

# 2021 the Japanese Society of Medical Oncology Annual Meeting (JSMO2021)

## How to Create a Pre-recorded Presentation

### Contact Information:

Congress Secretariat for JSM2021

c/o Congrès Inc.

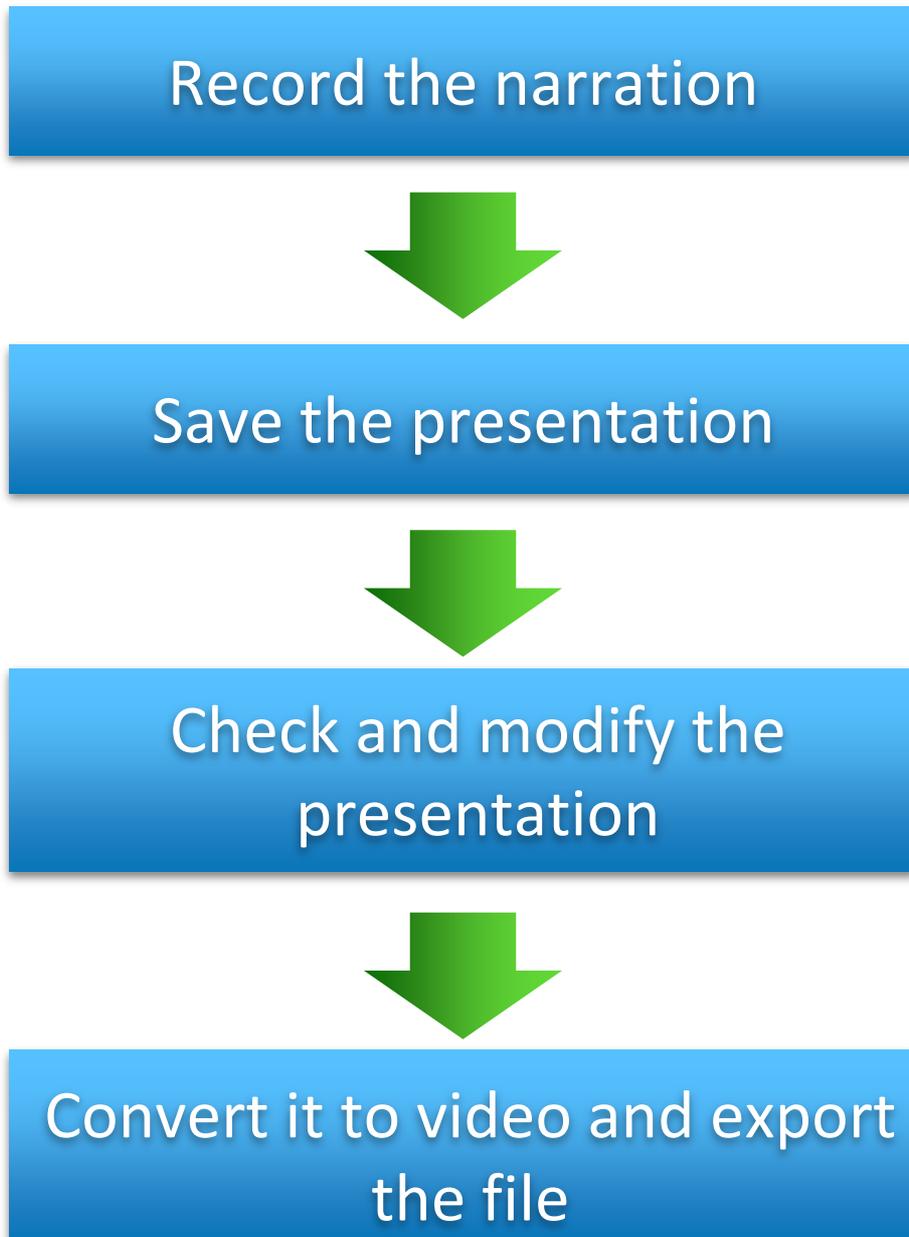
3-6-13 Awajimachi, Chuo-ku, Osaka 541-0047, Japan

Tel: +81-6-6229-2561

E-mail: [jsmo2021-endai@congre.co.jp](mailto:jsmo2021-endai@congre.co.jp)

Congress secretariat staff are working remotely to prevent the spread of Covid-19.  
If there are any questions, please kindly inquire by e-mail for the time being.

- Follow the steps shown below to create a video presentation.
- Any questions should be directed to the congress secretariat.



**Note: Only record narration that would be used in a standard presentation.**

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### Environment for Creating a Video with Narration

#### 1. Environment to record your voice

- When a built-in microphone is used, the setting is easy, but the influence of external noises increases.
- It is recommended to use an external microphone (e.g., headset).

#### 2. A PC with a compatible version of PowerPoint installed

- Windows → PowerPoint 2010, 2013, 2016, 2019, or Office 365
- Mac → PowerPoint for Mac 2019 or Office 365

\* PowerPoint for Mac 2016 cannot be used for recording. Consult with the management secretariat.

### Check that Your Microphone Works Properly

- Select **Start > Settings > System > Sound**. Check that your microphone is recognized.
- Use **Test your microphone**. Speak into your microphone and check that your microphone is working properly.

### Other Notes

#### 1. Acceptable file format

- File size: Up to 1 GB
  - \* Screen size: Create the video presentation in the widescreen format (16:9).
  - \* If the video presentation is created in the standard format (4:3), letterboxing (black borders) will fill in the left and right borders of the.

#### 2. How to send the data

- The management secretariat will provide the details later.  
You will be requested to submit your file through the file upload system.

## Period for Uploading Presentation Slides

### For Designated Sessions:

February 1 (Mon)-12 (Fri), 2021

\*A link for the Uploading System is provided in late January.

### For General Abstract Sessions:

January 13 (Wed)-29 (Fri), 2021

\*A link for the Uploading System is provided in Thursday, January 14 via email.

## File Format for the Uploading Presentation Slides

Sessions		Presentation Time/ Q&A Time	Uploading File Format	Subject to
Designated Sessions	Live Streaming Sessions	Please refer to the <a href="#">Time Allocation</a> in Page "Information for Chairs and Speakers".	Narrated PPT file	Only Applicant
	On-demand Streaming Sessions	Please refer to the <a href="#">Time Allocation</a> in Page "Information for Chairs and Speakers".	Narrated PPT or MP4 file	All speakers in the sessions, excepting pre-recording sessions
General Abstract Sessions	Presidential Session	12 min./ 3 min.	Narrated PPT file	Only Applicant
	Oral Session	12 min./ 3 min.	Narrated PPT file	Only Applicant
	Mini-Oral Session	6 min./ 2 min.	mp4 file	Only Applicant
	Poster Discussion Session	5 min. (There is no Q&A session.)	Narrated PPT file	All speakers in the sessions
	Poster Session	5 min. (There is no Q&A session.)	Narrated PPT or MP4 file	All speakers in the sessions

### 1. Acceptable file format

- File size: Up to 1 GB
  - Screen size: Create the video presentation in the widescreen format (16:9).
  - \* If the video presentation is created in the standard format (4:3), letterboxing (black borders) will fill in the left and right borders of the.

Please refer to the link below for instructions for preparing your presentation slides.

Instructions for Chairs and Speakers

<http://www.congre.co.jp/jsmo2021/en/speaker/index.html>

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## Designated Sessions

### <Live Streaming Session>

We will store the pre-recorded video presentation as a back-up for live streaming.

Please use your own laptop to screen share your presentation.

Please contact us if you have any concerns regarding file sharing and network environment on the presentation day. Note that we can stream the presentation on your behalf if you submit a file containing the pre-recorded presentation in advance.

### <On-demand Streaming Session>

The session will be streamed on –demand.

Please submit the pre-recorded presentation file in advance.

Note that speakers who are assigned to the pre-recording session, there is no need to submit the pre-recorded presentation file.

## General Abstract Sessions

### <Presidential Session/ Oral Session/ Mini-Oral Session (Live Streaming)>

We will store the pre-recorded video presentation as a back-up for live streaming.

Please use your own laptop to screen share your presentation.

Please contact us if you have any concerns regarding file sharing and network environment on the presentation day. Note that we can stream the presentation on your behalf if you submit a file containing the pre-recorded presentation in advance.

### <Poster Discussion Session>

Poster presenters have no live presentations, as the session are streamed on-demand.

A general discussion will be followed by the Chair, Discussant and Speakers in the Live streaming.

### <Poster Session>

There is no Live presentation or Q&A as the session is On-demand.

# How to Create a Pre-recorded Presentation Slides

For Windows  
PowerPoint 2019  
Office 365

Note: Only record narration that would be used in a standard presentation.

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## Record the Narration While in the Slide Show Mode

Before recording the narration, connect a microphone (e.g., headset) to your PC. If you do not have an external microphone, use the built-in microphone of your PC.

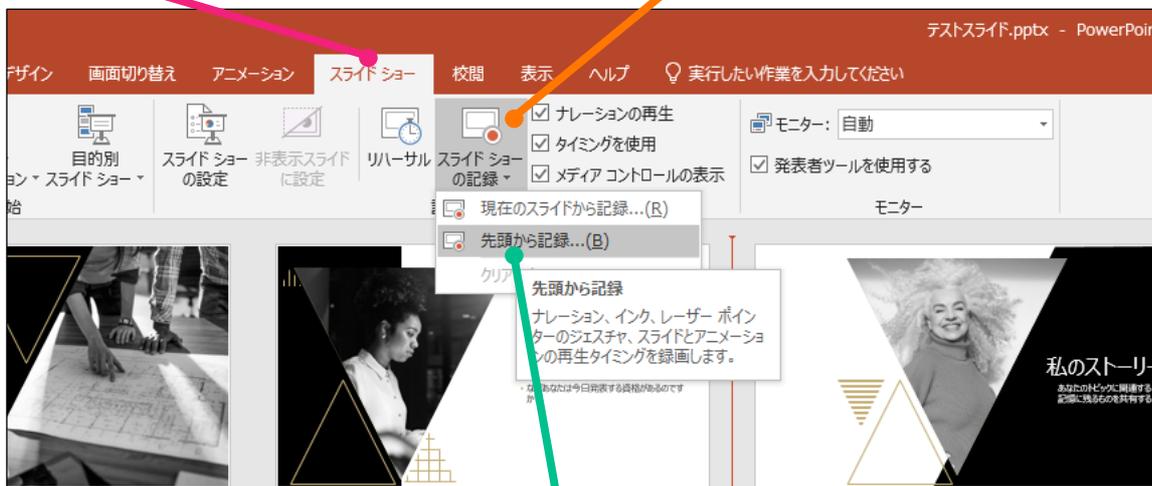
Before recording the narration, click the **Slide Sorter** button on PowerPoint. If the number of seconds is indicated on the lower right of each slide, click the **Transitions** tab on the menu (ribbon) and uncheck the **After** box of **Advance Slide**.

1

Click the **Slide Show** tab.

2

Click **Record Slide Show**.

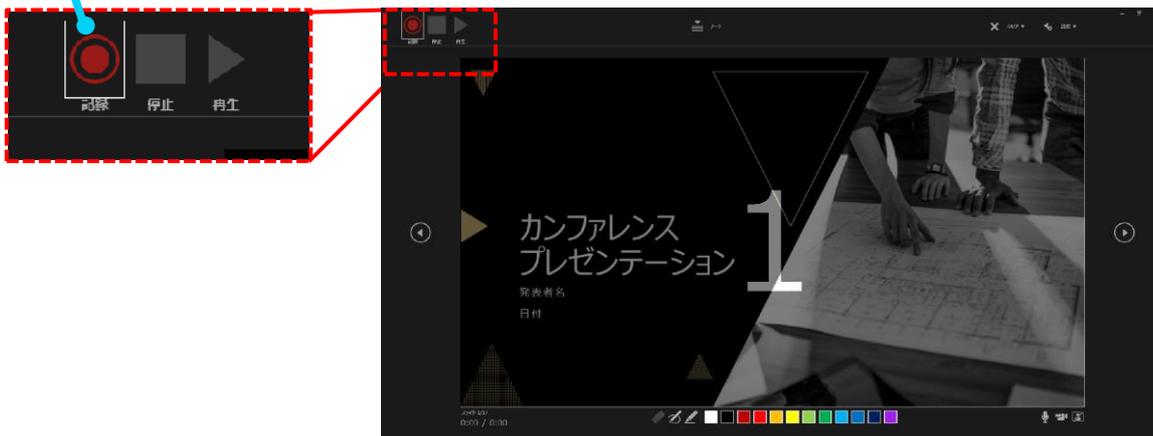


3

Click **Record from Beginning**.  
→ PowerPoint is ready to record your voice.

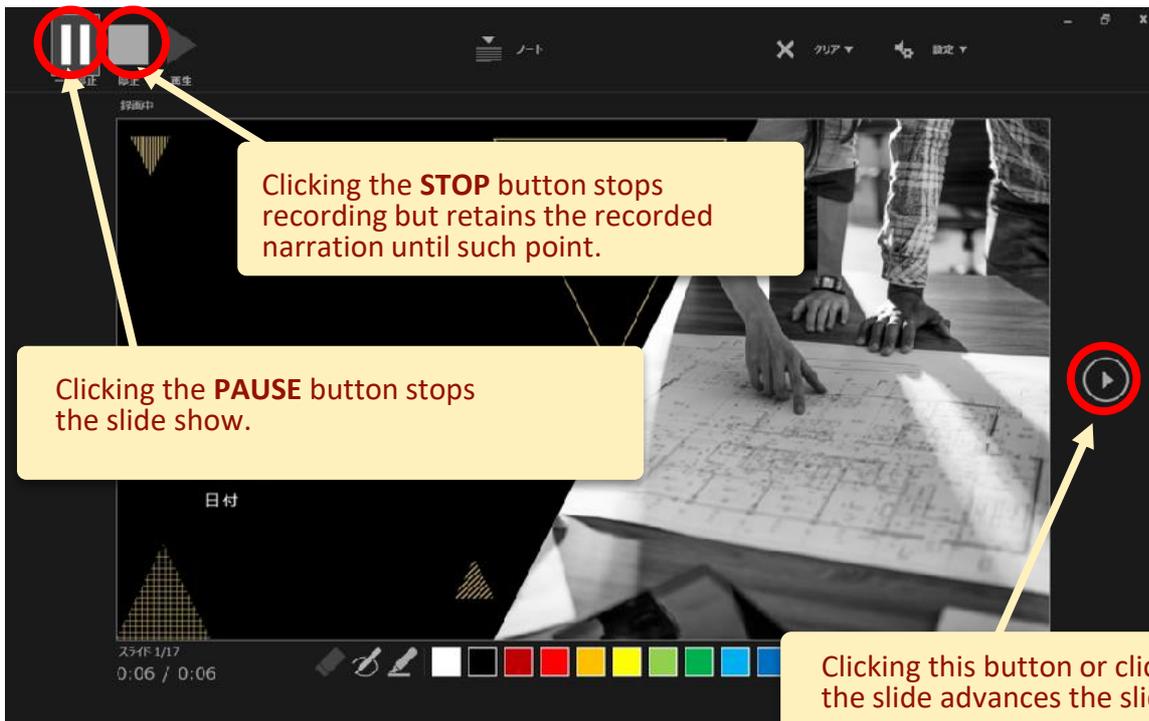
4

Click the **RECORD** button to start recording.



5

Speak into your microphone to record the narration.  
Advance the slide when necessary in line with the narration.

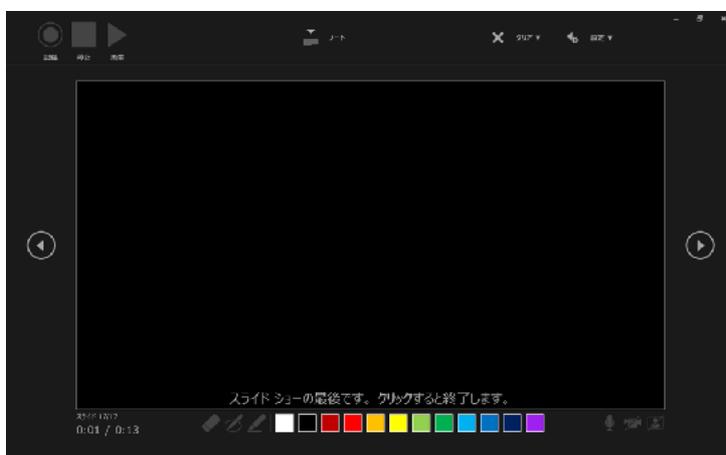


Note: The mouse cursor is not recorded in the presentation.  
If you wish to point to items on the slides, press Ctrl + L on your keyboard to switch to the laser pointer mode and record the narration.  
Keep in mind that while in the laser pointer mode, you cannot advance the slide or click on an embedded video.

Note: Do not advance the slide during the narration.  
The recording of the narration is interrupted when the slide transitions.

6

When the slide show is finished, the recording stops automatically.



When the slide show is finished, the recording stops automatically.  
Advancing the slide returns to the **Slide Sorter** screen.



7

When the slide show is finished, the recording stops automatically. Check that the time is indicated on the lower right of each slide on the **Slide Sorter** screen. If the time is indicated, it shows that the narration was recorded properly.

Save the PowerPoint file (enter a new name and save it).

Once the file (slides with narration) is saved, open the file again and run the slide show on the **Slide Show** tab to watch all the slides. Check for problems (e.g., narration, slide transition timing).

### If There Are Slides that Should Be Modified

1

Display the slide to be modified. Click **Record Slide Show > Start Recording from Current Slide** on the **Slide Show** tab. → PowerPoint is ready to record your voice.

2

Click the **Start Recording** button to start the recording. To stop the recording, click the **STOP** button.

3

Open the file again and run the slide show on the **Slide Show** tab to watch all the slides. Check for problems (e.g., narration, slide transition timing).

Conversion (export) to Video (MP4)

1

On the menu, click **File > Export > Create a Video**.

2

On the **Create a Video** screen, **set the video resolution to HD (720p) (1280 × 720)**.

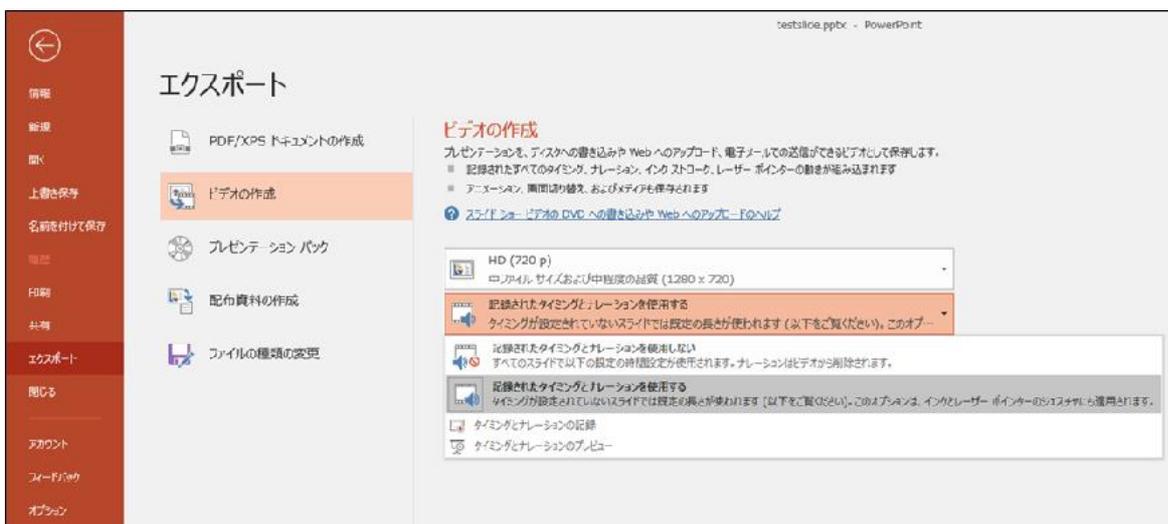
3

On the **Create a Video** screen, select **Use Recorded Timings and Narrations**.

4

Check the two settings above and click the **Create Video** button at the lower left.

**Set File Format to MPEG-4 video (\*.mp4)** on the **Save As** screen and click the **Save** button on the lower right.  
 → The video conversion process starts. After conversion is completed, the file is automatically saved as a video (MP4 format).



Note: Exporting to a video (MP4 format) will take some time.

### When Using a Software Product or Version Not Indicated in This Manual

- If you use Mac and need a manual, please contact the congress secretariat.
- If you wish to create a video using an older version of PowerPoint or other software products, consult with the congress secretariat.
- If conversion to a video in the MP4 format is unsuccessful, please consult with the congress secretariat.

### Conversion (export) to a Video Takes Time

- Conversion (export) to a video takes time and will depend on your system.  
Converting a 20-minute presentation slideshow to video generally takes 10 to 20 minutes.  
Please allow enough time for this process.
- Use the highest performance PC available to convert (export) to video.  
Closing unnecessary applications other than PowerPoint or restarting the PC may reduce the time required for conversion (export).
- Use an AC adapter instead of the built-in battery during conversion.

### Tips for Live Streaming and On-demand Streaming on the Web

- Use the largest fonts possible when creating the presentation slides.
- On the first presentation slide, indicate the presentation title, presenter's name, etc.
- On the second presentation slide, include the conflict of interest disclosure statement.
- In live streaming and on-demand streaming, the image quality may decrease depending on the internet connection of the audience.

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