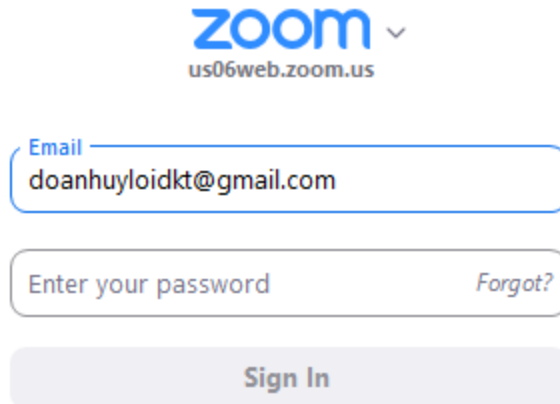


Pre-recorded Guidelines – Using Zoom

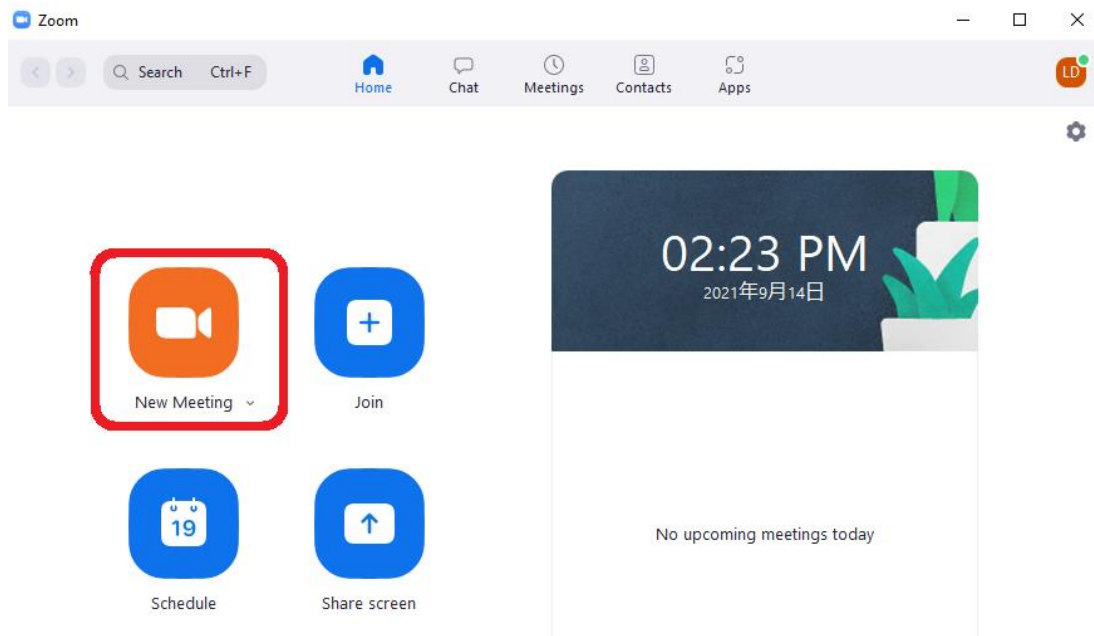
1. Download and Install the **Zoom Client for Meetings** on your computer. The free version is able to record your presentation.

<https://zoom.us/download>

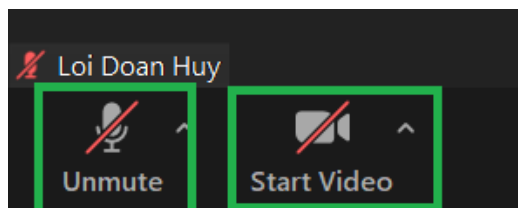
2. Open and sign in the Zoom on your computer.



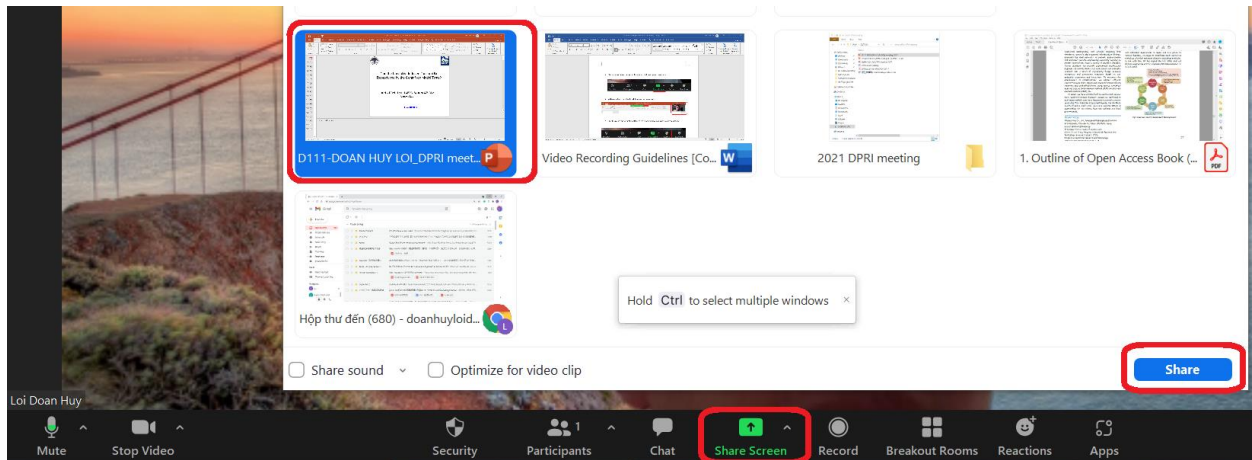
3. Start meeting by click **New Meeting**.



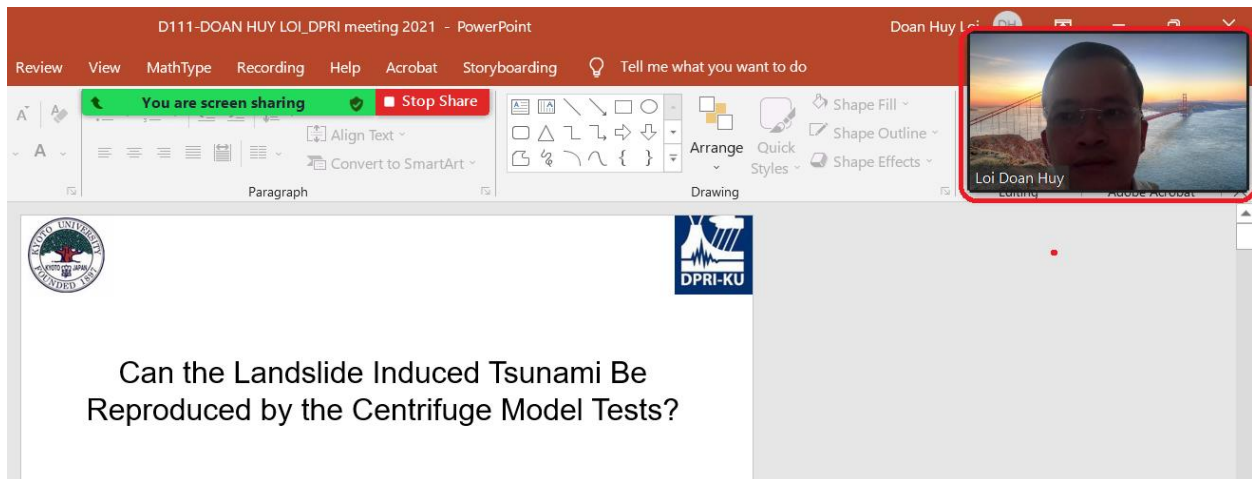
4. Click **unmute** and **Start Video**. Please make sure the audio and video are clear.



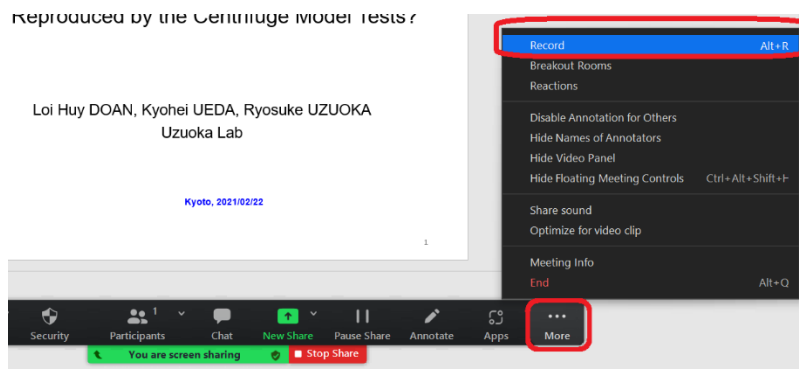
5. Click **Share Screen** button and then select your presentation and click **Share**.



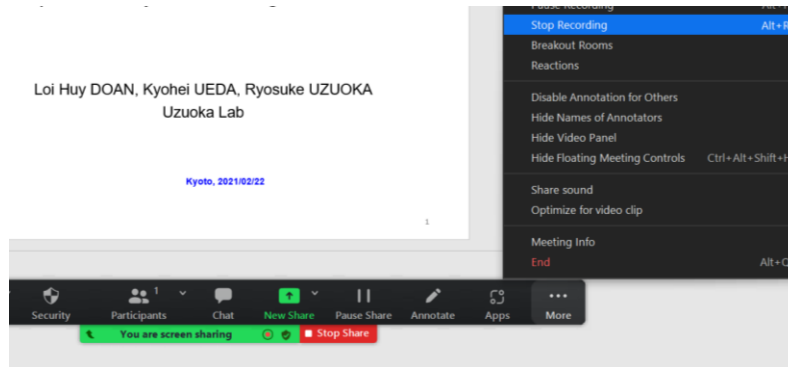
6. Please locate your video above the presentation.



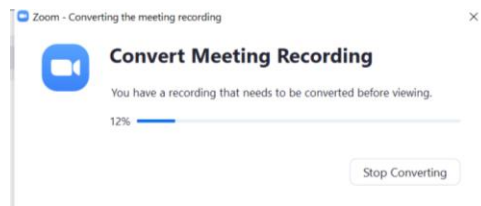
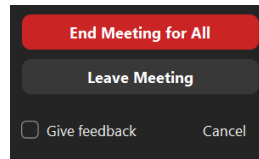
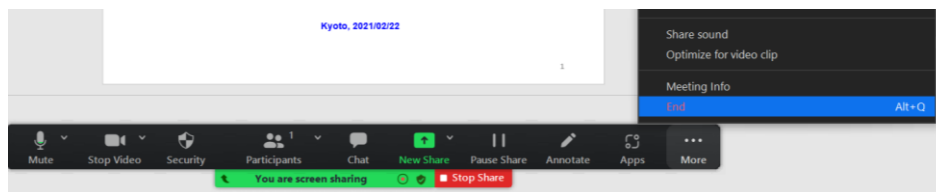
7. Click the **More** button at the bottom of the Zoom window and Click the **Record**, and start your presentation. The duration for your presentation time should be less than 2 minutes the allocated time for your presentation (for example if your allocated time in the programme is 15 minutes, your video should be less than 13 minutes). For the e-posters, the video length is 3 minutes.



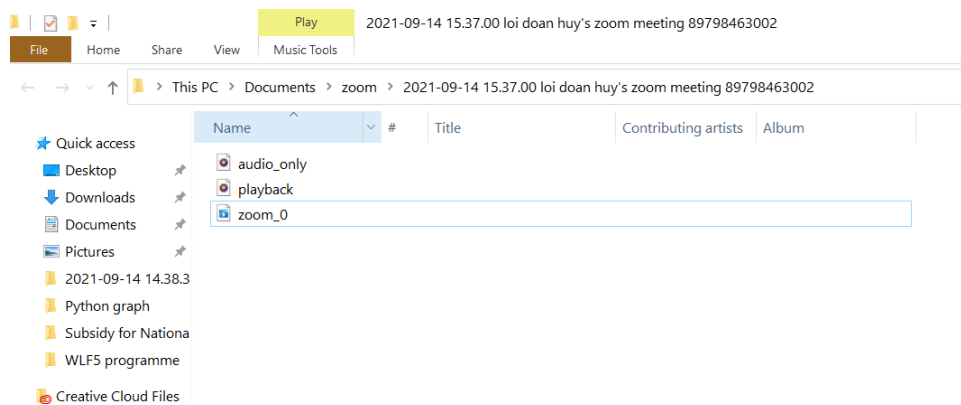
8. After the presentation is finished click stop recording.



9. Click End the meeting. The Zoom will automatically convert the recording file



10. The location to save it will appear.



11. Please change the name of video (please use zoom name in the program to rename your file: T1-1-Kyoji Sassa.mp4)

4th November 9:00-12:30			210	Session 1.1 Sendai Landslide Partnerships, Kyoto Landslide Commitment, and International Programme on Landslides		
Convener: Dalia Kirschbaum (dalia.kirschbaum@nasa.gov) & Hiroshi Yagi (yagi@e.yamagata-u.ac.jp)						
Number	Date	Time		Zoom Name	Title	Presentation Mode
1	4 Nov.	9:00-9:15	15	T1-1 Kyoji Sassa	Kyoto 2020 Commitment for Global Promotion of Understanding and Reducing Landslide Disaster Risk	Onsite

12. Please upload the video to the FTP box by 20 October 2021.

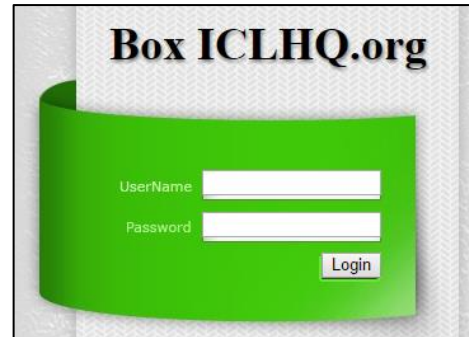
Procedure to submit video to FTP

a. Enter the link <http://box.iplhq.org/login.php>

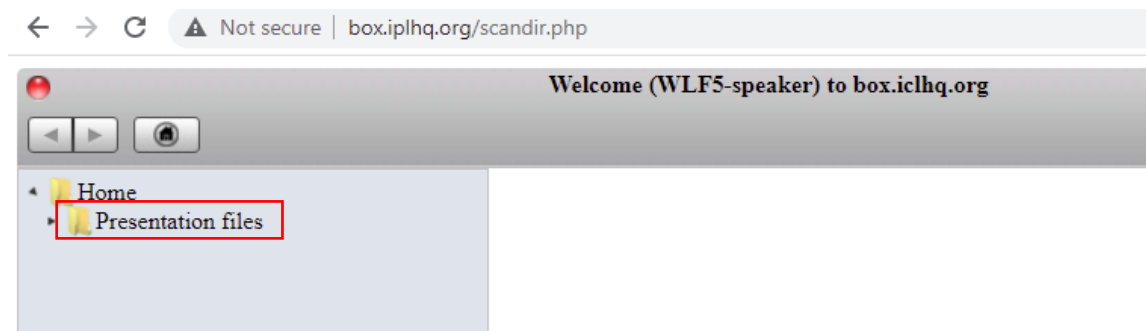
Input:

Username: WLF5-speaker

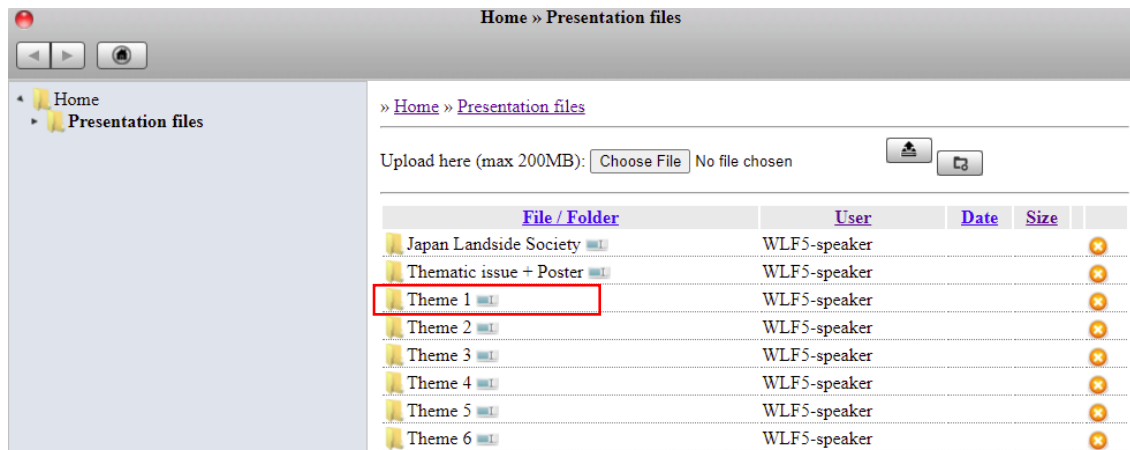
Password: speaker2021



b. Click “Presentation files”





c. Select your theme for example if you belong to theme 1 please click “Theme 1”

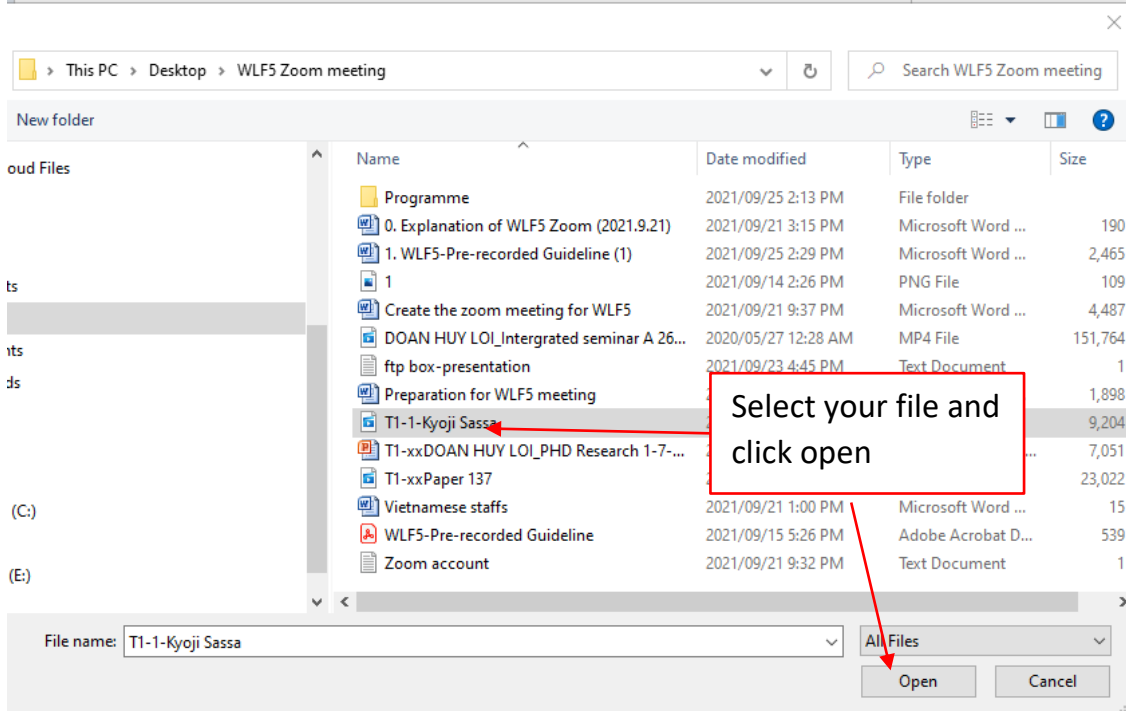


d. Choose your video in your computer for uploading

» [Home](#) » [Presentation files](#) » [Theme 1](#)

Upload here (max 200MB): No file chosen  

File / Folder	User	Date	Size
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This PC > Desktop > WLF5 Zoom meeting

Search WLF5 Zoom meeting

Name	Date modified	Type	Size
Programme	2021/09/25 2:13 PM	File folder	
0. Explanation of WLF5 Zoom (2021.9.21)	2021/09/21 3:15 PM	Microsoft Word ...	190 K
1. WLF5-Pre-recorded Guideline (1)	2021/09/25 2:29 PM	Microsoft Word ...	2,465 K
1	2021/09/14 2:26 PM	PNG File	109 K
Create the zoom meeting for WLF5	2021/09/21 9:37 PM	Microsoft Word ...	4,487 K
DOAN HUY LOI_Intergrated seminar A 26...	2020/05/27 12:28 AM	MP4 File	151,764 K
ftp box-presentation	2021/09/23 4:45 PM	Text Document	1 K
Preparation for WLF5 meeting			1,898 K
T1-1-Kyoji Sassa			9,204 K
T1-xxDOAN HUY LOI_PHD Research 1-7-...			7,051 K
T1-xxPaper 137			23,022 K
Vietnamese staffs	2021/09/21 1:00 PM	Microsoft Word ...	15 K
WLF5-Pre-recorded Guideline	2021/09/15 5:26 PM	Adobe Acrobat D...	539 K
Zoom account	2021/09/21 9:32 PM	Text Document	1 K

File name: T1-1-Kyoji Sassa

All Files

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Click Choose

Select your file and click open

e. Click the upload button

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Click upload button

f. Your uploaded file appears in FTP box when the uploading is completed.

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T1-1-Kyoji Sassa.mp4	WLF5-speaker	09/25/2021 00:51	8.99 MB

g. Click the red button to logout

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File / Folder	User	Date	Size	
<input type="checkbox"/> T1-1-Kyoji Sassa.mp4	WLF5-speaker	09/25/2021 00:51	8.99 MB	<input checked="" type="checkbox"/> <input type="checkbox"/>

Click here to logout