



IMKASID 2022

COMMEMORATING THE 20th ANNIVERSARY OF KASID

THE 5th INTERNATIONAL MEETING ON INTESTINAL DISEASES IN CONJUNCTION WITH
THE ANNUAL CONGRESS OF THE KOREAN ASSOCIATION FOR THE STUDY OF INTESTINAL DISEASES

A Great Leap for Intestinal Research: 20 YEARS AND BEYOND

MAY 12^{THU} – 14^{SAT}, 2022 / BEXCO, Busan **IN PERSON & VIRTUAL EVENT ▶▶**

www.imkasid.org



Presentation Guidelines



The 5th International Meeting on Intestinal Diseases in conjunction with the Annual Congress of the Korean Association for the Study of Intestinal Diseases(IMKASID 2022) will be held as a hybrid conference (online and in-person) for the health and safety of all our participants.

Presenters who cannot attend in person on the congress day, their presentations will be pre-recorded and streamed online including plenary and free paper sessions.

However, all presenters will be required to attend live Q&A sessions.

The following guidelines are to assist you in preparing your presentation.

Please submit your presentation files before the deadline.

Basic Rules

1. The presentation (PPT) should be recorded with your face/voice using the recording tools (PPT slide show, Zoom, and other recording programs.)

- ※ Use PC with built-in microphone or webcam to record the presentation.
- ※ Voice recording without the presenter's face can be recorded on the presentation slides (Paid voice codecs such as Dolby may not support this function).
- ※ Video of the presenter's face should not cover the presentation contents.

2. Language

- Official Language: English

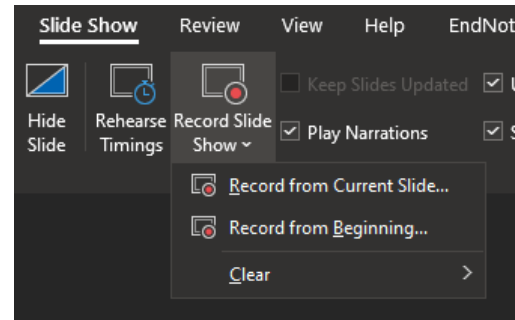
3. Presentation File (PPT) Format ***REQUIREMENT***

- IMKASID 2022 PPT template: **Refer to the attached files**
- Presentation File Ratio : **16:9 Size** / VOD File Format: **MP4** (Screen Resolution: 720p or Full HD)
- Use a common font such as Calibri, Arial, Times New Roman.

Basic Rules

4. Important Notes!

- Recording will pause automatically when you move to the next slide.
- When you finish recording the current slide, please pause a moment before moving to the next slide.
- If you go to a previous slide during recording, the recording of the current slide will be deleted.
- To resume recording on the specific slide, go to the slide you wish to work on and click [\[Slide Show\]>\[Record from Current Slide\]](#).
- When you finish the last slide and click next, the recording automatically stops. Or you can press [ESC] or click [X] in the recording box at the top left corner to stop recording.





Session Code Guideline

#	Session Type	Session Code
1	IMKASID Educational Workshop	EW
2	Symposium	S
3	Region-Specific Forum	RSF
4	KASID-MISGKAI Joint Symposium	MJS
5	KASID-GESST Joint Symposium	KGJS
6	Luncheon Symposium	LS
7	IMOTICON	IMO
8	IMKASID for Young Researchers	YR

#	Session Type	Session Code
9	KASID Plenary Session	PS
10	KASID Special Lectures	SL
11	Oral Presentation (Free Paper)	OP
12	Poster Oral Presentation	PO
13	Poster Exhibition	PE
14	Breakfast with Master	BM
15	Nurse Forum	NF

Video Submission

① File naming: Session Code_Your Name (EX: PS01_Gildong Hong)

② Submit your lecture file via the Dropbox link below.

※ KASID Plenary Session: <https://www.dropbox.com/request/jjeSZ3jkq7HRhr8yt6zJ>

※ Free Paper Session: <https://www.dropbox.com/request/Ecmnp5x9RsqqvYg93GP>

※ Poster Oral Presentation: <https://www.dropbox.com/request/3QnSM7KIK6gG0HgXXbXI>

③ **Submission Deadline: April 28 (Thu), 2022**

※ The secretariat must conduct a preliminary inspection of the video.

Please keep the deadline.

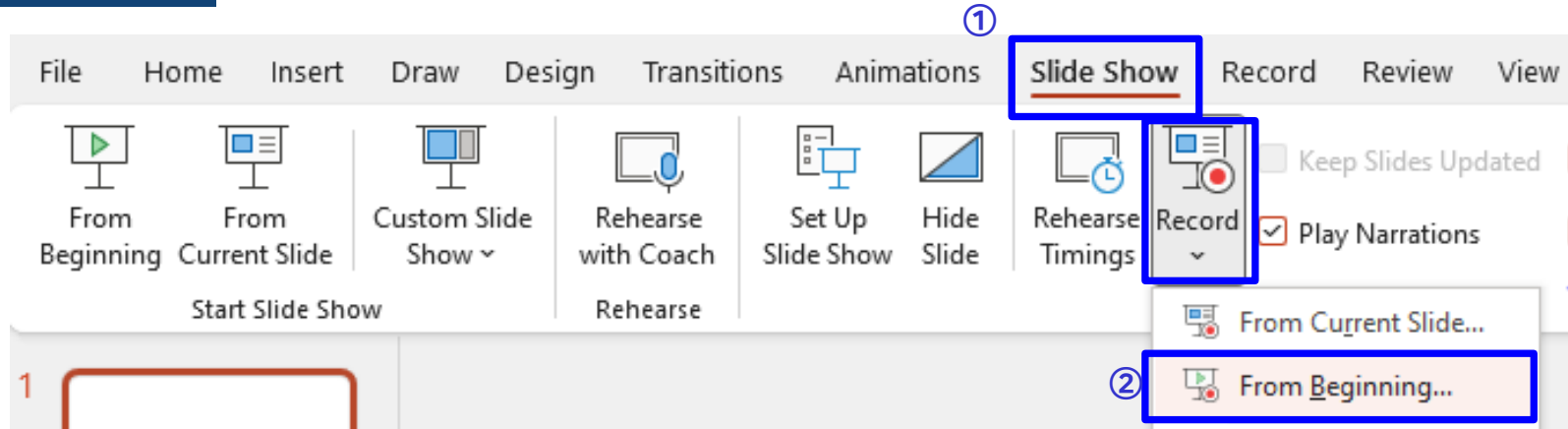


How to record a presentation file using **the Microsoft PowerPoint Slide Show**

Office 365 ver.

How to Record a Presentation VOD

Office 365 ver.



1. Prepare your presentation slide and a microphone.
2. Set up your microphone prior to start recording the slide show.
3. Click the [\[Slide Show\]](#) and click [\[From Beginning...\]](#) to start recording from slide 1.
 - We highly recommend testing your microphone with draft recording.

- ※ The latest version of Microsoft Office allows you to record presenter's video together in the corner (If you use webcam) and provides more convenient tools and interfaces. Please make sure the presenter's video does not block the contents of the slide.
- ※ When you click [Slide Show]/[Record], the following screen appears, and activities (Pen writing, laser pointers, highlights, etc.) in the area marked with red squares are recorded.
- ※ The recording starts when you click [Recording], and activities (such as pen writings) are inserted into the PPT slide when you click [Stop]/[ESC], and the timing is automatically adjusted.

① RECORD STOP REPLAY Record, Stop, Replay

② NOTES NOTES: You can view your slide notes.

③ CLEAR SETTINGS

Settings: You can choose specific microphone or webcam

Recording Area

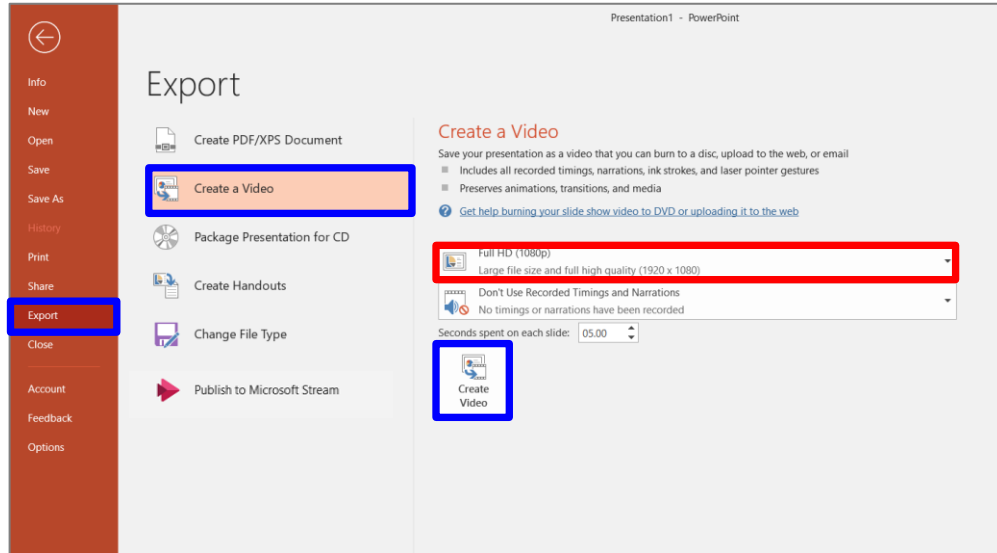
④ Slide 1 of 3 Time 0:00 / 0:00

⑤ Eraser, Pen, Highlighters, Colors

⑥ Microphone, Webcam, Webcam Preview ON/OFF

- ※ If you want to use the laser pointer, click right on the slide and select [Pointer Options] and [Laser Pointer]. The process of choosing recording activities will not be recorded but the movement of the laser pointer inside of recording area will be recorded.

Office 365 ver.



1. When you are done recording, please click the [File] > [Export] on the bottom-left.
2. Choose the [Create a Video](#) and save it in as a .mp4 format with HD (720p) resolution.
3. ★Please play and check the created video from start to finish before submitting.

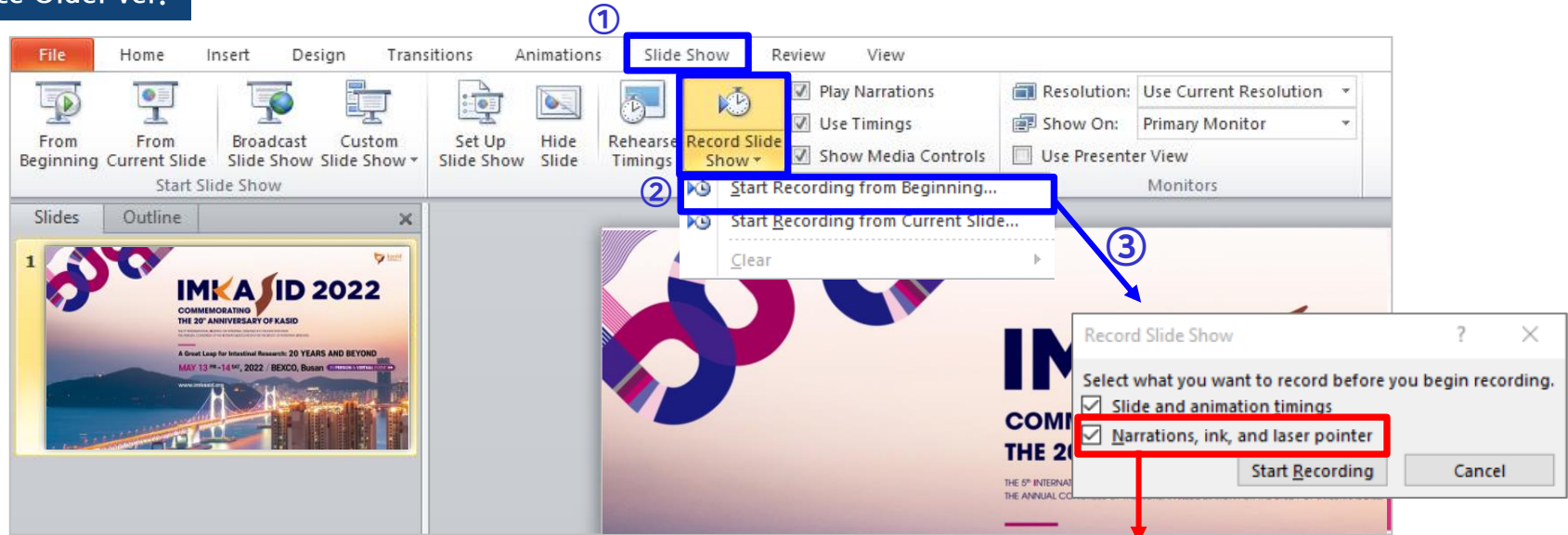


How to record a presentation file using **the PPT Slide Show**

Older Windows ver.
(2010)

How to Record a Presentation VOD

Office Older ver.



1. Prepare your presentation slide and a microphone.
2. Set up your microphone prior to start recording the slide show.
3. Click the [\[Slide Show\]](#) and click [\[From Beginning...\]](#) to start recording from slide 1.
 - * We highly recommend testing your microphone with draft recording.
4. In the [\[Record Slide Show box\]](#), check or clear the boxes for your recording, and click [Start Recording](#).

If the microphone is disconnected, the second item is disabled -> Please check if your microphone is connected.

- ※ After you stop recording, you can re-record from beginning.
- ※ Recording will pause automatically when you move to the next slide. When you finish recording the current slide, please pause a moment before moving to the next slide.
- ※ If you go to a previous slide during recording, the recording of the current slide will be deleted.
- ※ After recording, press the [ESC] and save it. When recording is finished, a sound icon will be generated at the bottom right of each slide.

①

Go to next slide 

Pause recording 

Re-record current slide 



Recording Area

- ① **Recording Tool Bar** : Pause / Current Slide Recording Time / Total Recording Time
- ② **Pen Tool Bar** : You can use another type of pen or change the color of the ink.
(Laser pointer, pen, highlighter, Eraser)

Office Older ver.

Recording
00:00:16 00:00:16

kasid

IMKA ID 2022

COMMEMORATING
THE 20th ANNIVERSARY OF KASID

THE 6th INTERNATIONAL MEETING ON INTESTINAL DISEASES IN CONJUNCTION WITH
THE ANNUAL CONGRESS OF THE KOREAN ASSOCIATION FOR THE STUDY OF INTESTINAL DISEASES

Microsoft PowerPoint

The total time for the slide show was 0:00:02. Do you want to keep the new slide timings to use when you view the slide show?

Yes No

www.imkasid.org

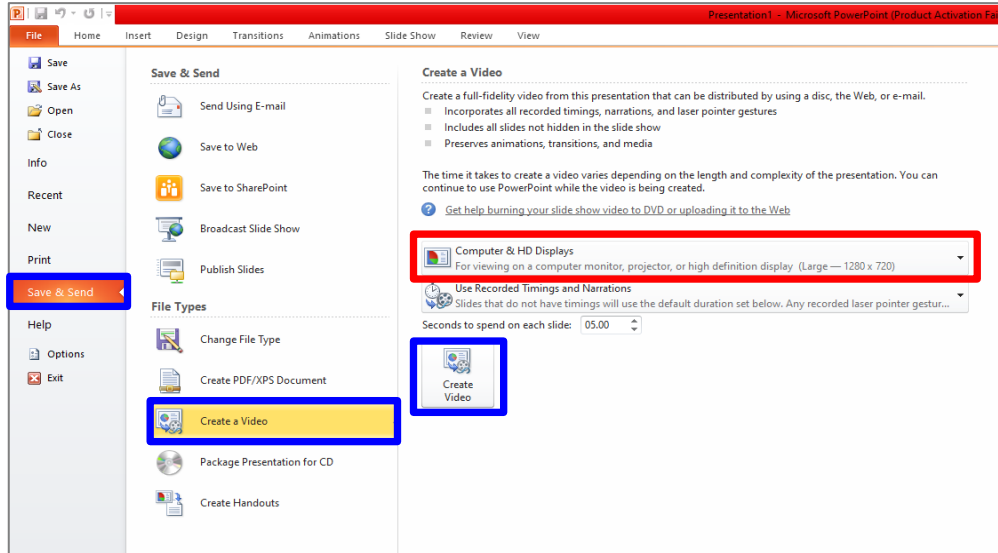
END BEYOND

PERSON & VIRTUAL EVENT

Start
Previous
Next
Go to Slide
Go to Section
Custom Show
Screen
Help
Pause Recording
End Show

1. To end your recording, click the [\[End Show\]](#).
2. When **pop-up** shows on a screen, you can click Yes or No button.

Office Older ver.



1. When you are done recording, please click the **[File] > [Save & Send]** on the bottom-left.
2. Choose the **Create a Video** and save it in as a **.mp4** format with **HD (720p)** resolution.
3. ★Please play and check the created video from start to finish before submitting.



IMKASID 2022

COMMEMORATING THE 20th ANNIVERSARY OF KASID

THE 5th INTERNATIONAL MEETING ON INTESTINAL DISEASES IN CONJUNCTION WITH
THE ANNUAL CONGRESS OF THE KOREAN ASSOCIATION FOR THE STUDY OF INTESTINAL DISEASES

A Great Leap for Intestinal Research: 20 YEARS AND BEYOND

MAY 12^{THU} – 14^{SAT}, 2022 / BEXCO, Busan **IN PERSON & VIRTUAL EVENT ▶▶**

www.imkasid.org

