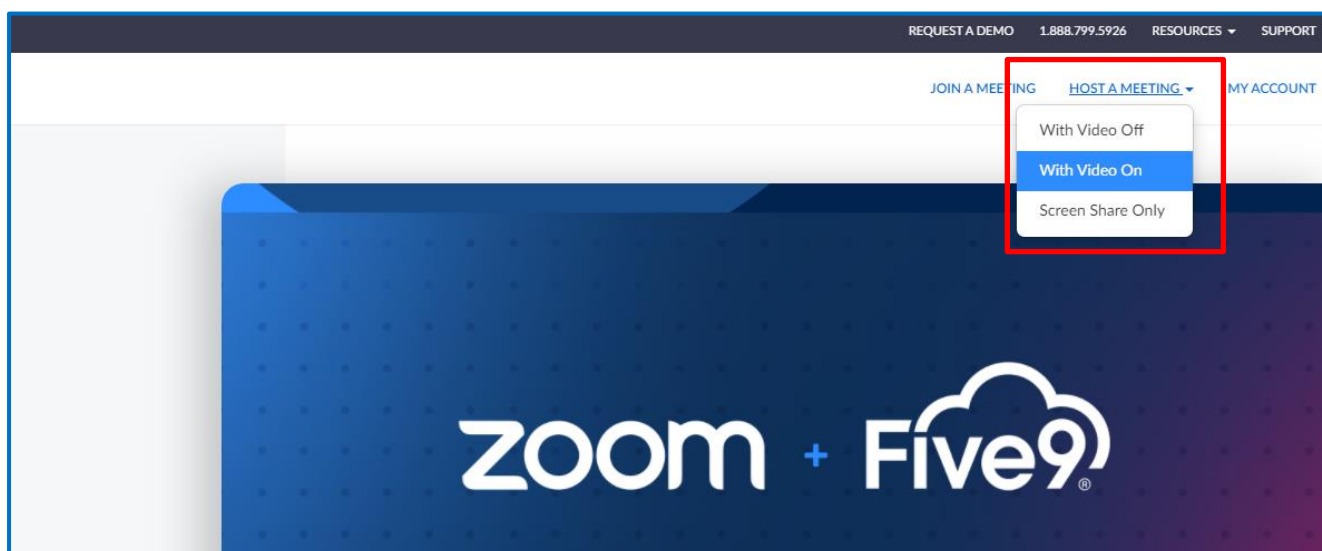
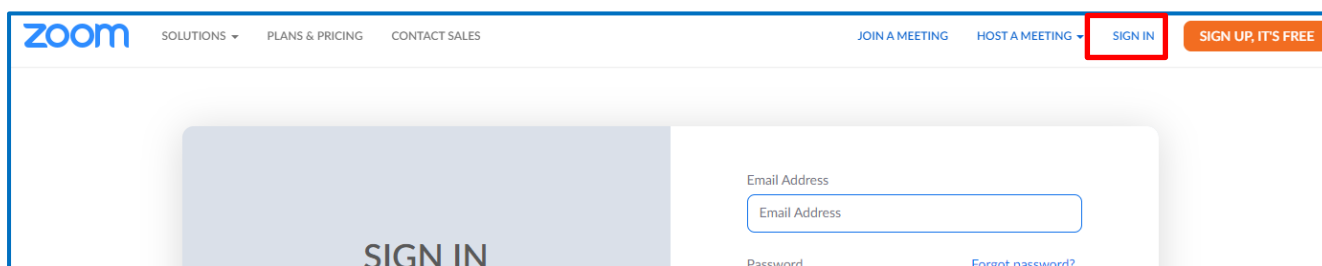
Step 2. Record a “Speaking Video” via ZOOM

* You may use programs other than Zoom to record the video.

How to Record a “Speaking Video” via ZOOM

Step 1.

Sign in to ZOOM and Log-in. After Logging in, click ‘Host a meeting’ and select ‘With Video on’

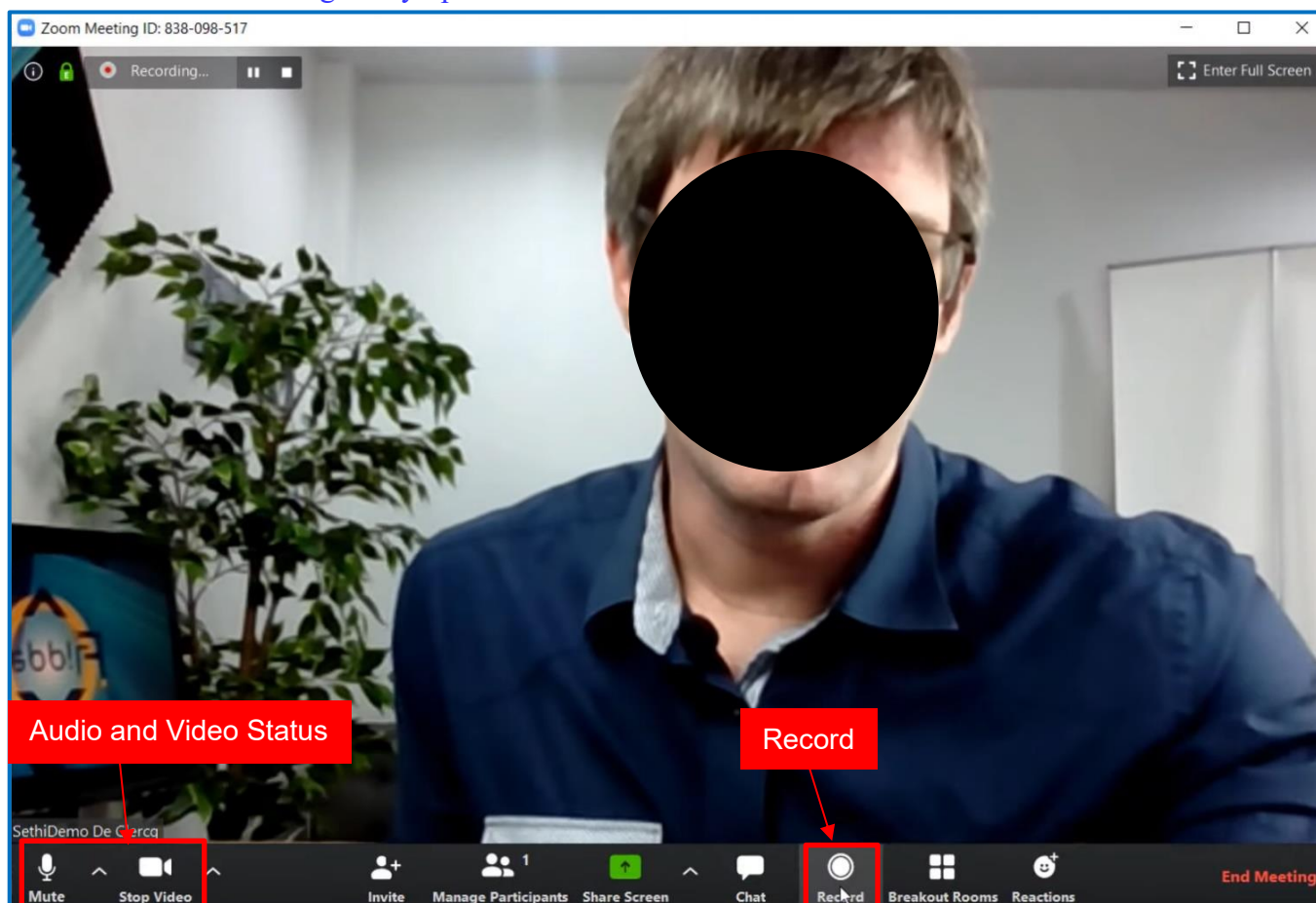


Step 2.

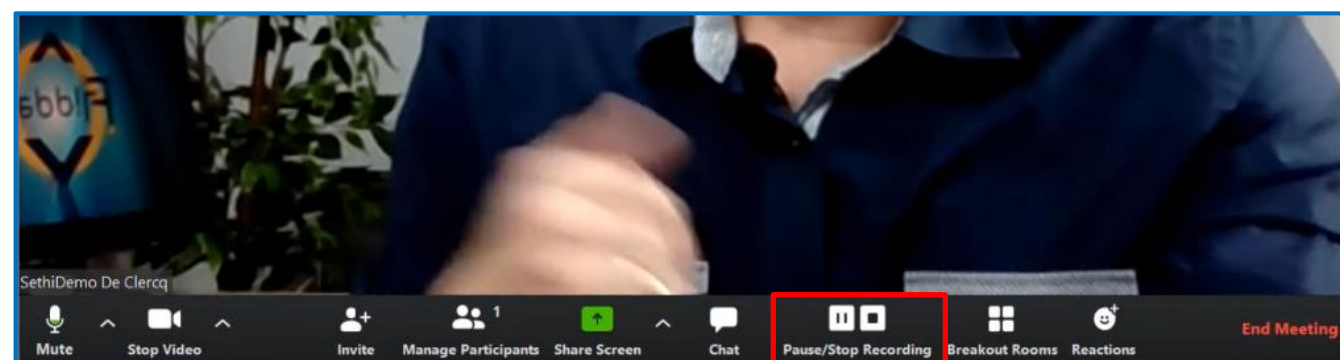
Launch meeting and start to recording the video by clicking on the ‘Record’ button below the screen.

Before you start recording, make sure your audio and video is adjusted properly for recording.

* Please record the video of you speaking, without using ‘share screen’ function. After receiving the video and presentation materials, we will format the video and presentation material so that it would fit the frame used in streaming the symposium.

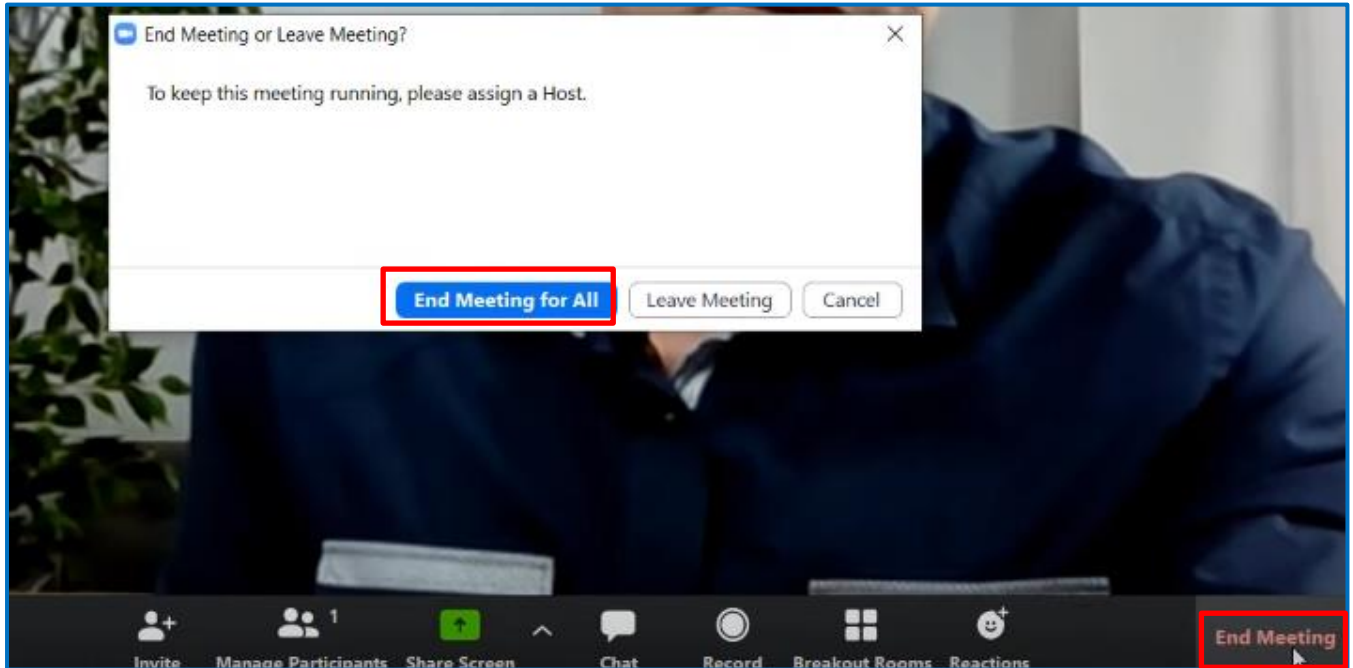


You can stop or pause the recording as you see fit.



Step 3.

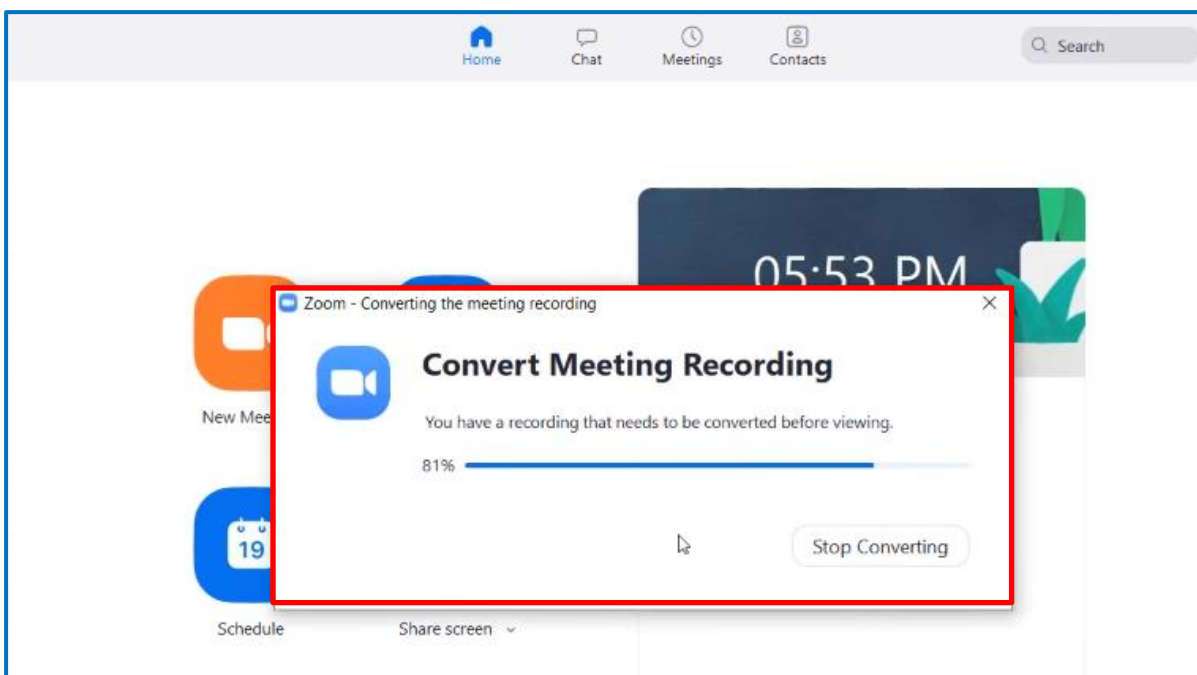
After completing the recording, click 'End Meeting for All' to convert the video into a file.



Step 4.

Convert your meeting video. It will be saved on your computer.

After saving, please send your 'speaking video' along with your presentation materials and slides time table.



[Example of PPT Slides time table]

Please fill out the timing (on your ‘speaking video’) of your presentation slides, so that we can edit your video for streaming.

Slide Number	Speaking Video Timing
Slide 1	00:00 ~ 01:15
Slide 2	01:16 ~ 02:00
Slide 3	02:00 ~ 02:59
Slide 4	03:00 ~ 05:00
Slide 5	05:00 ~ 07:00
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If you have any question regarding this process, please do not hesitate to contact us at

isps2022secretariat@gmail.com