

Guidelines for Oral Presenters

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	The 13th Conference of the Korean Society of Polar Medicine (in-person and online)
11:00 – 12:00				
12:00 – 13:00	Lunch	Seminar for Early Career Scientists (in-person)	Lunch	
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	Deadline
Participation in real time via ZOOM	* Presentation PPT or PDF file	September 12th, 2022 23:59 (KST)

1) Submission Materials Guidelines

- 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., **S1_S1. 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 online 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
Participation via Pre-recorded Video	* Pre-recorded presentation video clip * Presentation PPT or PDF file	September 12th, 2022 23:59 (KST)

1) Guidelines for Submission Materials

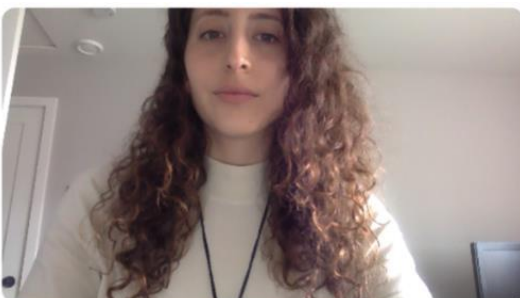
- Video File Format: mp4, mov, avi / **16:9 ratio**
- Video File Resolution: minimum of 720p or higher (1080p)
- Submit your video file or download link along with your presentation file to the Secretariat to isps2022secretariat@gmail.com by NO LATER THAN **September 12th, 2022.**
- Your presentation 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., **S1_S1. Submission Material**).

2) How to make Pre-recorded Video Clip *Using MS PowerPoint

Step 1. Prepare for right condition to record 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 MS PowerPoint
: <https://www.youtube.com/watch?v=D8JV3w4TOVw>

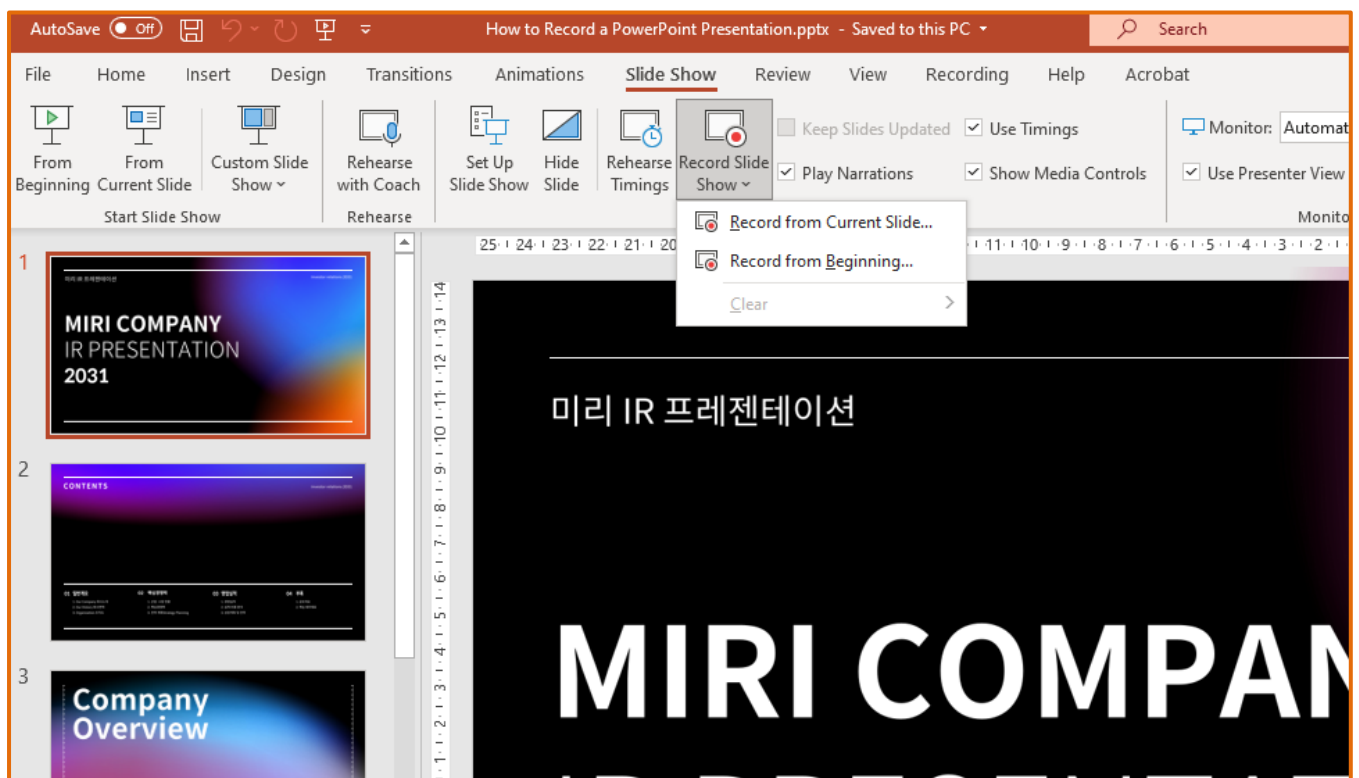


Step 2. Record a PowerPoint presentation **with Audio and Video**

How to Record a PowerPoint Presentation

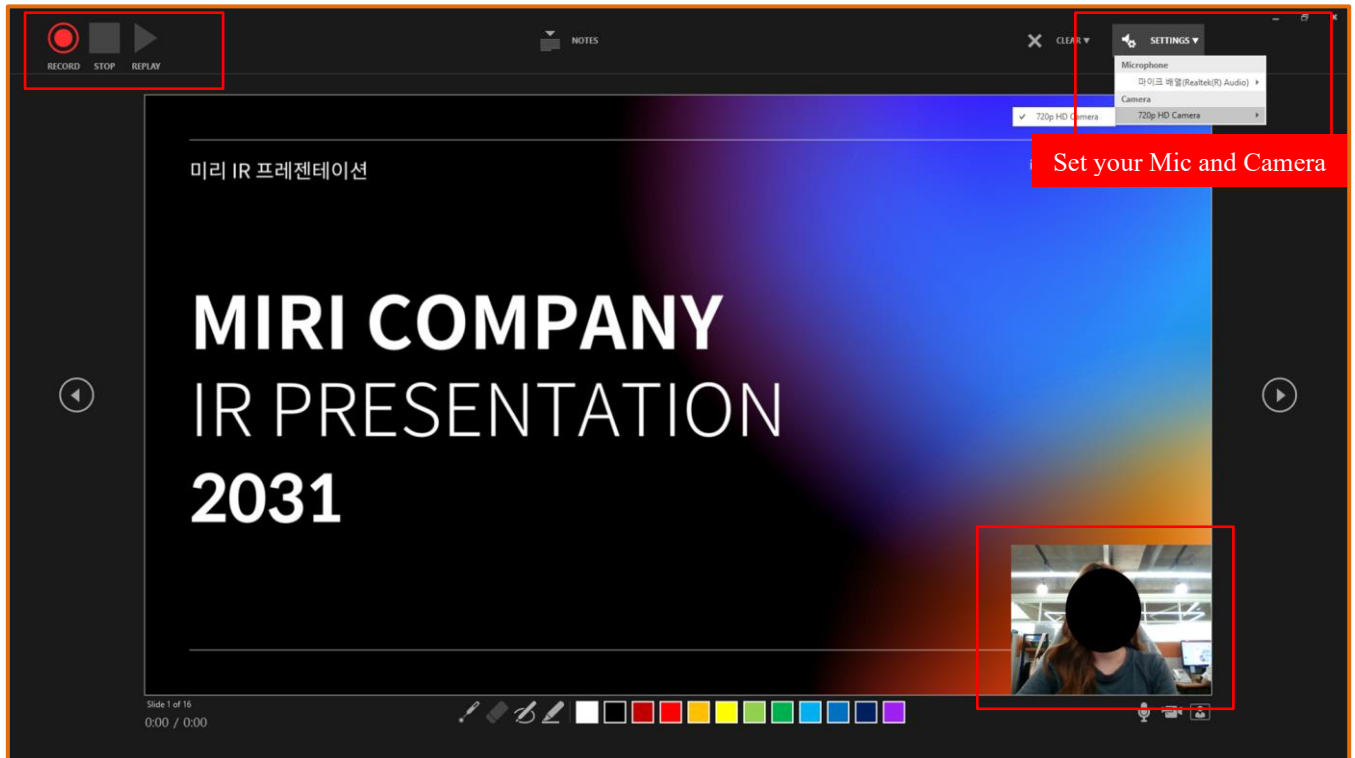
Step 1.

You can start recording your slides via the Slide Show tab. To start recording your narration go to Slide Show → Record Slide Show. In the drop-down menu, you can choose to initiate recording from the beginning or from the current slide.



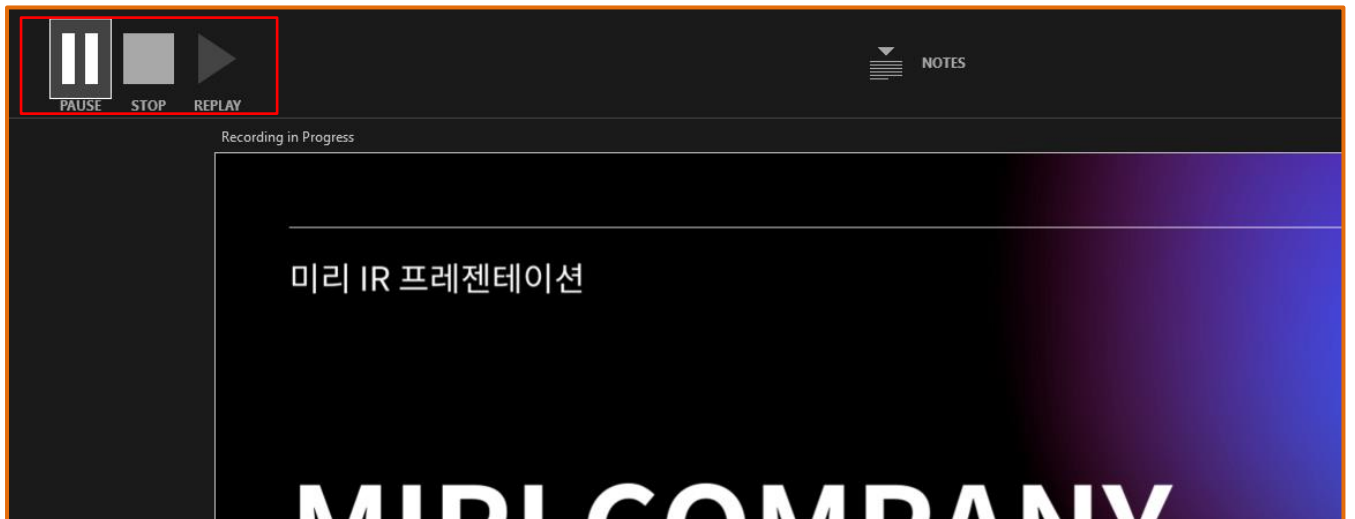
Step 2.

You will be presented with a dialogue box which will allow you to start the recording process. Before you begin recording, you should make sure your microphone and camera is on for recording.



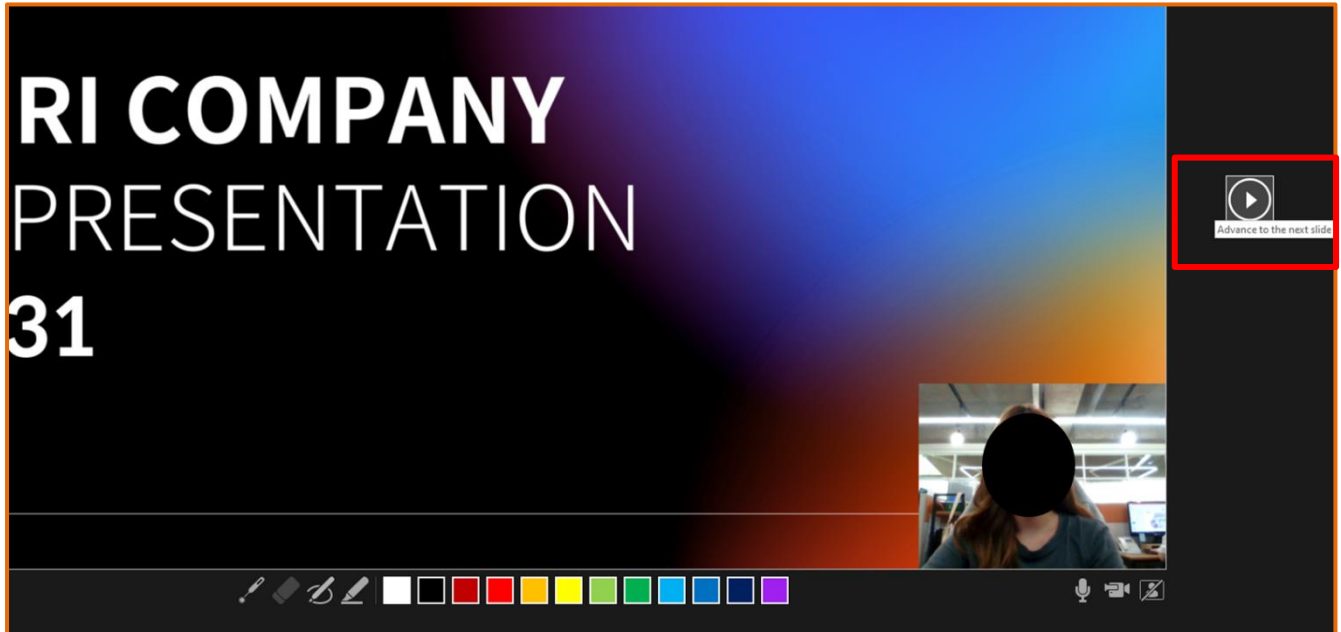
Step 3.

Once in recording mode, you will be able to navigate between slides and record voice narrations and video. You can click Pause to pause your presentations. In case you want to resume from where you last left off, you can simply click Resume Recording.



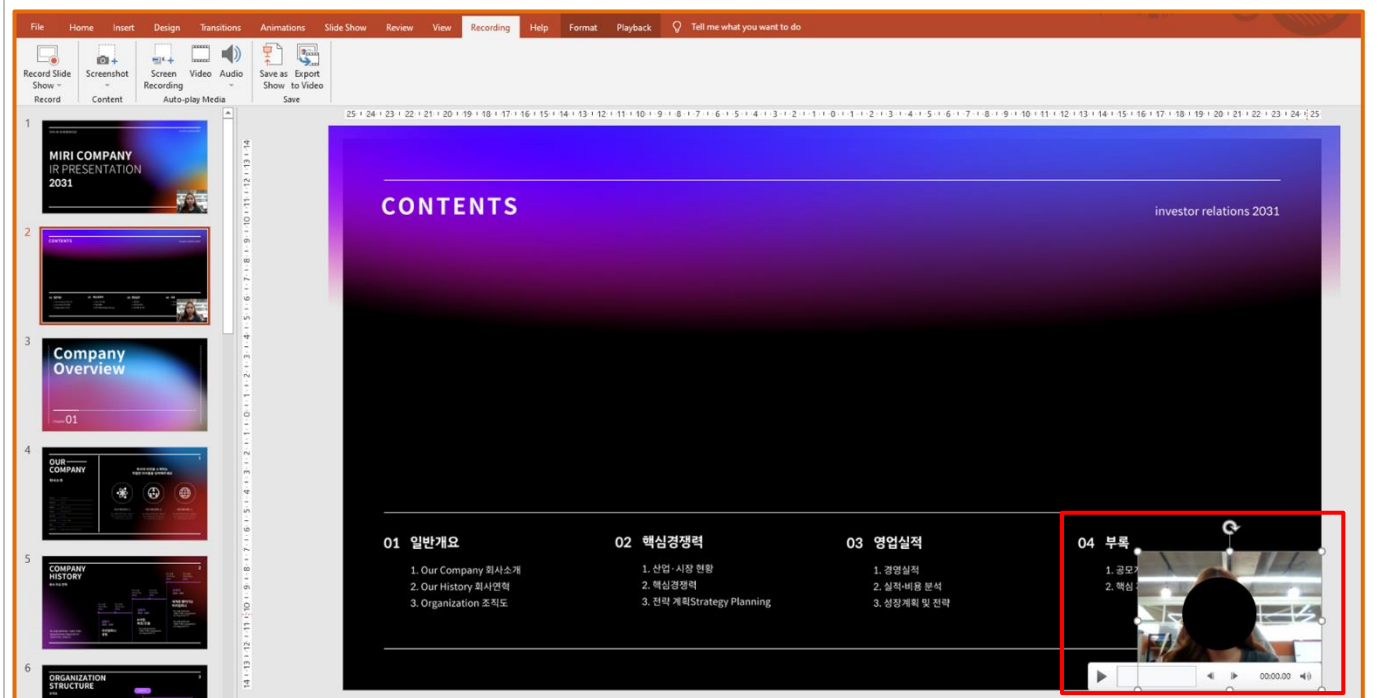
Step 4.

You can click the button to advance to the next slide and record the presentation for each slide.



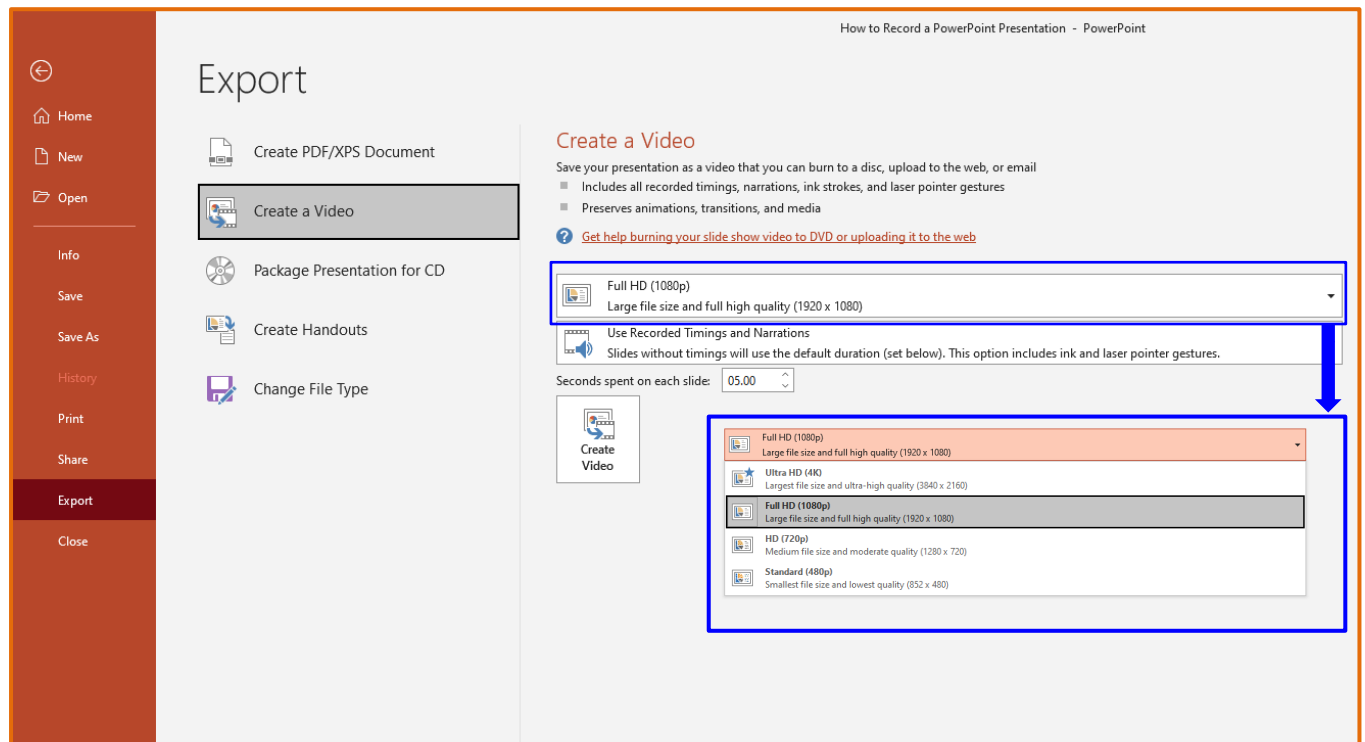
Step 5.

Once your recording concludes you can preview your recorded presentation via Slide Show → From Beginning. Also note that a video icon appears at the bottom of the right side of the slides. You can move the video icon to the place you want it to be.



Step 6.

Create presentation video and export the video via File > Export. After saving and compressing the video file, send the video file to isps2022secretariat@gmail.com.



If you have any question regarding this process, please do not hesitate to contact us at
isps2022secretariat@gmail.com