Guidelines for Creating an Oral presentation data

Regarding the organization of the conference, we kindly request all presenters to create their presentation data files in advance and upload them to the presentation registration system.

■How to create video data for an oral presentation ⇒

■Upload presentation video data file ⇒

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For oral presentations, we request you to create an "audio-visual presentation slide video" and submit the presentation data in advance.

In PowerPoint, there are functions to record audio, as well as to record timings for slide transitions and to convert to video data.

Here, I will mainly explain the process of adding presentation content to PowerPoint slides.

■Supported version
  Windows：PowerPoint2013、2016、2019、2021、Office365
  Mac 　　：PowerPointforMac2019、Office365

・How to embed audio into presentation slides.
・How to output to a video file.
（Depending on the version of PowerPoint you are using, the menus and options may differ.
 Please refer to the Microsoft support below for more details.）

[Record a slide show with narration and slide timings](#)

[Turn your presentation into a video](#)

1. We will create presentation slides following the usual procedure for creating presentation data with PowerPoint.
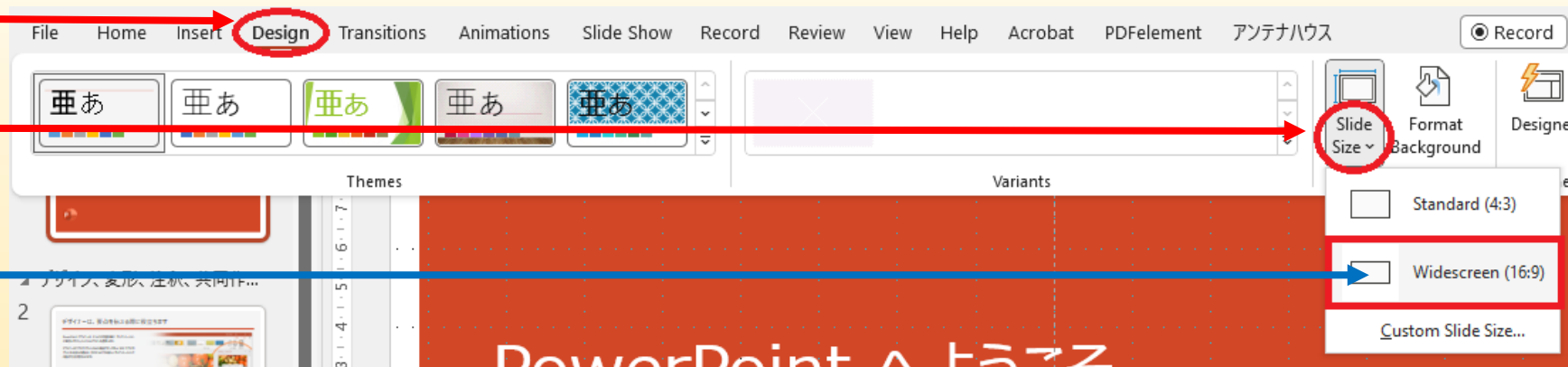
- Please create the slides with a widescreen (16:9) aspect ratio.

  ※Please note that the standard (4:3) is not supported.

- Slide 1: Title Slide (Session Name, Presentation Number, Presenter's Name, Affiliation, etc.)

- Slide 2: Please declare the presence and condition of the Conflict of Interest (COI).

- There is no restriction on the number of pages for the slides, but please create the final video with a playback duration of approximately 7 minutes (less than 8 minutes).

- We recommend including the presenter's face.

- During the web event, we have set up the presentation slides so that they cannot be downloaded. However, it is not possible to prevent "photographing" or "screen recording" using smartphones or computers. Please be aware that all the content in the presentation slides is subject to the discretion of the presenter.

How to set widescreen (16:9) aspect ratio

Please create the slide in widescreen (16:9) format.
Please note that the standard (4:3) is not supported.

① Please Click on the 'Design' tab.

② Please Click on 'Slide Size'.

③ Please select "Wide screen (16:9).

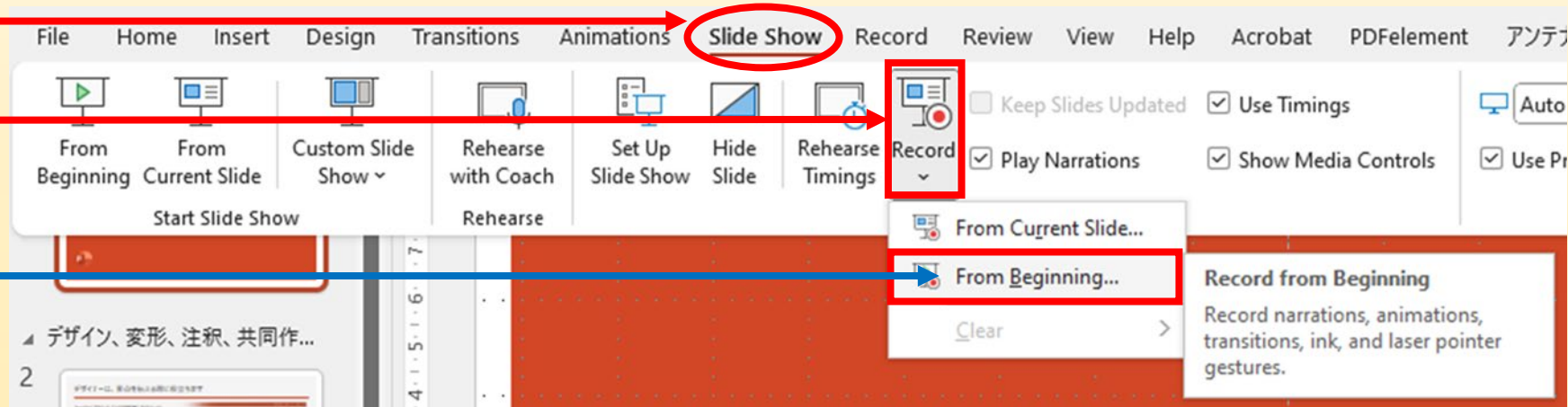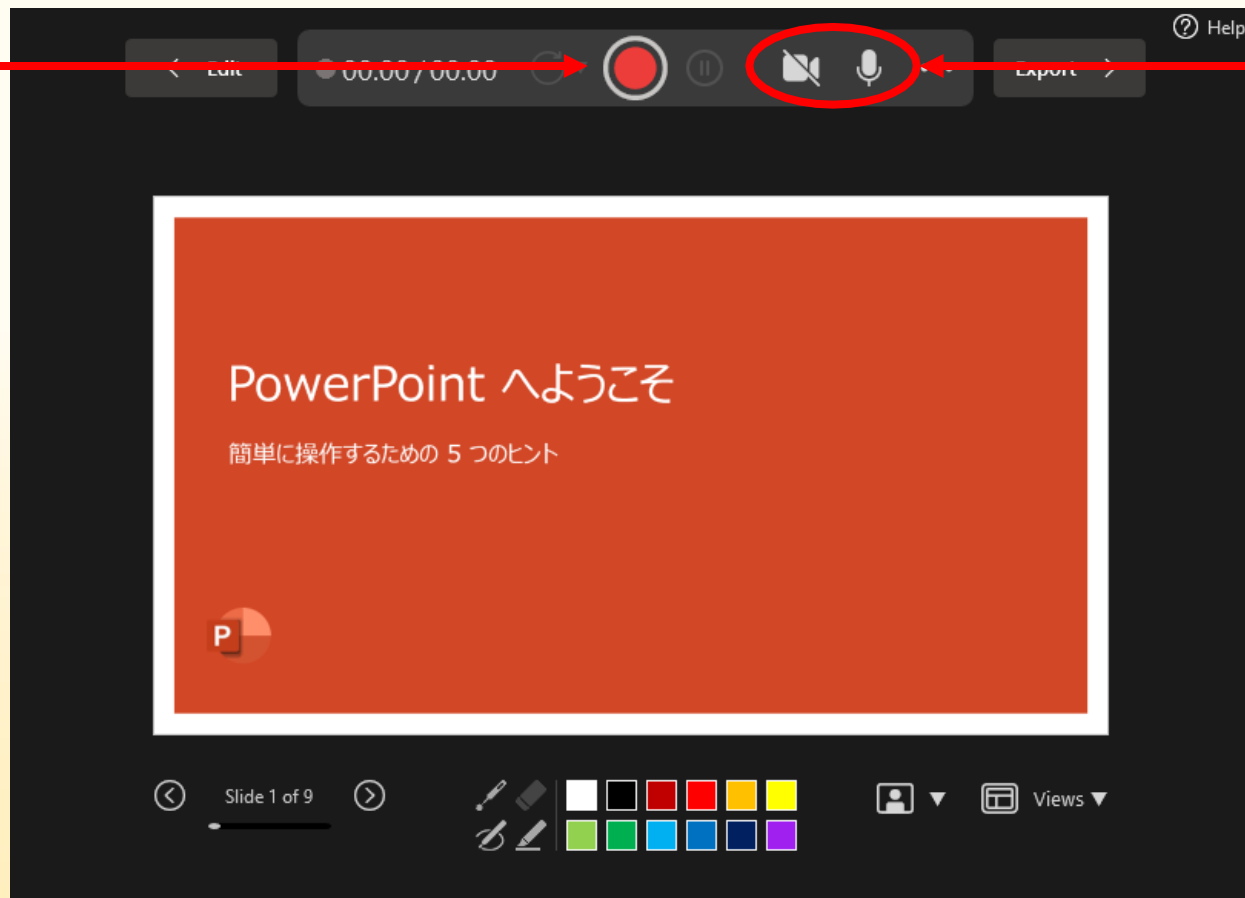# 2. How to Embed Audio into Presentation Slides.

Please connect a PC and an external microphone to record audio.

※ It is possible to record using the built-in microphone on the laptop; however, the impact of noise will be significant. Therefore, we recommend using an external microphone such as a headset.

① Please click on 'Slide Show'.

② Please click on 'Record'.

③ Please click on 'Record from Beginning'.

④ Please click 'Start Recording'.

When there is a diagonal line across the microphone and camera icons, it means the devices are not connected. When you click on the camera icon to enable it, your PC's camera will activate, and your own image will be shown.
To prevent your own image from appearing on the screen, please disable the camera.

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⑤ Voice recording.

Please switch slides while recording in front of the microphone.
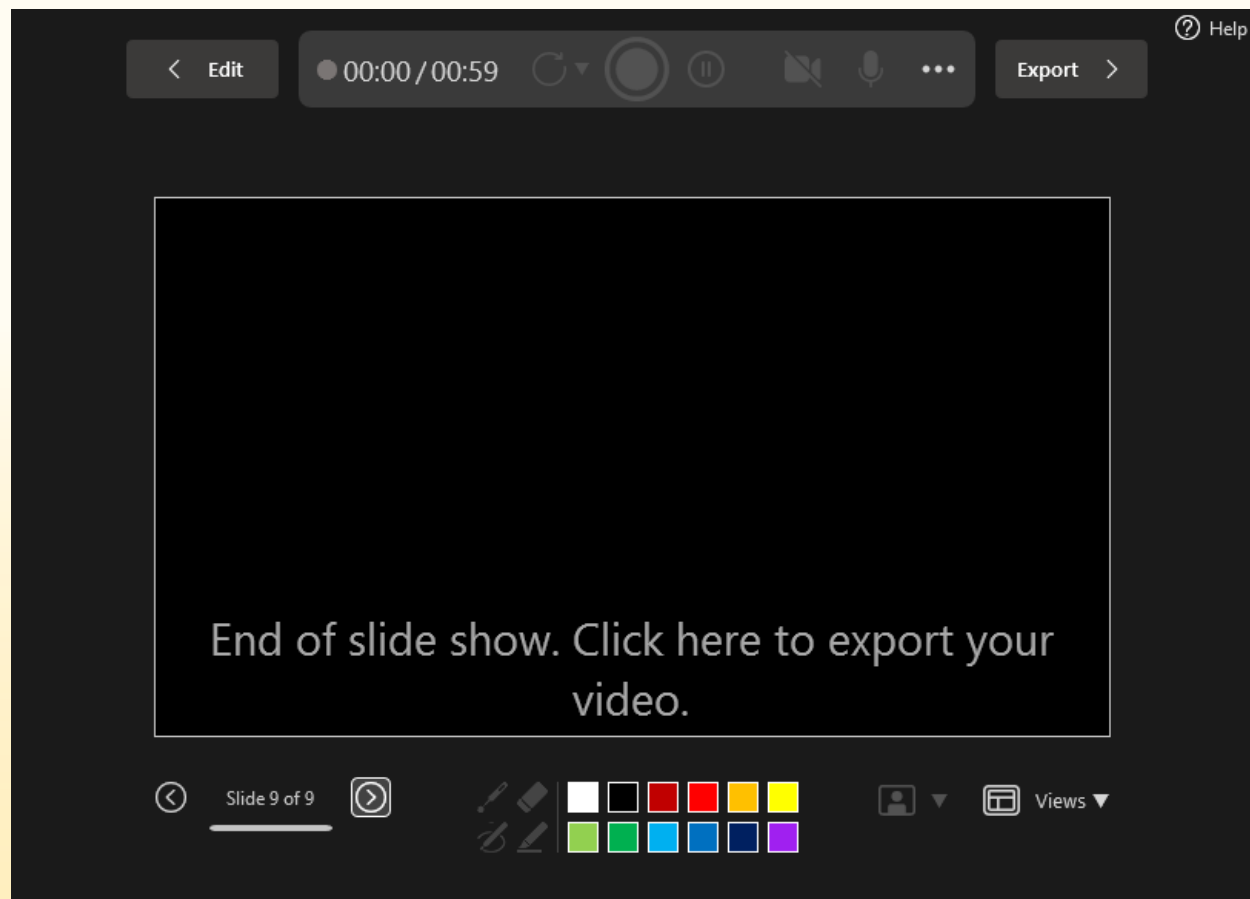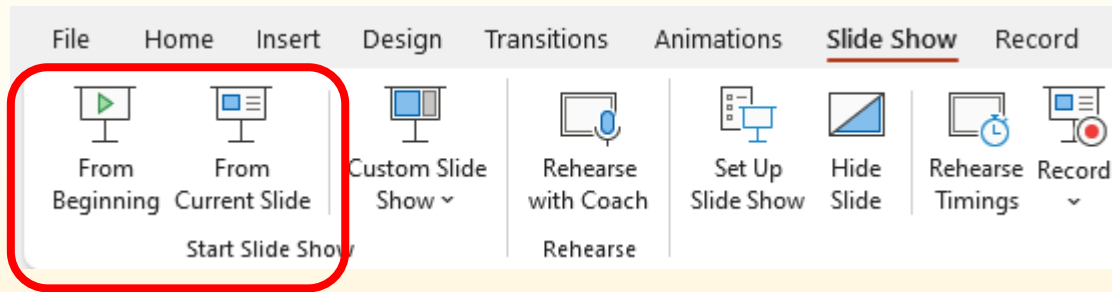

Click here to proceed to the next slide.

End of Slide

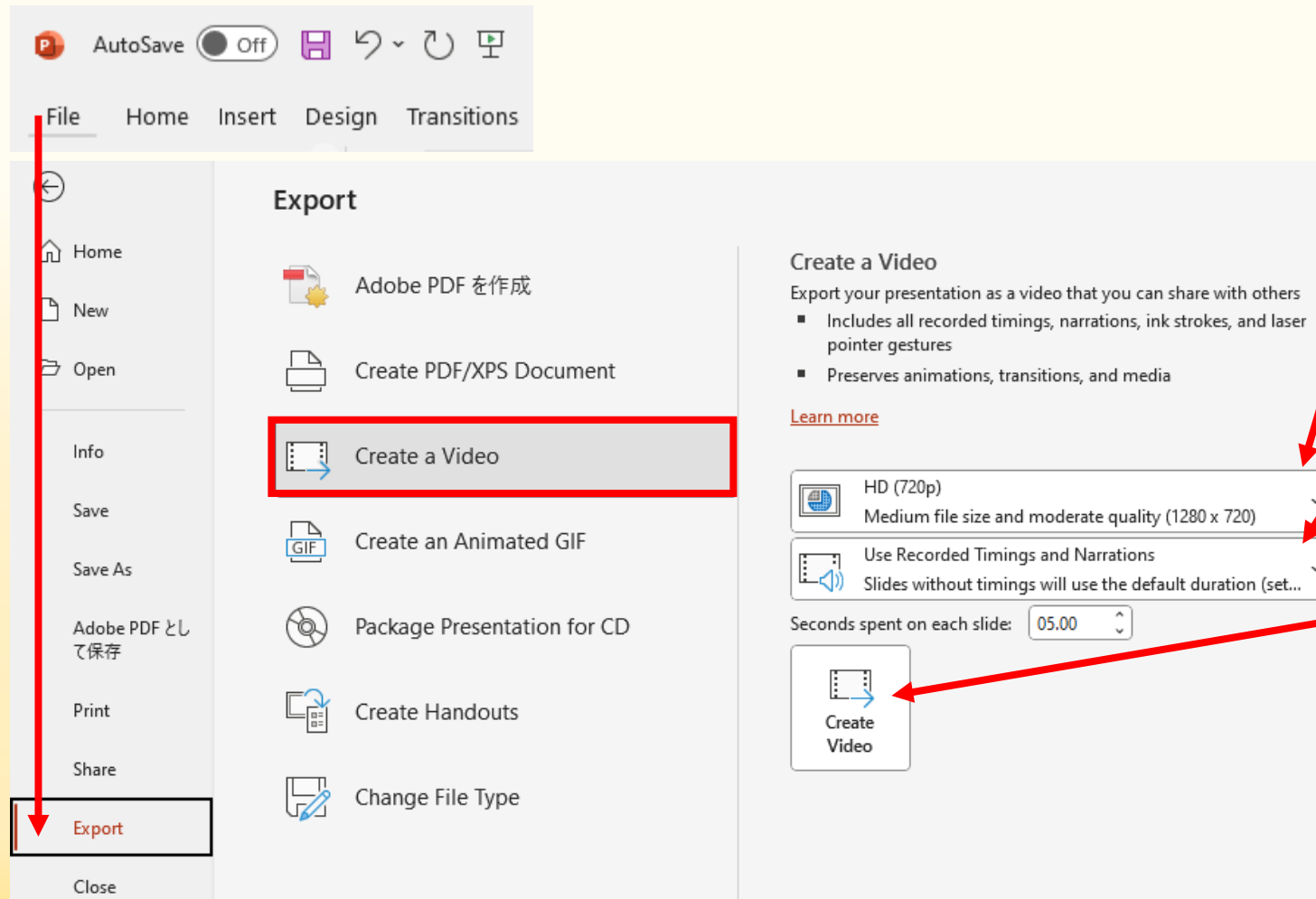**Display a preview of the recorded slideshow.**

[Slide Show] tab.

Please click on [From Beginning] or [From Current Slide]

※ Please create a slide presentation with a playback time of approximately 7 minutes (less than 8 minutes).

3. Outputting in video file format.

When you select "Export" from the [File] menu and click on "Create a Video", you can save the video with recorded timing and audio.

Please select a video size of moderate quality (HD 720P) equivalent.

Please select "Use recorded timings and narrations."
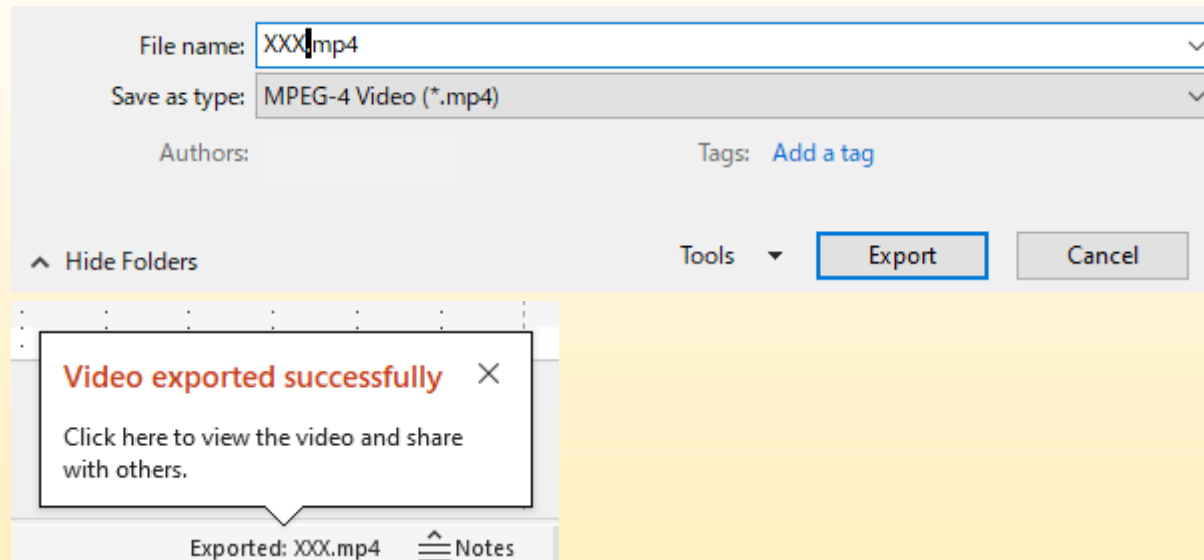
Please click "Create Video."

Please select the file type "MPEG-4 Video (*.mp4)" and click the "Export" button after specifying the save location and file name.

The display "Exporting: XXX.mp4" appears at the bottom of the PowerPoint window.

It will be completed after waiting for a while and converting to a video.

The window saying "The video was exported successfully" will appear, so please click on it to confirm that the presentation content has been exported correctly.

※ Please create a slide presentation with a playback time of approximately 7 minutes (less than 8 minutes).

Reference materials

Depending on the version of PowerPoint you are using, the menus and options may differ.
Please refer to the following website for detailed information.

Microsoft Support

Record a slide show with narration and slide timings

Turn your presentation into a video

Uploading Presentation Video Data File to the Presentation Registration Website

Once the video file is ready, please follow the steps below to upload the presentation video data.

1. Please log in to your user page using your User ID and password from the following presentation registration site.
   URL will be provided separately.

2. Please select the presentation data file and press the 'Register File' button.