

APSS-APPOS 2021

13th Combined Meeting of Asia Pacific Spine Society &
Asia Pacific Paediatric Orthopaedic Society]

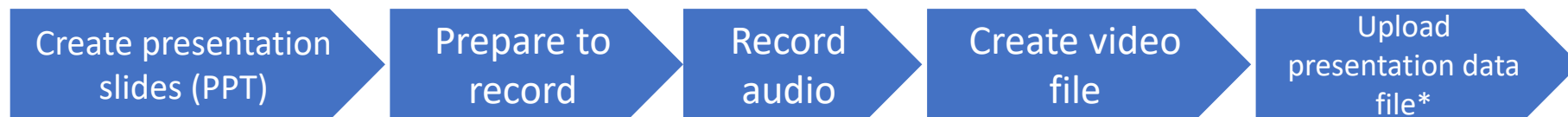
— Hybrid Meeting —

Manual: How to Create your Presentation Data File

Steps to follow when creating your presentation data file

Please create your presentation in line with the steps below.

After creating your presentation data file, please send it to the congress secretariat via the submission page (which you will be notified of at the end of April).



*We will notify you of the details to upload and submit your presentation data file before the submission period starts.

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1. Before recording

- Create your presentation slides, we recommend using PowerPoint to make your presentation.

(Windows: PowerPoint 2013 or later, Mac: PowerPoint 2019 or Office 365)

- Prepare your Desktop/Laptop computer with a microphone and camera.
(Some PCs have a built-in microphone and camera)

The video format to be created must be a **mp4** file.

- Please create your presentation slides in the following order:

1st slide: Title, name, affiliation

2nd slide: Conflict of Interest declaration (COI)

3rd slide and onwards: Content of your presentation

Your Title

Affiliation (***) University)

Your Name

3. Create a Conflict of Interest (COI) declaration slide

Please create a slide declaring any Conflict of Interests (COI).

If you do not have any COIs to declare, please state so.

(Sample slide)

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[13th Combined Meeting of Asia Pacific Spine Society & Asia Pacific Paediatric Orthopaedic Society]
COI Disclosure

Presenter's name(s): _____, _____, ©_____ (© = representative)

Lecture fee: _____Pharma
Manuscript fee: _____Pharma
Bursary/Stipend: _____Pharma
Affiliation with endowed dept.: Yes, (_____Precision Instruments Co.)

APSS-APPOS 2021
[13th Combined Meeting of Asia Pacific Spine Society & Asia Pacific Paediatric Orthopaedic Society]
COI Disclosure

Presenter's name(s): _____, _____, ©_____ (© = representative)

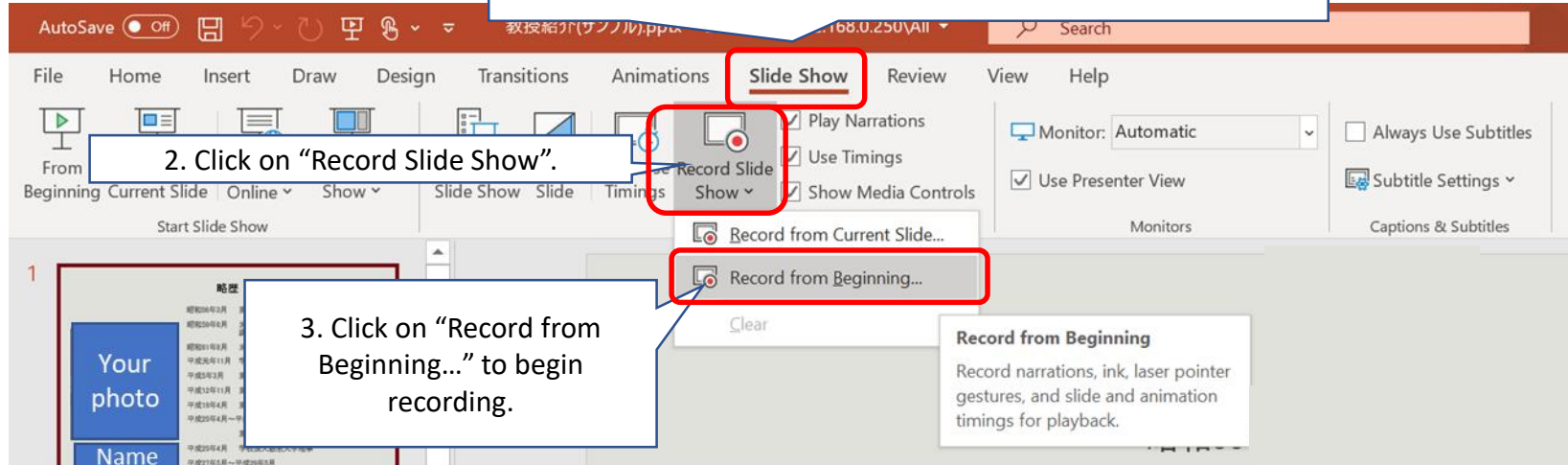
There is no financial conflict of interest to disclose in relation to this presentation.

4. Prepare PC & equipment for recording

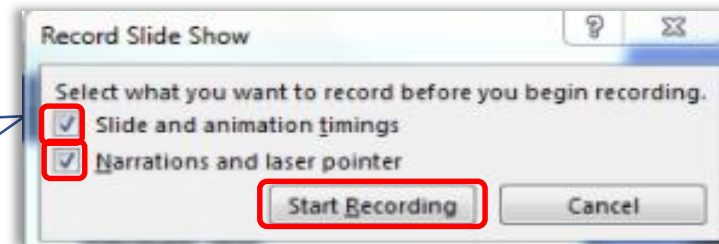
- Please have your Desktop/Laptop computer and microphone ready.
- Please conduct a microphone test to confirm it is working properly (Laptop computers equipped with a microphone, use the installed microphone; Laptop computers not equipped with a microphone, use a plug-in external microphone).
- To prevent external noise from being recorded, please record your narration in as quiet a location as possible.

5. Record audio

1. Click on "Slide Show" from the navigation bar at the top of the screen.

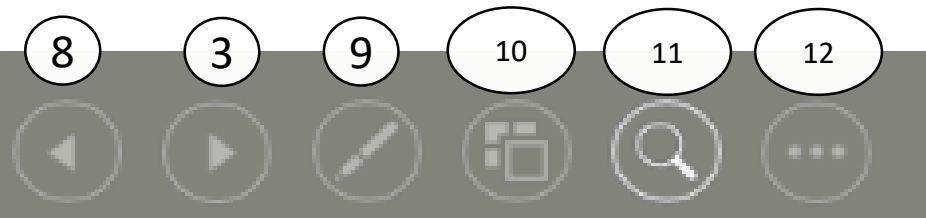
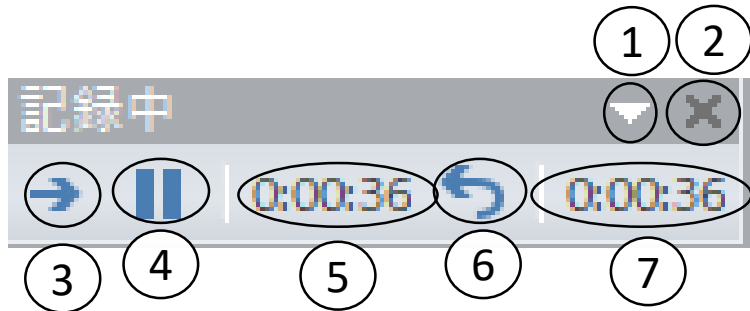


4. Check the 2 boxes and click on "Start Recording". At this point, the recording will begin.
* In case this pop-up screen does not appear, the recording will begin automatically.



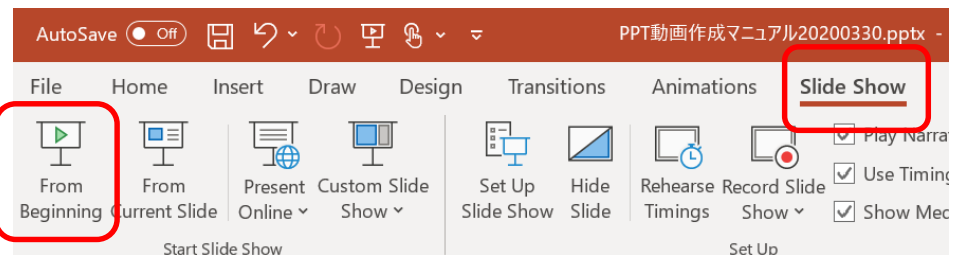
6. Operation during recording

Record audio, and advance slides as you would with a normal presentation.



- 1 . . . Tool bar (hide buttons, etc.)
- 2 . . . Close to stop recording
- 3 . . . Move to the next slide
- 4 . . . Pause
- 5 . . . Length of recording for the current slide
- 6 . . . Repeat
- 7 . . . Length of recording for all slides
- 8 . . . Return to the previous slide
- 9 . . . Change the mouse pointer
(You may use a laser pointer, highlighter, etc.)
- 10 . . . Indicates all slides and transitions
- 11 . . . Zoom
- 12 . . . Tab menu

Confirm recorded audio by clicking on “From Beginning” under the Slide Show tab.



7. Confirm audio on each slide

The screenshot displays the Microsoft PowerPoint interface. The title bar shows the file name "教授紹介(サンプル).pptx - Saved to \\192.168.0.250\\All". The ribbon is set to "Home". The slide thumbnail pane on the left shows four slides, with slide 2 selected and highlighted with a red border. The main slide area shows slide 2 with the following content:

Sample slide

Department of *****,
***University

At the bottom of the slide, there is a speaker icon and a play button. A callout box with a blue border points to the speaker icon and contains the text: "When clicking on the speaker icon, video options will be displayed. Click on the play button to listen to the recorded audio." Another callout box with a white border points to the play button and contains the text: "Play button". The Windows taskbar at the bottom shows the search bar with the text "ここにを入力して検索" and various application icons.

8. How to revise audio recording on a specific slide

The screenshot shows the Microsoft PowerPoint interface. The 'Slide Show' tab is selected in the ribbon, and the 'Record Slide Show' button is highlighted with a red box. A callout box points to this button with the instruction: "3. Click on 'Record Slide Show'". Below this, another callout box points to the 'Record from Current Slide...' option in the dropdown menu, with the instruction: "4. Click on 'Record from Current Slide...' and begin re-recording." In the slide navigation pane on the left, slide 2 is selected with a red box, and a callout box points to it with the instruction: "1. Select the slide you would like to revise." The main slide area displays a sample slide with the text: "Sample slide", "Department of *****,", and "***University". A speaker icon is visible in the bottom right corner of the slide area.

2. Click on "Slide Show" from the navigation bar at the top of the screen.

3. Click on "Record Slide Show".

4. Click on "Record from Current Slide..." and begin re-recording.

1. Select the slide you would like to revise.

Sample slide

Department of *****,
***University

8. How to revise audio recording on a specific slide

Sample slide

Depart

ty

5. After re-recording your audio, right-click and select "End Show".

- Next
- Previous
- Last Viewed
- See All Slides
- Zoom In
- Zoom Out
- Custom Show >
- Screen >
- Pointer Options >
- Start Subtitles
- Subtitle Settings >
- Help
- End Show

9. Create video file

AutoSave Off | 教授紹介(サンプル).pptx - Saved to \\192.168.0.250\All | Search | kcs-ws05

File Home Insert Draw Design Transitions Animations Slide Show Review View Help

1. Click on "File" at the left side of the navigation bar at the top of the screen.

1 AP05-APP01.2021
Your Title
Affiliation(***) University
Your Name
Your Photo

2
Department of Urology,
***University

3

4

Sample slide

Department of *****,
***University

9. Create video file

2. Click on "Export".

3. Click on "Create a Video".

4. Change the presentation quality to "Internet quality (1920 x 1080)".

5. Confirm that "Use recorded timings and Narrations" is selected.

6. Click on "Create Video".

7. Save the file to a location of your discretion. Note: Please name your file as: **"Abstract no. and your name."** Confirm that the file name extension is **"mp4."**

Save as: 11-12_演者名.mp4
Save as type: MPEG-4 ビデオ (*.mp4)
作成者: user タグ: タグの追加 タイトル: PowerPoint

Save Cancel