

## GUIDELINES FOR VIRTUAL PRESENTATION RECORDING

### Official Language

The official language of the conference is **English**.

All presentation including discussion and submissions shall be made in **English**.

### Instruction for Virtual Presentations

As an online virtual conference, all presentations will be pre-recorded by the presenter and uploaded to a designated repository by **September 02, 2021 at 23.59 (GMT +7)**. See instructions below.

The conference itself will run on September 04-05, 2021 in parallel sessions (see Program) chaired with live introductions and Q&A.

All presenters have maximum 10 minutes for presentation (max. 10 slides), including 2-3 minutes for Question and Answer session.

### Authors Guidelines for Preparing Recording

Authors please use the following guidelines for preparing your video for uploading using Zoom MP4.

NOTE: Zoom generated MP4 are compact; PPT MP4s can be very large.

**Duration:** up to 10 minutes (including 2-3 minutes for LIVE Q&A with attendees)

**File size limit:** 100MB file

**File format:** MP4

**Recommended video height:** 480 pixels (or whatever will keep size down to 100MB or less)

**Aspect ratio:** 16:9

**Upload deadline:** September 02, 2021 at 23.59 (GMT +7)

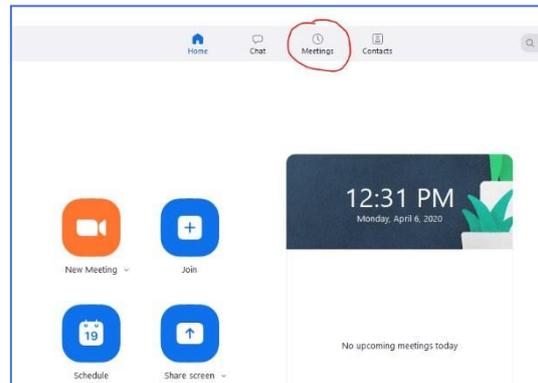
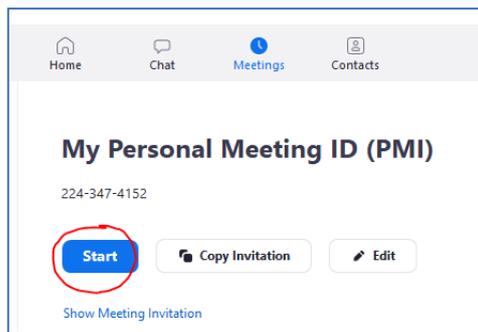
### Follow the instructions below to create the recording file

The presenting author(s) will receive a link to a Google Form to upload the video. Please start early: given that the resulting video files can be very large, they might need a long time to transfer, and you might not be able to upload them in time if you start late.

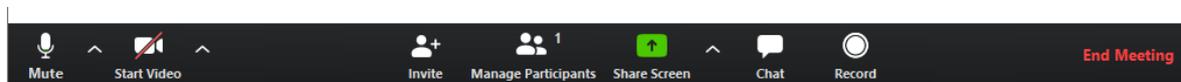
Please play the recording after you make it to verify the audio quality. Check the microphone setup. We recommend a headset so you won't get laptop fan noise etc. Also be in a quiet location – a coffee shop is not appropriate.

### Preferred Format - Zoom: Record Audio and Video Synced with your Slide Presentation

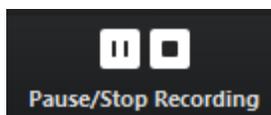
1. Install the Zoom.us software or application on your computer or device from <http://zoom.us/download>. Once the application has installed, click Sign In (for existing account users) or Sign up free to create an account.
2. From the Zoom home screen, click Meetings in the top navigation menu.
3. In your Personal Meeting window, click Start



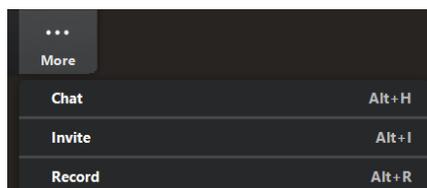
4. Join Audio by either using a microphone or headset through your computer, or calling in through your cell phone.
5. With the Zoom meeting window open, hover your mouse over the bottom of the window. You should see the menu bar below.



6. Click the Start Video button to capture yourself on video while speaking.
7. Click the Record button to start your audio and video recording. If you see an upward triangle, that indicates you have additional options. Make sure you select Record to this Computer.
8. You can pause or stop your recording at any point during the presentation. Clicking End Meeting will stop the recording as well.



9. Either before or after you start your recording, select Share Screen to select and start sharing the screen with your presentation file. Once you start sharing your screen, the menu will move to the top of your screen. You can start your recording after sharing your screen by going to More and selecting Record.



**Steering Committee:** 1. Prof. Sultana MH Faradz, MD, Ph.D (President of InaSHG) 2. Prof. Sofia Mubarika Haryana, MD, Ph.D 3. Prof. Tri Indah Winarni, MD, PhD  
 4. Gunadi, MD, Ph.D, Sp.BA | **Organizing Committee** | **Chairman:** Gara Samara Brajadenta, MD, PhD | **Vice Chairman** : Nani Maharani, MD, M.Si.Med, PhD | **Secretary:** Tiar M. Pratamawati, MD, M.Biomed, MM | **Conference Coord.:** Ferdy Cayami, MD, Ph.D | **Workshop Coord.:** Nurin Aisyiyah Listyasari, MD, M.Biomed | **Scientific Committee:** 1. Prof. Herawati Sudoyo, MD, Ph.D,  
 2. Prof. Damajanti Rusli Sjarief, MD, Ph.D, Sp.A(K) 3. A. Zulfa Juniarto, MD, Sp.And, Ph.D 4. Agustini Utari, MD, Ph.D, Sp.A(K) 5. Muflihatul Muniroh, MD, M.Si.Med, PhD

Secretariat:

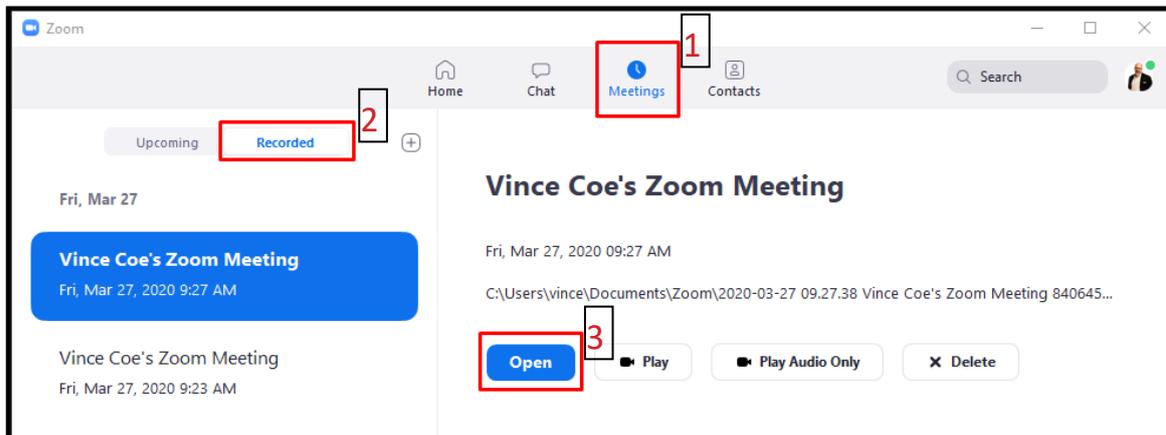
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10. After your recording is complete, go to Meetings (1) at the top of the Zoom window. To see your recordings, click on the tab labeled Recorded (2). After you select the presentation you want to view, click Open (3). This will open the folder where the recording is saved. By default, the recordings are saved in your Documents folder in a sub-folder called Zoom.

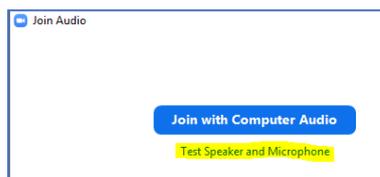


11. If you recorded to the Zoom Cloud, clicking open will redirect you to your Zoom web account. Verify that your client has been upgraded to a supported version before you start the meeting. The supported versions are: Windows: Version 4.0.25513.0228 or later and Mac: Version 4.0.25513.0228 or later.

12. Please rename the "Zoom" file (MP4 format) to "InaSHG\_YourLastName" then upload to link Google Form given.

### Troubleshooting Common Issues in Zoom:

- **Audio Issues:** Before starting your presentation, test the audio by selecting Test Speaker and Microphone, and follow the instructions on the screen.



- **Video Issues:** Make sure your camera is turned on, plugged in and selected in Zoom by choosing the video icon. If it is not, use the drop down to select the correct camera. If the camera is turned on, make sure nothing is blocking the camera view. If using an external web camera, try connecting it to a different USB port and repeat steps.



**Note:**

- ✓ The detail and schedule of your presentation will be announced on September 03, 2021 in our website. If for any reason, you are unable to attend the conference, we would appreciate if you could let us know the soonest possible.
- ✓ Please submit your full paper by email to [scientific.committee.inashg@gmail.com](mailto:scientific.committee.inashg@gmail.com) before September 30, 2021. The full paper will be reviewed, and only selected paper will be given a recommendation to be submitted in the International Journal Indexed by Scopus or National Journal Accredited by Indonesian Higher Education Commission (SINTA 1-3).



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Secretariat:

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