



Instructions for Preparing & Uploading Pre-recorded Video Presentation Guidelines for Overseas Participants who cannot Enter Korea due to COVID-19

Oral presenters unable to present on-site, must prepare and upload a **pre-recorded video** by **June 20, 2022**. This is a **prerequisite** for inclusion of your paper in the SOM 2022 program.

The submitted pre-recorded video presentation will be played on site at the designated presentation time of yours during the SOM 2022 and will be released as a VOD service to SOM 2022 registrants from July 18 to September 30 after the SOM 2022 ends.

1. How to prepare a pre-recorded video

- Material upload period: May 16 (Mon) ~ June 20 (Mon), 2022
 - File specifications
 - Format: .MP4 ONLY
 - Resolution: 720 pixels (or 1280 x 720)
 - Size: Max. 200 MB/presentation
 - Length: Keynote-30 minutes / Oral 15-minutes
 - Ratio: 16:9
 - Naming conventions: Paper ID.mp4 (Ex. 101.mp4, 101_rev1.mp4 etc.)
 - Use an adequate front light and an appropriate background for the video headshot of the presenter. Check your files before submitting to ensure their quality (video and sound).
 - Please make a pre-recorded presentation video using **the slide with the presentation title and author's name as the first cover**.
 - It is highly recommended that your pre-recorded presentation includes a window box in which the presenter speaks through a webcam instead of a voice-over presentation.
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2. Instructions for Recording Video Presentation

There are several video conferencing tools available to easily record a presentation. **MS PowerPoint** or **Zoom** are among the most preferable.



PowerPoint

Follow these [instructions](#) to add audio and video to your slides.

Follow these [instructions](#) to generate a MPEG-4 (.mp4) file from your slides and audio/video.

Zoom

Follow these [instructions](#) for local Recording.

3. Tips for Recording

- Use a place for recording as quiet as possible.
 - Avoid areas that have echo or bad acoustics.
 - A good microphone close to mouth. Avoid, if possible, using default built-in microphone on computer.
 - Remember to speak slowly and enunciate clearly, without pausing.
 - Make sure you have good front light – ensuring that the light shines brightly on your face. If your back is to a window, close the shades.
 - Put the camera at eye level.
 - Do a test recording of a couple of minutes and review the sound and picture quality before recording the entire presentation. Adjust if needed.
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4. Instructions for Uploading Your Video Presentation

- A. Log in at the SOM 2022 website: SOM 2022 - ConfTool Pro - Login
- B. Click "Your Submissions" button on your Overview page.

You are logged in as user
You are not yet registered as participant. You can register below.

You can select from the following options:

- [Your Submissions](#)
Here you can submit new contributions and manage your submitted contributions.
You have submitted 1 contribution(s).
- [Register as Participant](#)
Here you can register for conference participation.
- [Show User Account Details](#)
Here you can access the personal data of your user account.
- [Edit User Account Details](#)
Here you can update your personal user data.
- [Logout](#)
Please sign out when you are finished to prevent unauthorized access to your account.
- [Logout and Return to the Main Website](#)
Sign out and return to the website "8th International Symposium on Soil Organic Matter".

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- C. Click "Final Upload" which is highlighted in yellow.

Overview > Your Submissions ? ↓

Your Submissions

Here you can submit new contributions and manage your submitted contributions.

You have submitted one or more contributions, which you see listed here:

- ▶ Show Abstract
- ▶ Contribution Details
- ▶ Review Results
- ▶ **Final Upload**
- ▶ Electronic Copyright Form

This contribution has been accepted.

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D. Read the "Recording and VOD Service Authorization Form" and check the box to submit the form.

Overview > Your Submissions > Electronic Copyright Form

Electronic Copyright Form

To publish your contribution, the copyright form has to be signed. Please read the instructions below.

Contribution Details

RECORDING and VOD SERVICE AUTHORIZATION FORM

I hereby authorize the organizing committee of the 8th International Symposium on Soil Organic Matter (SOM 2022) or its agents to record my presentation during the SOM 2022 and use it for VOD service.

I understand that my presentation(s) are recorded and used as follows.

- All or part of presentations, comments, documents, presentation slides and videos presented will be recorded.
- Recorded my presentation will be provided as a VOD service to SOM 2022 registrants only through the SOM 2022 official website (www.som2022.org) from July 18 to September 30, 2022.

I further understand that I am solely responsible for any errors or malfunctions in the presentation materials that occur during or after the session.

Also, I will not ask the SOM 2022 Organizing Committee or its agent to pay any money for the use of my presentations for the VOD service.

And I also confirm that this form has been approved by all authors of this abstract (or paper).

Subject to the provisions above, this consent does not deprive me of any rights I may have to my lecture materials and/or videos.

* Confirm Copyright Form Select checkbox to agree with the above terms.

Please note that a confirmation e-mail will be sent to all authors.

Submit Copyright Form



E. Select your presentation file and upload the video clip in MP4 format.

Overview > Your Submissions > Upload Final Version

Upload Final Version

Please select the file you wish to upload as a document for your submitted contribution.

Contribution Details

Information on This Contribution

Submission Type / Conference Track
 Title of Contribution

Information on Author(s)

* Presenting Author	First & Middle Name	Last Name / Family Name	E-Mail	Presenting Author
1				
2				
3				
4				

Short CV of Presenting Author

Remarks on This Contribution

Remark/Message from the Authors to the Program Committee and Chairs

[Save Data Without Uploading Files](#)

Upload File(s) to Server

Submission Type / Conference Track
 Format

1st file: mp4

Please Note Video Presentation Submission

File Types The following file extensions are allowed: mp4

Select File [Choose a file...](#) No file selected

No upload yet.

[Upload File\(s\) and Save Data](#)

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Overview > Your Submissions > Upload Final Version Print View

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