

# **The 9th International Orthodontic Congress -Virtual**

Manual for creating and uploading your presentation file

## Creating your presentation file

	Specifications
Presentation file	Microsoft PowerPoint or Macintosh Keynote
Font	Times New Roman, Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier, Courier New, or Georgia *Please note Mac's " Osaka " font and Special font cannot be used due to garbled characters.
Screen size	(16:9) , (4:3), or (slide size)

## Uploading your Zoom recording file

	Specifications
File size	2GB
File name	Your name
Uploading file	MP4

- First, prepare your presentation file with MS PowerPoint or Macintosh Keynote, and then record your presentation with Zoom recording function.
- Next, upload your MP4 file to the uploading system

\*If you have any difficulties in converting it to MP4 format, please upload your original file of Microsoft Power Point(.pptx version) or Macintosh Keynote.

We will convert your file.

# Sessions required to upload the presentation/video file

You will be requested to upload your file to a cloud storage site.  
We will inform you of the upload method, later on.

Sessions	Audio	Allotted time	Upload deadline
Doctors Program Lectures	applicable	30 min.	Sep. 3, 2020 (Thu.)
Allied Health Professional Program Lectures	applicable	30 min.	
APOS Lectures	applicable	30 min.	
International Board Symposium Lectures	applicable	Depends on the timetable previously sent.	

\*If you have any difficulties in creating a zoom recording file, please contact the secretariat ([wfo2020-prog@conger.co.jp](mailto:wfo2020-prog@conger.co.jp)) for assistance.

# Step-by-step description: from creating your presentation data to uploading the zoom recording file

Please create and upload your presentation file as follows.



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# I: Prior to recording

- Preparing your presentation file (PowerPoint or Keynote).
- Creating your presentation slides/video in the following order:

1<sup>st</sup> slide

Title

2<sup>nd</sup> slide

Self-introduction (name, brief CV, your photo, etc.)

3<sup>rd</sup> slide

Conflict of Interest declaration (COI)

4<sup>th</sup> slide and followings

Main theme of the presentation

II: Title (Sample of a slide)

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INTRODUCTION  
OF HONORARY MEMBERS  
OF WORLD FEDERATION OF ORTHODONTISTS

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Takashi Ono, DDS., PhD.  
Department of Orthodontic Science,  
Tokyo Medical and Dental University (TMDU)  
Graduate School Vice Director- TMDU Dental Hospital

### III: Self-introduction (Sample of a slide)

#### Career Summary



**Takashi Ono**

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Please describe your career briefly.

# IV: Conflict of Interest (COI) declaration

Please create a slide containing your Conflict of Interest (COI) declaration.

(Sample of a slide)

## The 9<sup>th</sup> International Orthodontic Congress on Virtual COI Disclosure

Presenter's name(s): \_\_\_\_\_, \_\_\_\_\_, © \_\_\_\_\_ (©= representative)

Lecture fee: \_\_\_\_\_ Pharma

Manuscript fee: \_\_\_\_\_ Pharma

Bursary/stipend: \_\_\_\_\_ Pharma

Affiliation with endowed dept.: Yes (\_\_\_\_\_ Precision Instruments Co.)

# V: Preparation of PC & equipment for recording

- Please have your PC/Laptop and microphone ready.
- Test your microphone.
  - \*For the best audio quality we recommend using an external microphone.
  - Also, please reduce or eliminate background noise if possible.
- Please record your narration in the most quiet place, not to record external noise.
- Length of video:
  - Lecture: 30 min.
  - International Board Symposium: Allotted time on the timetable previously sent from the Secretariat.

# VI: My settings Zoom

Record the presentation on zoom.

Click on "HOST A MEETING"  
and select "With Video On"

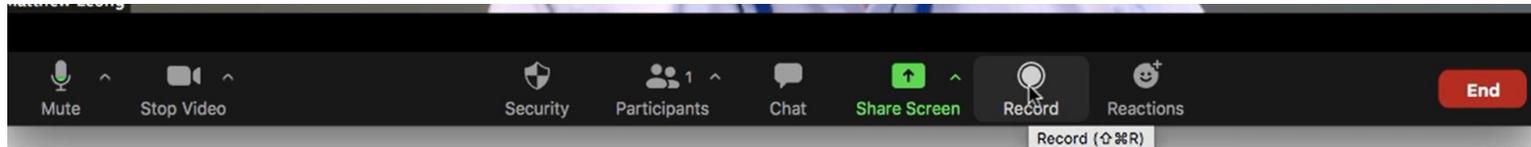
The screenshot shows the Zoom web interface. In the top right corner, there are links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. Below these are navigation links: 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. A red callout box points to the 'HOST A MEETING' link, which has a dropdown menu open showing 'With Video On', 'With Video Off', and 'Screen Share Only'. In the left sidebar, under 'PERSONAL', the 'Settings' link is highlighted with a red box and a star labeled '1'. In the main content area, the 'Recording' tab is selected and highlighted with a red box and a star labeled '2'. Under 'Local recording', the toggle switch is turned on and highlighted with a red box and a star labeled '3'. Below it, the checkbox 'Hosts can give participants the permission to record locally' is checked and highlighted with a red box. A large red arrow points downwards from the bottom of the screenshot.

- ★1 .....Settings
- ★2 .....Recording
- ★3 .....Local recording
- ★4 .....HOST A MEETING - With Video On

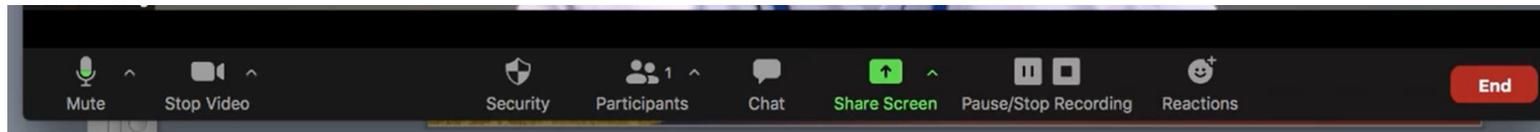


Going to zoom

# VII: Zoom Recording Instructions

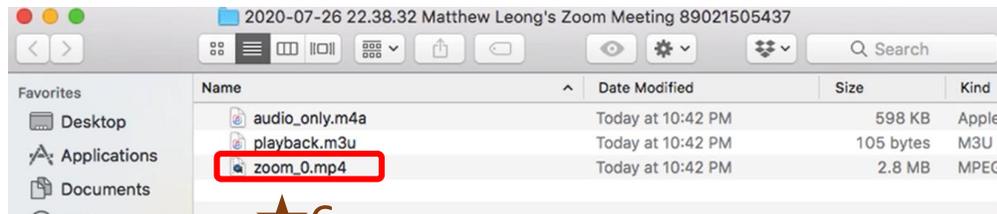
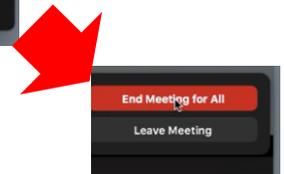


★2      ★1

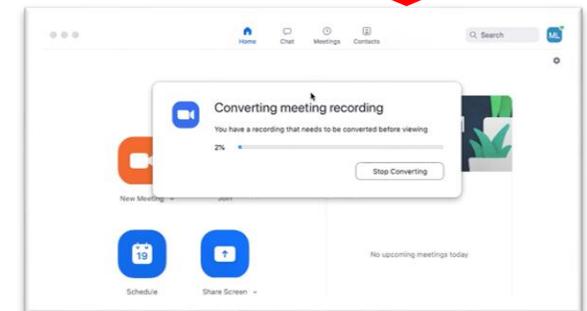


★4

★5



★6



- ★1 .....Press the “Record” button.
- ★2 .....Press the “Share Screen” button.
- ★3 .....Put up your presentation file on the screen and start your presentation.  
\*Your presentation should not exceed 27 minutes (unless otherwise noted)
- ★4 .....Press “Stop Recording” button, when you finished your presentation.
- ★5 .....Press the “End” button.  
Your video will be converted to your local system into three files: .m4a, .m3u and .mp4 file.
- ★6 .....Upload the mp4 file saved under a new file name as “Lecture *no. and your name.*”

# VIII: Uploading Your file to the Presentation Uploading System

\*You will receive an email by August 5th providing instructions on how to upload your presentation.

- ★1 .....Log in to the URL(<https://wfo2020.sx-ws3.space>) with ID and Pass Word.
- ★2 .....Drag and drop your presentation file or select your file from your folder.
- ★3 .....Check select your file format.
- ★4 .....Press “UPLOAD”
- ★5 .....Press “HISTORY” and check your upload files
- ★6 .....Press “SIGNOUT”



★5

Uploaded History				
select	upload ID	file name	number of files	total file size
<input type="checkbox"/>	0000013	2020-07-28 14:11:37	1	4.1 MB
<input type="checkbox"/>	0000012	2020-07-28 00:34:24	1	6.8 MB
<input type="checkbox"/>	0000010	2020-07-27 17:37:38	1	219.2 KB
<input type="checkbox"/>	0000009	2020-07-27 16:10:07	1	4.0 MB
<input type="checkbox"/>	0000006	2020-07-27 15:00:54	1	82.8 MB
<input type="checkbox"/>	0000003	2020-07-24 00:01:49	1	6.8 MB

DELETE

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**Thank you very much**  
**for your kind cooperation.**

***If you have any difficulties,  
please feel free to contact the secretariat  
(wfo2020-prog@congre.co.jp)***

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