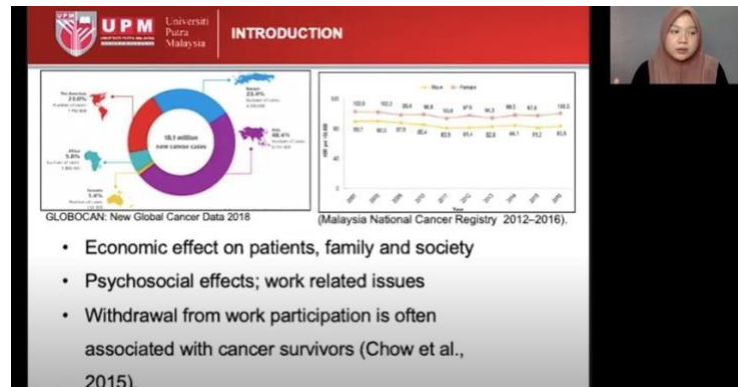


1. Pre-Recorded Video Presentation (PVP) - Guidelines for Participants

Submission of Presentation Video

1. Please prepare a video presentation of you presenting in front of a camera OR your voice over the PowerPoint OR a combination of any other creative methods of your preference. For example, you may use multiple screens, one for the PowerPoint presentation slides and a smaller one with you as the presenter (refer the following link: <https://www.youtube.com/watch?v=wNOZRa089-U>)



2. The video duration should be 20 minutes (full manuscript/work-in-progress/practice-based paper presentation) and 15 minutes (poster presentation), respectively.
3. All information about the presentation such as title of the paper, authors' name and affiliation must appear on the first slide of your presentation.
4. Presentation in English.
5. Please submit the presentation video (shareable link) to <https://submit.confbay.com/conf/ahrdaracd2021> (My submission > Presentation Link Submission) by 15 October 2021.
 - Downloadable Google Drive link (change setting to 'Anyone with the link') [refer to "useful guide"] or (Appendix 1).
 - Internet File transfer services (WeTransfer, etc)
6. Recommended file formats:
 - Video presentations: MP4, MPEG4, MOV, WMV, FLV, AVI

Pre-Recorded Video Presentation on the Conference Day

1. If required, presentation videos will be played virtually by session host using ZOOM ONLINE MEETING.

2. The zoom link and (ZOOM ID & PASSWORD) will be available on the conference website during the conference day (PLEASE KEEP VISITING THE CONFERENCE WEBSITE FOR UPDATES) and/or will be sent to you via email.

Useful Guides

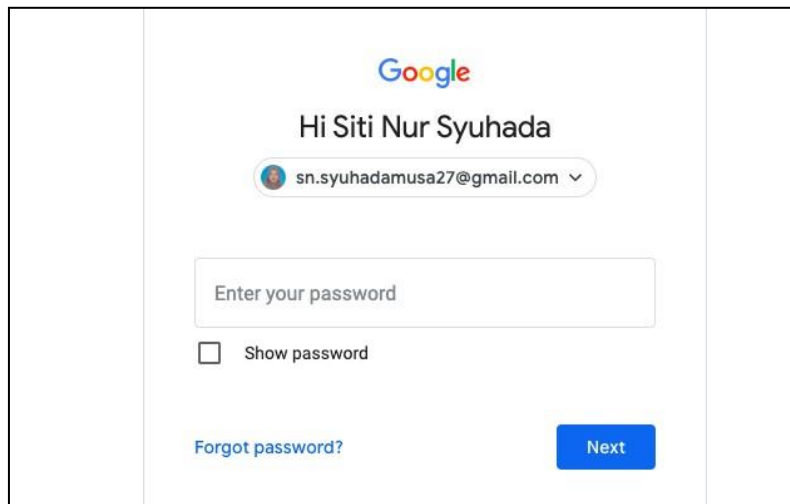
1. How to Make a Video in PowerPoint - ppt to video (by Kevin Stratvert):
<https://www.youtube.com/watch?v=D8JV3w4TOVw>
2. How to properly present PowerPoint slides in Zoom (Kevin Stratvert):
<https://www.youtube.com/watch?v=wNOZRa089-U>
3. How to upload files on Google Drive and share through link | How to use Google drive (by How To): <https://www.youtube.com/watch?v=JZTaK6T08TE>
3. How to use WeTransfer file transfer service (by Care Home Marketing Expert):
<https://www.youtube.com/watch?v=qmzMsSCKj4E>

Contact Us

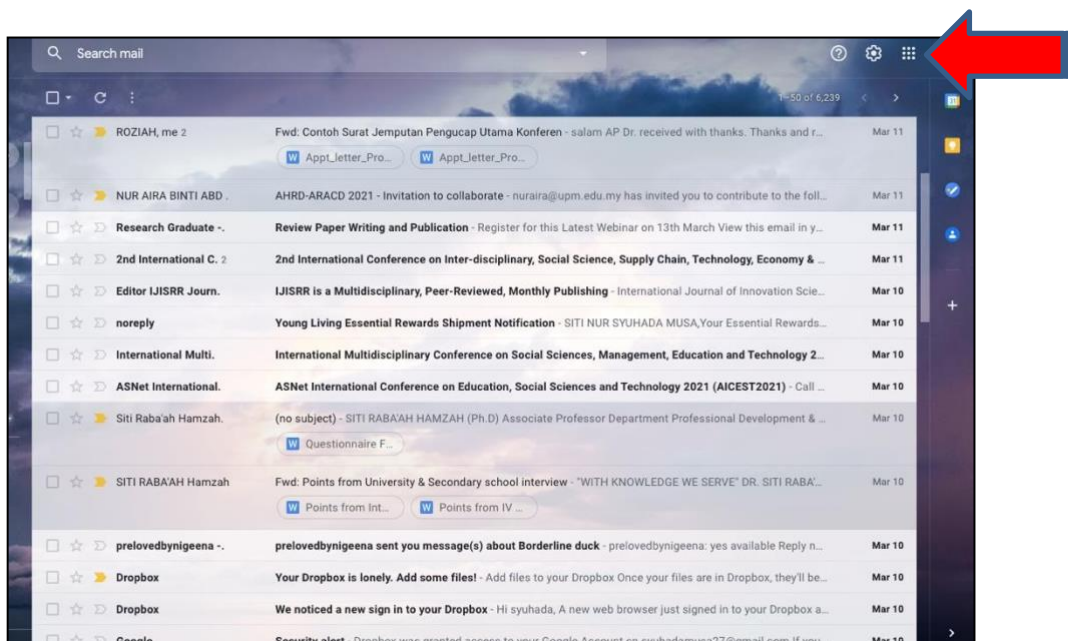
Should you require further assistance, please email to ahrd.aracd@upm.edu.my

2. Steps to upload your video on Google Drive and get Shareable Link

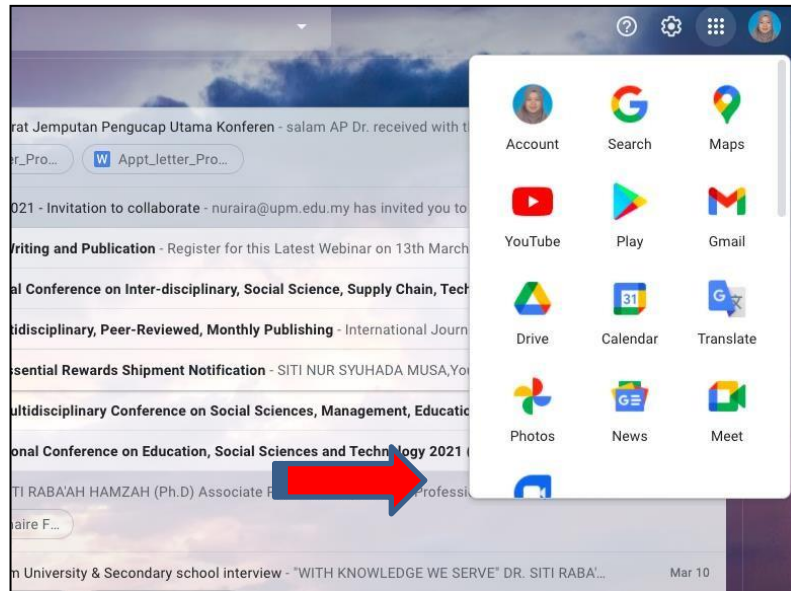
STEP 1: LOG IN INTO YOUR GMAIL ACCOUNT



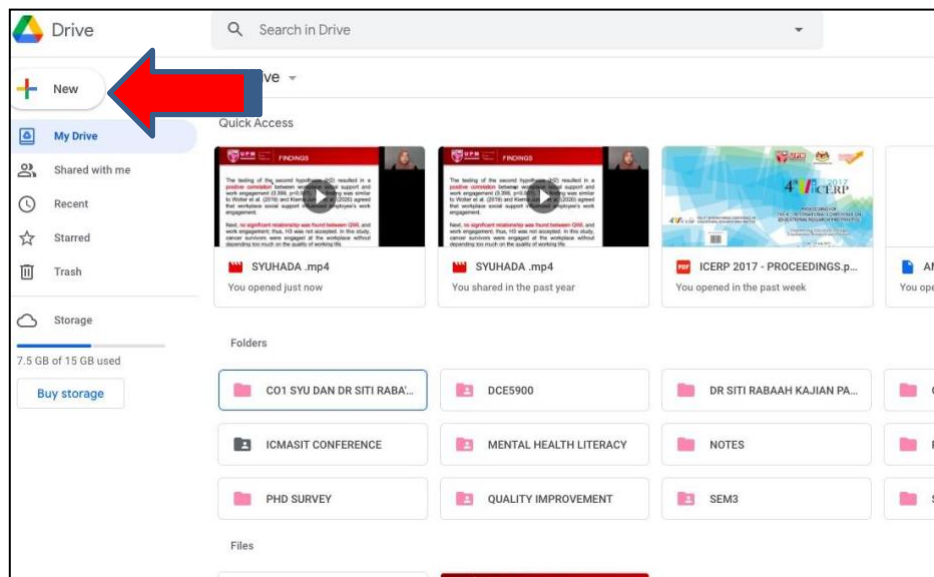
STEP 2: ONCE YOU LOG IN, CLICK THE DOT SHOWN IN THE PICTURE



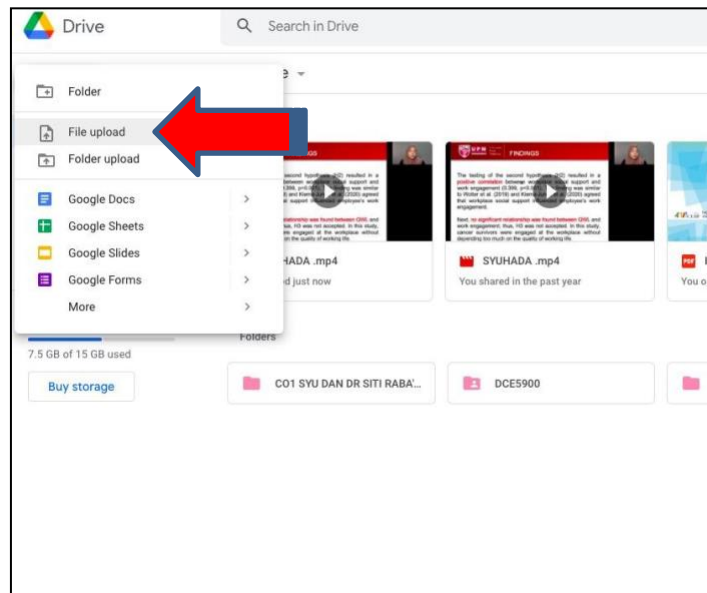
STEP 3: CLICK ON DRIVE



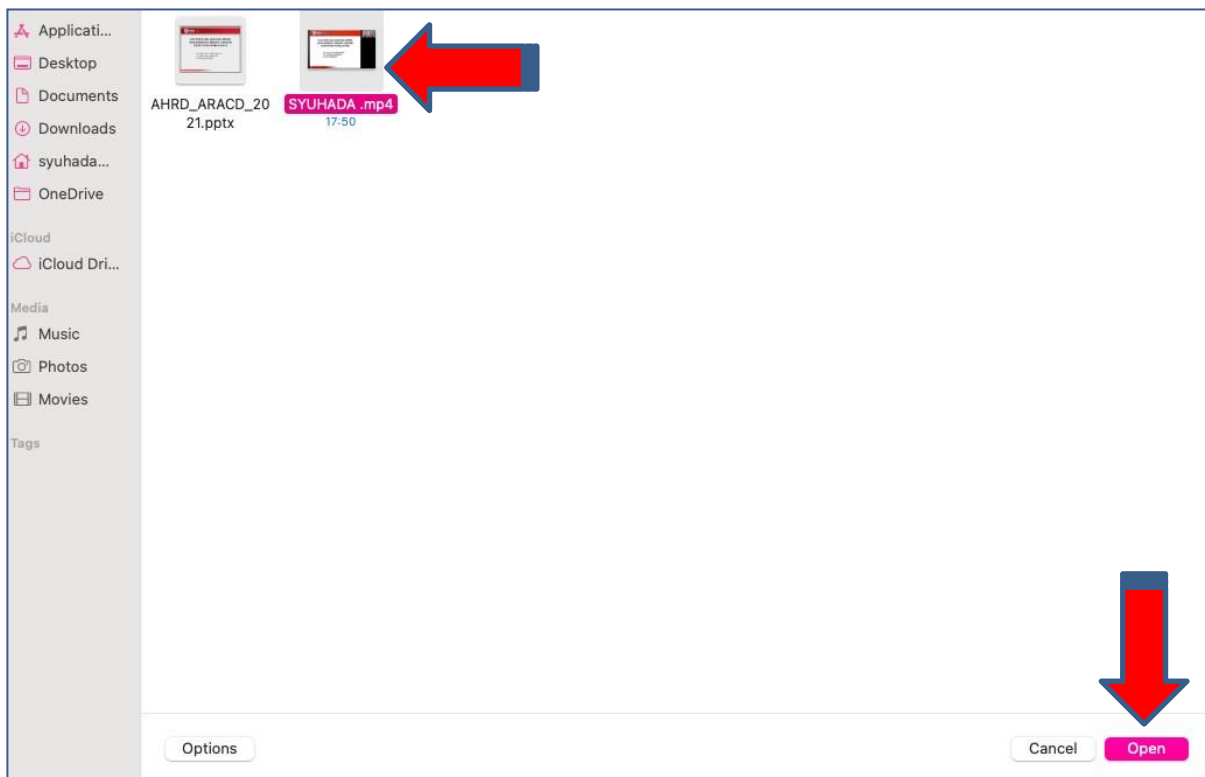
STEP 4: AFTER YOU OPEN YOUR GOOGLE DRIVE, CLICK ON NEW BUTTON



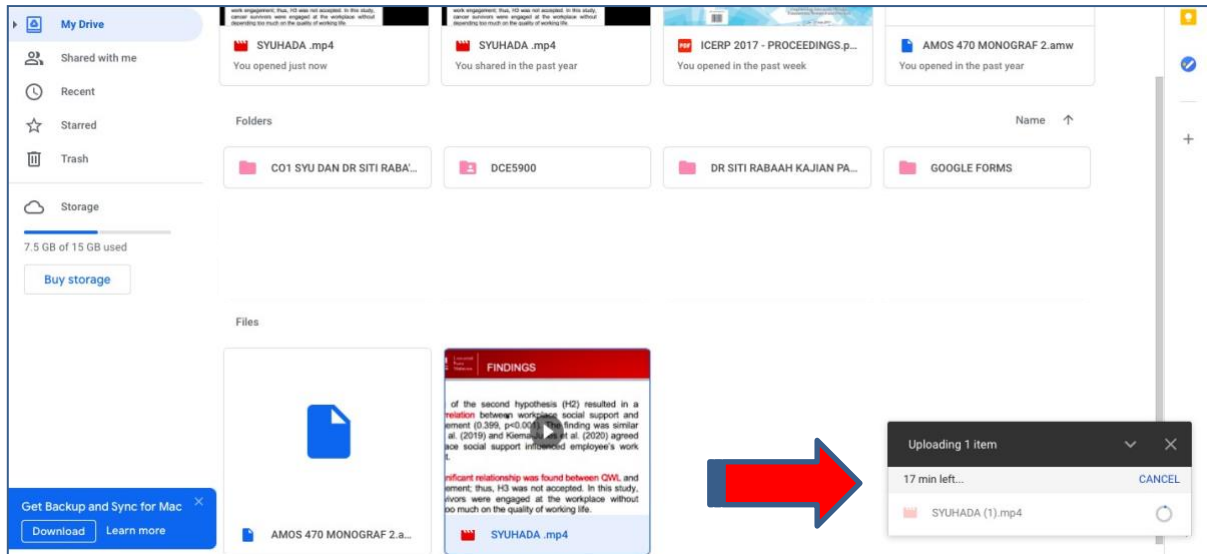
STEP 5: CLICK FILE UPLOAD



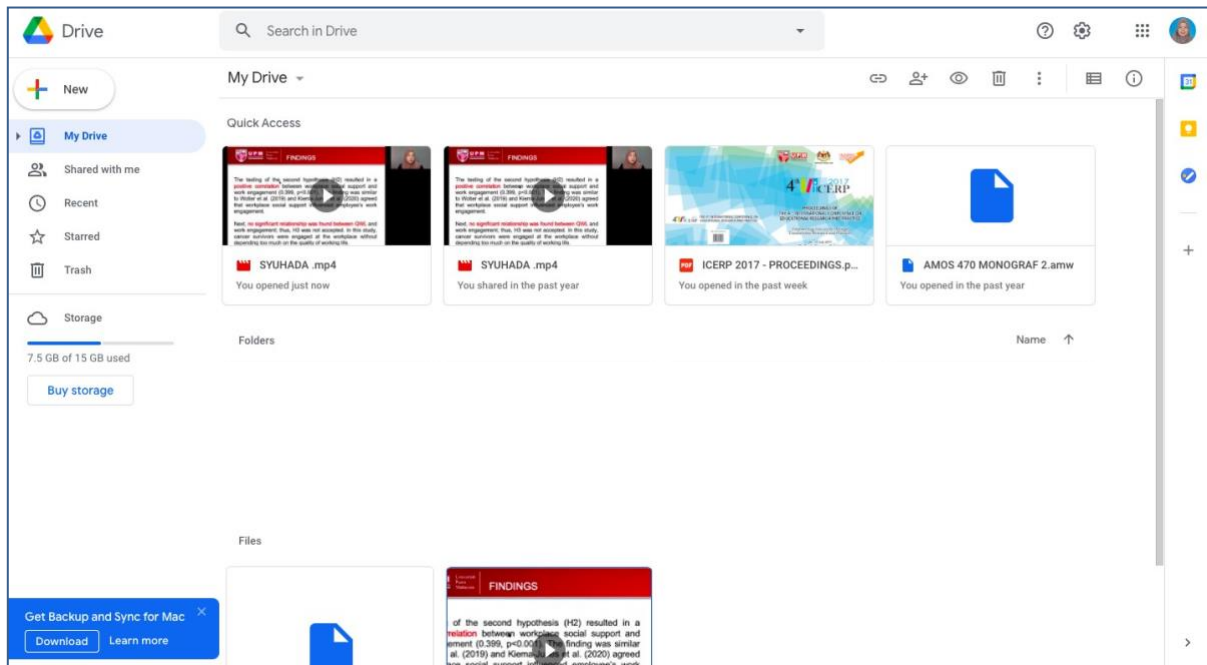
STEP 6: CHOOSE VIDEO THAT YOU WANT TO UPLOAD, THEN CLICK OPEN



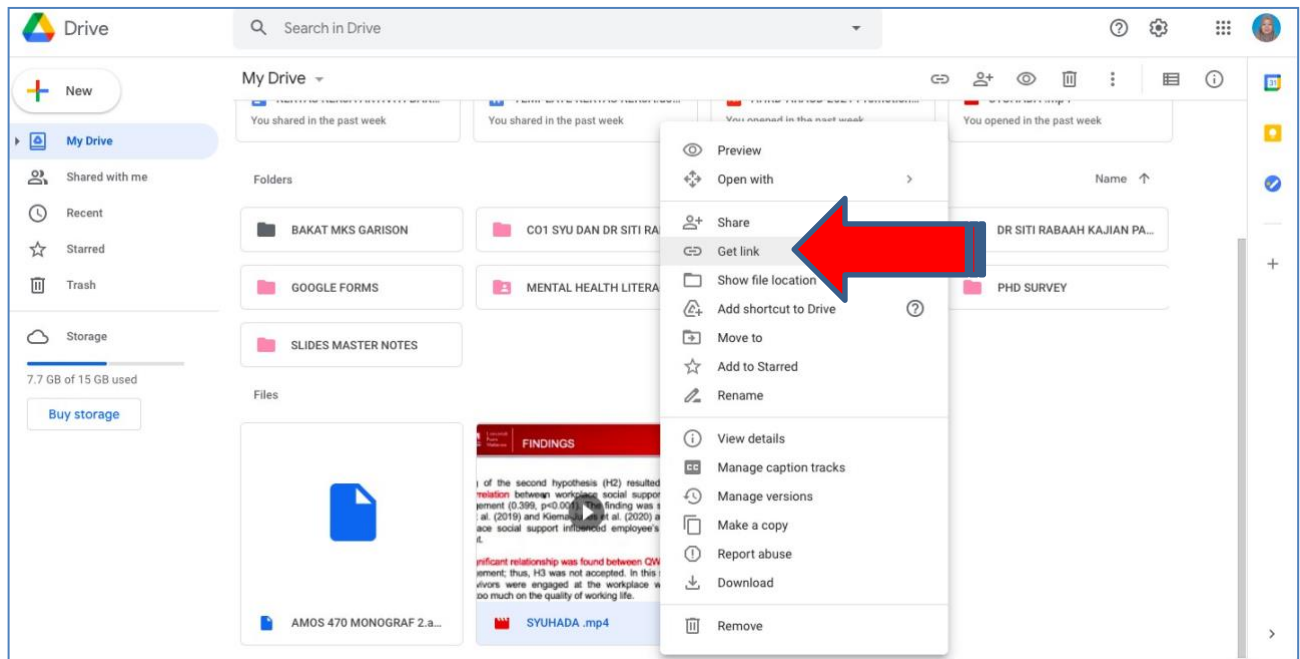
STEP 7: WAITING YOUR VIDEO FOR UPLOADING



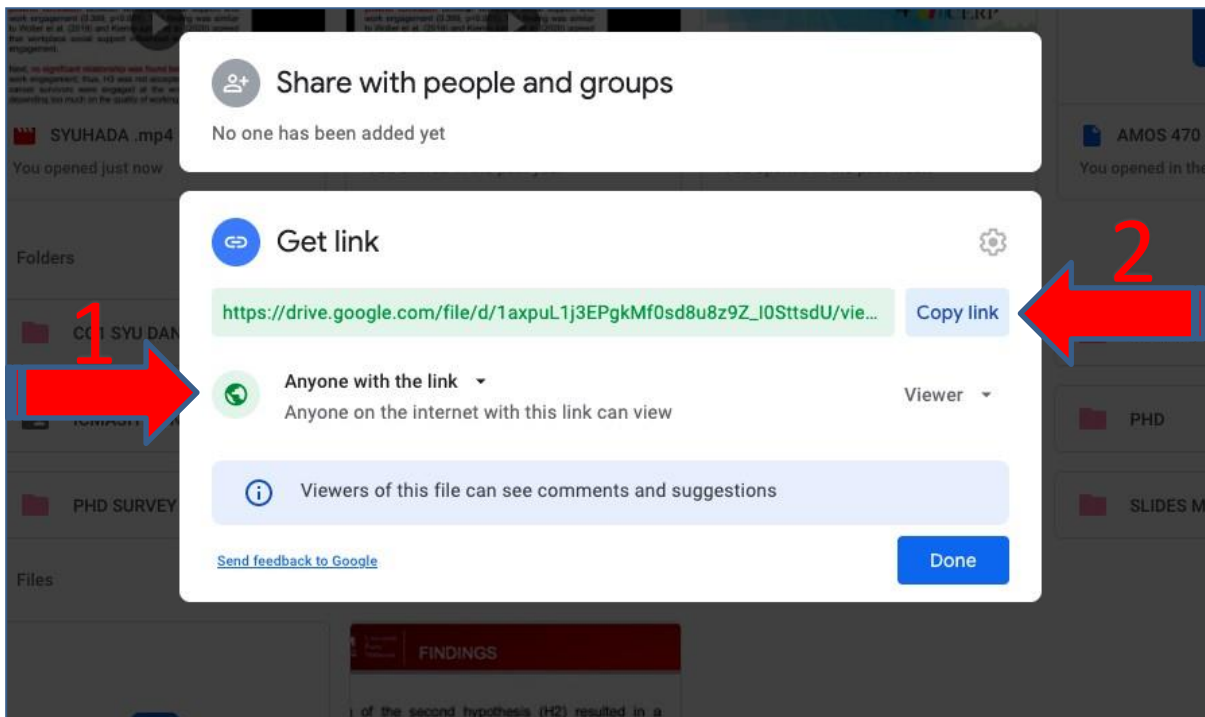
STEP 8: ONCE THE UPLOAD IS COMPLETE, THE VIDEO WILL APPEAR IN YOUR GOOLE DRIVE



STEP 9: RIGHT CLICK ON THE VIDEO FILE AND CHOOSE "GET LINK"



STEP 10: MAKE SURE CHOOSE "ANYONE WITH THE LINK", AND COPY LINK, THEN CLICK DONE.



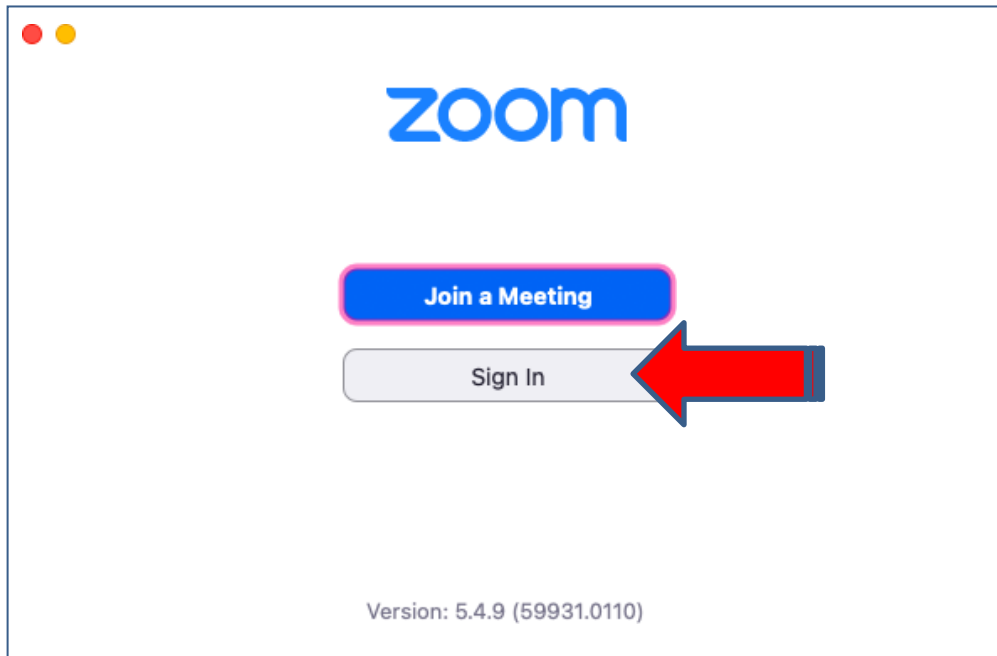
STEP 11: Copy the link and submit the link at <https://submit.confbay.com/mysub/prlink?view=prlink&acid=1079>



The screenshot shows the top section of a website for a joint conference. At the top, there are logos for UPM (Universiti Putra Malaysia), AHRD (Academy of Human Resource Development), ARACD (Asian Regional Association for Career Development), and NYP (National Youth Policy Institute). Below the logos, the conference title is displayed: "The Joint Conference of The 19th International Research Conference in Asia of The Academy of Human Resource Development & The 13th Conference of The Asian Regional Association for Career Development (2021) (The Joint Conference of The AHRD-ARACD (2021))". The dates "16 - 18 November 2021, Virtual Conference" are listed to the right. A navigation bar contains links for Home, Conference, My Account, My Submission, My Payment, and Contact Us. A dropdown menu is open under "My Submission", showing options for Paper Submission, Camera-ready Paper Submission, and Presentation Link Submission, with the latter being highlighted in orange.

3. VIDEO RECORD USING ZOOM

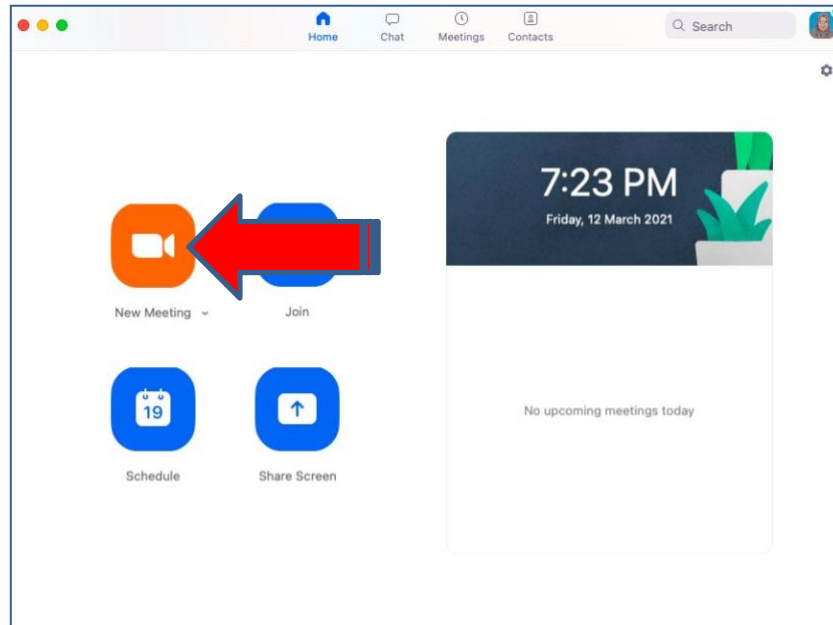
STEP 1: SIGN UP “ZOOM” FOR THOSE WHO DOES NOT HAVE THE ZOOM ACCOUNT, AND SIGN IN.



STEP 2: SIGN IN USING YOUR ZOOM ACCOUNT

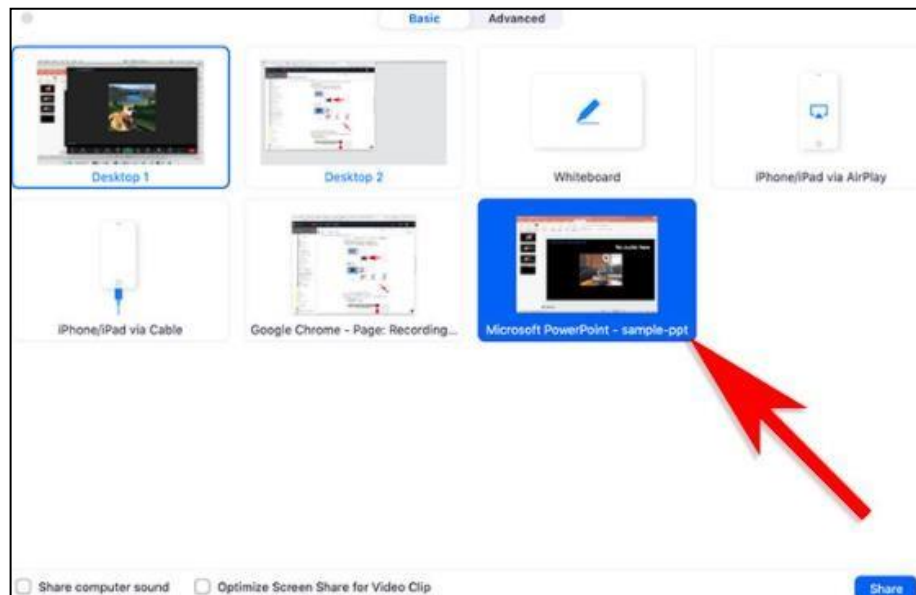
The image shows the Zoom sign-in page. At the top left is the "Sign In" header, and at the top right is the "Sign Up Free" link. Below these are two input fields: "Email" and "Password". To the right of the "Password" field is a "Forgot?" link. Below the input fields is a checked checkbox labeled "Keep me signed in" and a "Sign In" button. To the right of the main form, separated by a vertical line and the word "or", are three social login buttons: "Sign In with SSO", "Sign In with Google", and "Sign In with Facebook". At the bottom left, there is a "< Back" link.

STEP 3: MAKE SURE YOU CONNECTED TO THE INTERNET, AND CLICK “NEW MEETING”. THIS WILL OPEN A NEW WINDOW AND START YOUR WEBCAM VIDEO. MAKE SURE YOUR MICROPHONE AND CAMERA ARE ON.

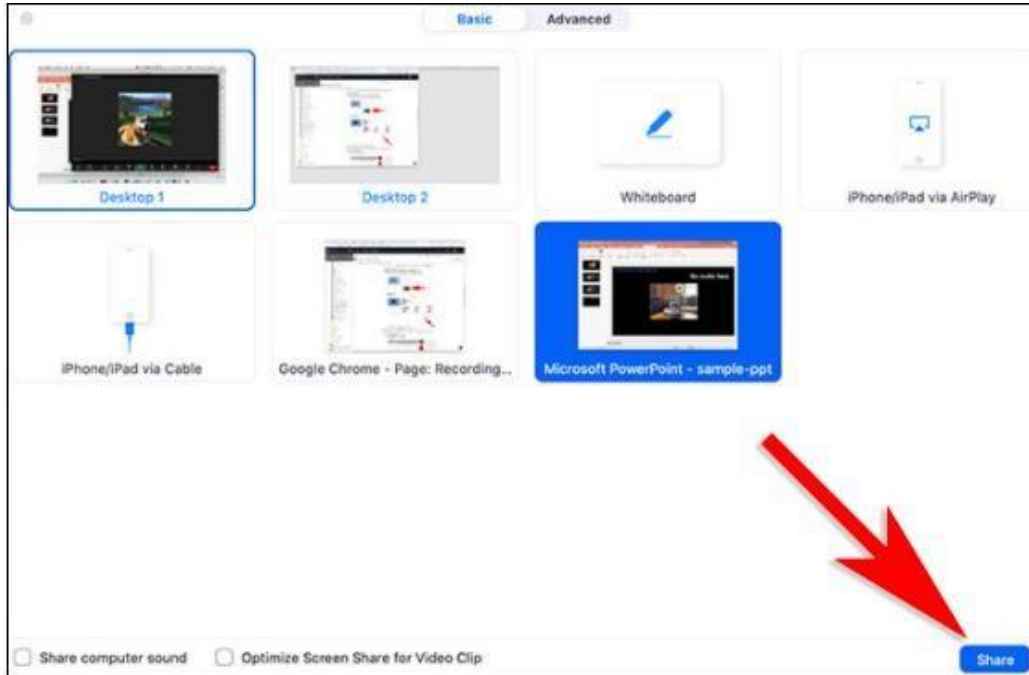


STEP 4: CLICK THE “SHARE SCREEN” BUTTON ON THE BOTTOM TOOLBAR.

a) Choose your open PowerPoint file from the options



b) Click share



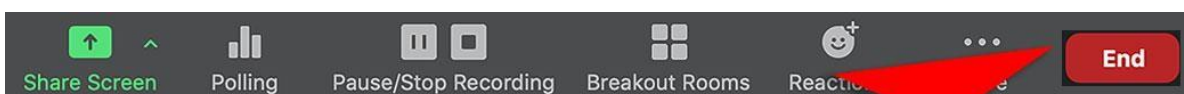
5. Go to PowerPoint and launch your slideshow.

6. At the bottom Zoom toolbar, choose Record, then choose "Record on this Computer" from the menu that pops up. Your lecture is now recording. *Note: if you don't see the Record button, you may need to click on the "More" button in the Zoom toolbar, and then choose the "Record on this Computer" option.*

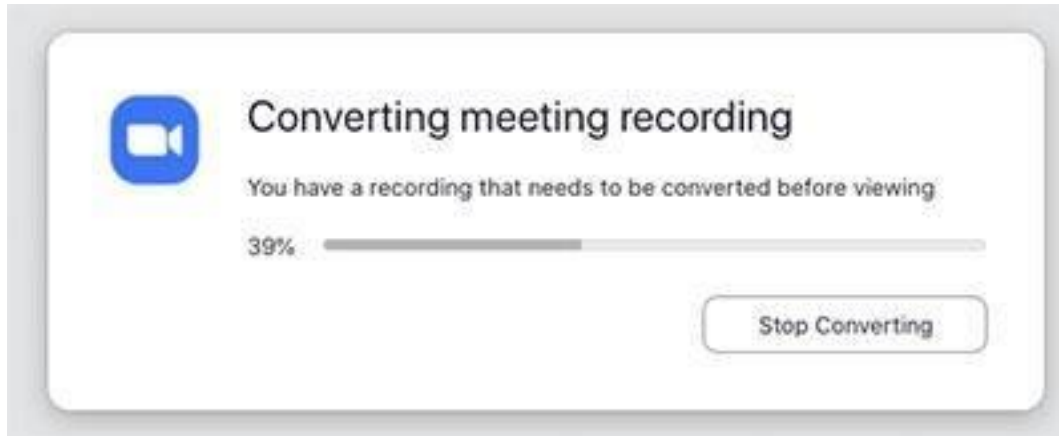
7. Start your presentation. Advance your slides with the right arrow key; return to a previous slide with the left arrow key.

8. When you are finished, click on the "Stop Recording" button in the bottom Zoom toolbar. *Note: if you don't see the Stop Recording button, you may need to click on the "More" button in the Zoom toolbar, and choose the "Stop Recording" option there.*

9. Click "End Meeting" on the bottom right of the meeting screen.



A box will pop up telling you that Zoom is converting your meeting recording.



When the conversion is complete, the recording will be saved on your hard drive. On a Mac, the files are stored in Documents/Zoom, then in a folder labelled by the number of your Paper ID, e.g., AHRD-ARACD-007-061.