



[Guidelines for recording your video using PPT]

Submission Deadline [March 20, 2024](#)

1. Basic Rules

- ① These recording guidelines provide a basic description of Windows versions 2013-2019.
- ② As for the aspect of your presentation slides, a ratio of [16:9](#) screen format is recommended. (Save in **MP4 format**)
- ③ Use a common font such as Arial, Times New Roman, etc.
- ④ Before you start your lecture, please introduce yourself briefly (name, affiliation, presentation title, etc.)
- ⑤ All speakers are asked to include in their presentation a disclosure statement regarding the existence of any conflicts of interest, and name(s) of the company/ companies, if any conflict of interest exists.

*** Including a COI Slide is mandatory.**

* Please add the disclosure statement on the second page of the presentation slide.

* If a conflict of interest relevant to the presentation doesn't exist, please use the Form A slide.

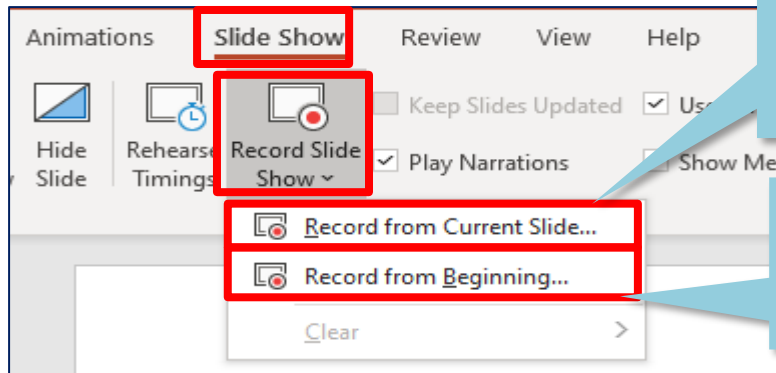
* If a conflict of interest relevant to the presentation exists, please use the Form B slide.

※ If you are not familiar with recording using PowerPoint, you can also record using Zoom.

2. Record a Slide Show [\[Further Information\]](#)

- ① Set up your microphone.
 - Please make sure that your microphone is plugged in and ready to record.

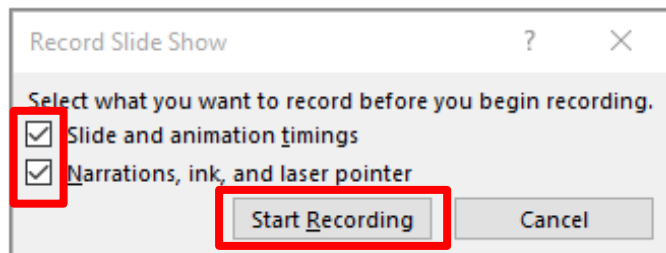
- ② Go to the **Slide Show tab** and click the **Record Slide Show**.



Recommended
Option 1: You can record the current slide only!
(You can record each slide)

Option 2: The record starts from the beginning!
(Voice might be disconnected when you go to the next slide)

- ③ Leave both options checked to record audio and timings for the entire presentation.



- ④ Make sure you're ready before you click Start Recording. As soon as you click on it, PowerPoint will go into a full screen presentation view and begin to record your screen and audio.

3. During Recording

- In the upper left corner of the window, you'll see a recording window with a runtime counter and other buttons. Use this to keep track of the length of your presentation.

<p>< Power Point 2013 Version ></p> <ul style="list-style-type: none"> Go to the next slide: Pause the recording: Re-record the current slide: 	<p>< Power Point 2019 Version ></p>
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* The recording screen may look different depending on the MS Office version

※ Note:

- When moving to the next slide, recording will pause automatically.
- When you finish talking, please pause a moment before moving to the next slide and re-start.
- If you go to a previous slide during recording, the recording will be deleted.

- To end your recording, right-click the final slide, and click **End Show**. When you finish recording, a sound icon is automatically generated in the lower right corner of each slide.

4. Save (.mp4)

- Once your presentation is complete, export the PowerPoint file as a video.
- Please select the “**Full HD (1080p)**” and “**Use Recorded Timings and Narrations**” option.
- Click File → Export → Create a Video (.mp4)

The screenshot shows the 'Export' menu in PowerPoint. The 'Export' option is highlighted in the left sidebar. In the main area, 'Create a Video' is selected. Two options are highlighted with red boxes: 'Full HD (1080p)' (Large file size and full high quality (1920 x 1080)) and 'Use Recorded Timings and Narrations' (Slides without timings will use the default duration (set below). This option includes ink and laser pointer gestures.). Below these, 'Seconds spent on each slide' is set to 05.00. A 'Create Video' button is also highlighted with a red box.

5. Review (★ Important ★)

- Please review the video from start to finish to check if there are any errors.
- Be sure to check all the problems with the lecture video quality, voice, video loss, etc.
If there is any problem with the lecture video, the secretariat may ask you to record the lecture again.

6. Video Submission ※ Submission Deadline: March 20, 2024

- ① Please submit the Video through the "Video Exhibition File Submission" button on your [My Page], which is assigned to each abstract
- ② Please title the submission file name as your abstract number. (i.e. ABS-0999)
- ③ After the correct MP4 file is uploaded successfully, please click the "Save" button.
- ④ If the video for the exhibition has not been submitted by the deadline, the first file received when the abstract submission will be used.