

**\*Please note:** This Guideline only explores how to prepare your presentation data. Another Guideline for how to submit your presentation to the Submission Portal will be provided within August.

### Criteria for Podium (Oral) presentation

- Language of the Presentation: English
- The aspect ratio of the slides : 4:3 (Other ratios cannot be accepted; it causes that the slides will not be viewable in an appropriate way)
- All presented material should be clear from the use of commercial or trade names. The mentioning of trade names of equipment used is allowed unless the intention of the presentation is to promote the use of equipment.
- You may NOT use your company/institution name or logo on your slides. The only time you may use your company name is on the title slide and on the final slide of the presentation.
- The title of the presentation should be the same as in the submitted Full Paper.
- The first page of the slide should contain Presentation title, Name and Affiliation of the Speaker.
- Presentations containing inappropriate contents such as animal experiments will be removed without the author's permission.
- Podium (Oral) Speakers are asked to prepare a self-recorded video presentation of 15-20 minutes embedded in a single slide of a Microsoft-PowerPoint presentation in landscape layout (File format: .pptx).
- The content of the self-recorded video presentation should be slides with narration in landscape format with 4:3 aspect ratio. The Speaker may choose if this narration is made with Audio or Video.
- The file size after embedding the video presentation should not exceed 150 MB. Please note that files over 150 MB cannot be accepted.

#### **Inquiries:**

Abstract/Full Paper Submission for the IFSCC Congress 2020 Yokohama  
E-Mail: [ifsc2020-paper@convention.co.jp](mailto:ifsc2020-paper@convention.co.jp)

## Tips for recording the video:

- PowerPoint or Zoom should be used as recording tools. We strongly recommend using one of the tools mentioned above to maintain a good video quality. Other recording tools are also acceptable, but please note that we do not guarantee the quality of the video in that case.
- PowerPoint for Mac is not recommended since system errors may occur after the file conversion on the Submission Portal. If you create your file on Mac, please verify and save it on Windows PC prior to the submission.

Please note that all Presentation files will be exposed on the Virtual Platform for Participants of the IFSCC 2020 Virtual Congress during the Congress period October 21-30.

## To record your presentation, you will need:

- A working desktop or laptop computer with a high-speed Internet connection
- A webcam (your computer may already have an integrated webcam.)
- A microphone that can connect to your computer (your computer may already have an integrated microphone.)

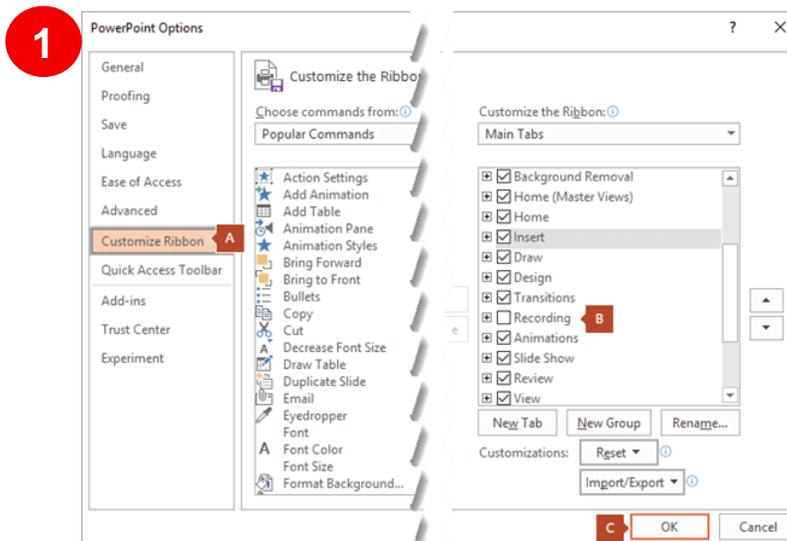
Additionally, we recommend that, if possible, you secure a small, quiet, and well-lit space to record your presentation in. This will help ensure that your audio is clean and your video easy to see.

## Preparation of your presentation slides

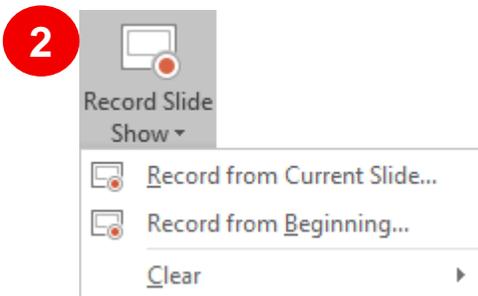
As mentioned in the previous page, we strongly recommend to use PowerPoint or Zoom to record your presentation.

### ●How to record a presentation using PowerPoint/ Office365

- 1 Open PowerPoint. Turn on the **Recording** tab of the ribbon: On the **File** tab of the ribbon, click **Options**. In the **Options** dialog box, click the **Customize Ribbon** tab on the left. Then, in the right-hand box that lists the available ribbon tabs, select the **Recording** check box. Click **OK**.



- 2 To get ready to record, select **Record Slide Show** on either the **Recording** tab or the **Slide Show** tab of the ribbon. Clicking the upper half of the button starts you on the current slide. Clicking the lower half of the button gives you the option to start from the beginning or from the current slide.



(The **Clear** command deletes narrations or timings, so be careful when you use it. **Clear** is grayed out unless you have previously recorded some slides.)

- 3 The slide show opens in the Recording window (which looks similar to Presenter view), with buttons at the top left for starting, pausing, and stopping the recording. Click the round, red button (or press R on your keyboard) when you are ready to start the recording. A three-second countdown ensues, then the recording begins.



- The current slide is shown in the main panel of the Recording window.
- You can stop the recording any time by pressing Alt+S on your keyboard.
- Navigation arrows on either side of the current slide allow you to move to the previous and next slides.
- PowerPoint for Microsoft 365 automatically records the time you spend on each slide, including any Animate text or objects steps that occur, and the use of any triggers on each slide.
- You can record audio or video narration as you run through your presentation. The buttons at the lower-right corner of the window allow you to toggle on or off the microphone, camera, and camera preview:



If you use the pen, highlighter, or eraser, PowerPoint records those actions for playback also.



If you re-record your narration (including audio and ink), PowerPoint erases your previously recorded narration (including audio and ink) before you start recording again on the same slide.

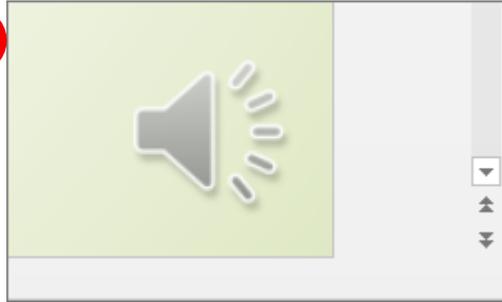
You can also re-record by going to **Slide Show > Record Slide Show**.

- 4 You can pick a pointer tool (pen, eraser, or highlighter) from the array of tools just below the current slide. There are also color selection boxes for changing the color of the ink. (**Eraser** is grayed out unless you have previously added ink to some slides.)

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To end your recording, select the square Stop button (or press S on your keyboard). When you finish recording your narration, a small picture appears in the lower-right corner of the recorded slides. The picture is an audio icon, or, if the web camera was on during the recording, a still image from the webcam.

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The recorded slide show timing is automatically saved. (In **Slide Sorter** view, the timings are listed beneath each slide.)

In this process, what you record is embedded in each slide, and the recording can be played back in Slide Show. A video file is not created by this recording process.

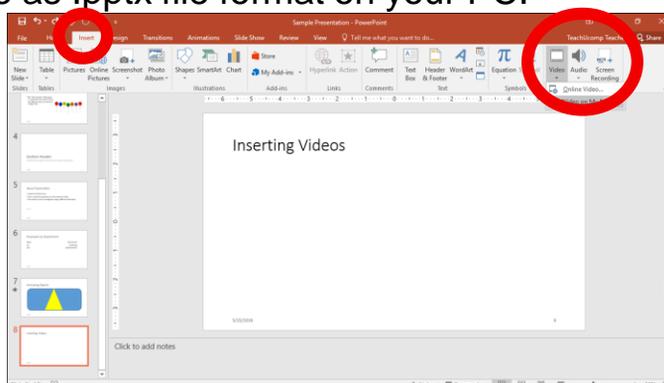
After you have created your slides and recorded the narrations, please save your file in mp4 video format (.mp4).

For more details, please refer to the official Microsoft support page.

[https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c#OfficeVersion=Office\\_365](https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c#OfficeVersion=Office_365)

To insert the video in PowerPoint, open PowerPoint and use the first page of the slide to insert the video. The video should be enlarged to fit the frame size of the slide.

On the Insert tab, click the arrow under Video, and then click Video on My PC. In the Insert Video box, click the video that you want, and then click Insert. Please save the file as .pptx file format on your PC.



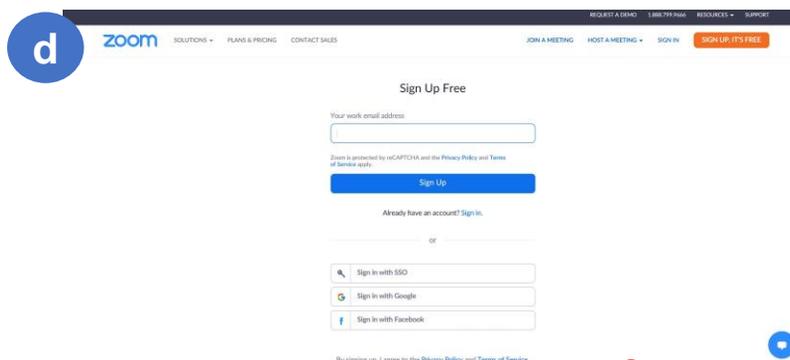
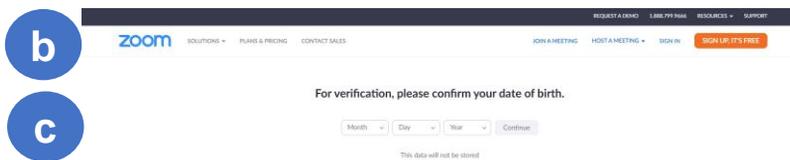
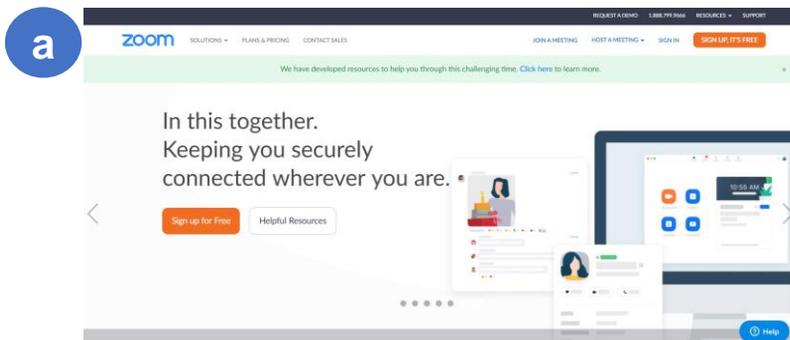
### ● How to record a presentation using Zoom

\*Recent uploads have shown that presentations of Mac users created with Zoom fail to maintain the Audio after embedding the self-recorded video to the PowerPoint presentation. Due to this problem, we recommend for Mac users to record the video by using PowerPoint.

If you do not have a Zoom account, you need to create one. Please refer to the following steps.

- a. Type zoom.us in your web browser.
- b. Click on the orange button in the top right, labelled “Sign Up, It’s Free”.
- c. Confirm your date of birth and click “Continue”.
- d. Provide an email address or sign up using your Google or Facebook account.

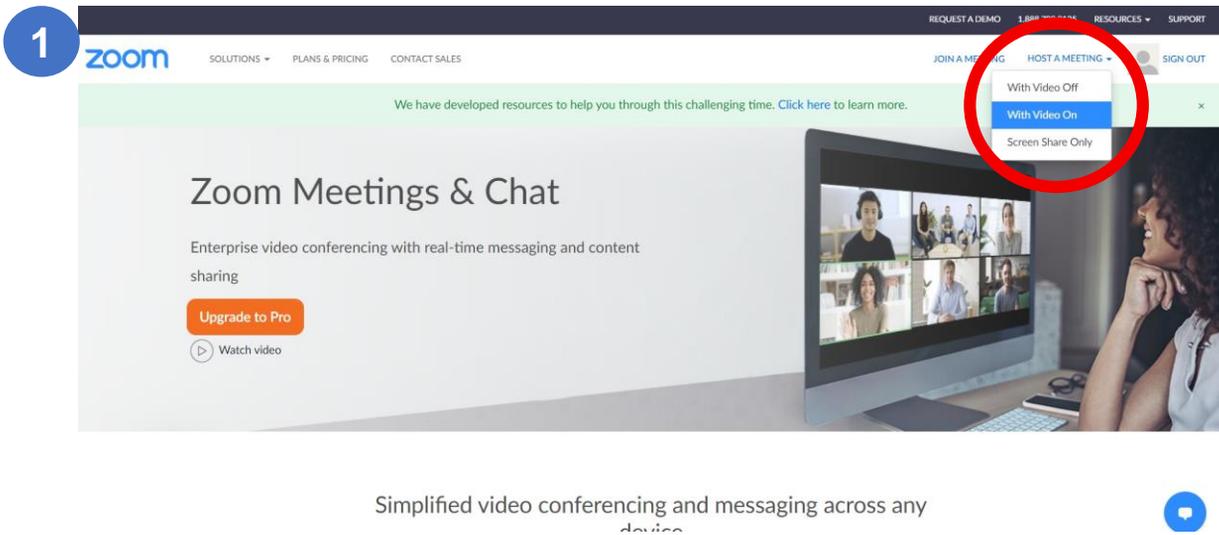
After this, you will receive a confirmation e-mail from Zoom. Please follow the instructions indicated in the e-mail and finish the set up of your account.



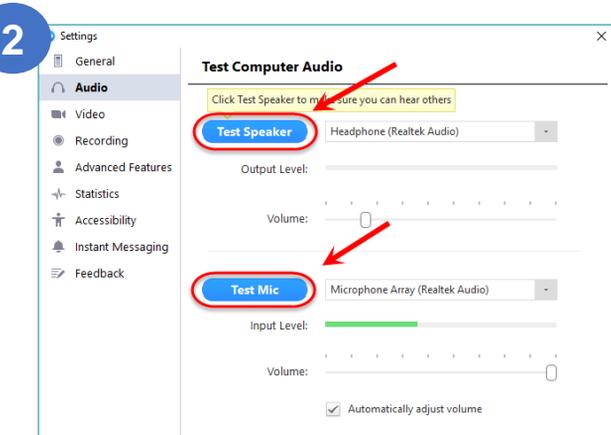
### ● How to record a presentation using Zoom

Once you have set a Zoom account, please refer to the following steps to record your presentation.

- 1 Log in to Zoom with your account information and click 'Host a meeting' on the right top of the page. Choose the setting 'With Video on'.

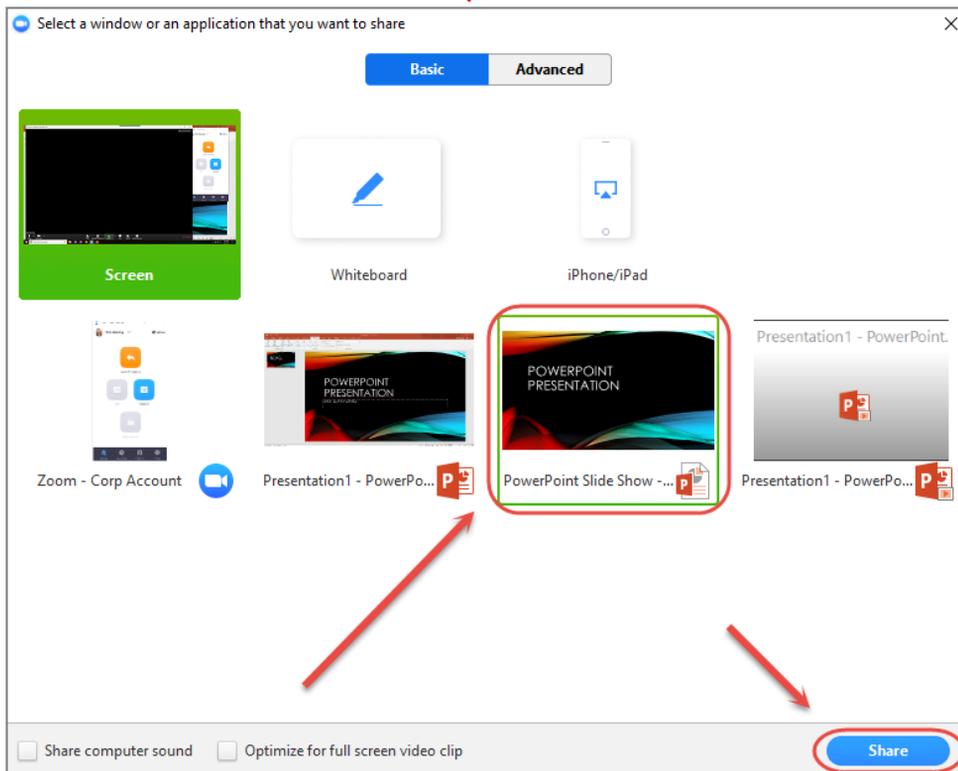


- 2 Check your Audio and Video settings from 'Settings'.



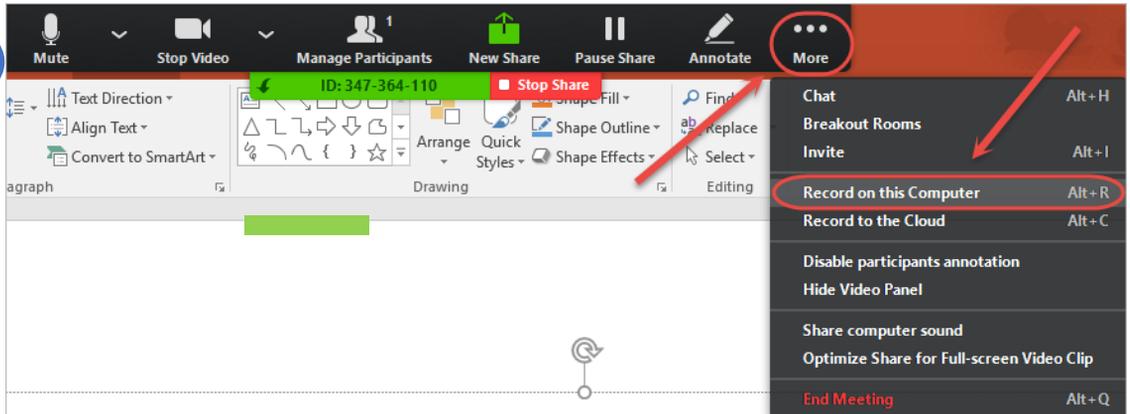
## How to prepare your presentation data <Podium (Oral)>

- 3 To share your PowerPoint presentation, click on 'Share Screen', choose your designated file and click 'Share'.

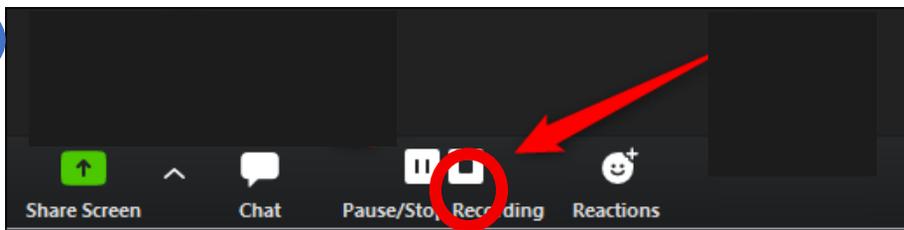


How to prepare your presentation data <Podium (Oral)>

4 Start your recording by clicking 'More' and choose 'Record on this computer'.



5 Once you have finished the recording, click on the Stop Recording button.



6 To save your recording, click on the 'End Meeting' button on the right bottom of the screen. Once the video file has finished converting, it will be saved automatically as a MP4 file on your computer.



To insert the video in PowerPoint, open PowerPoint and use the first page of the slide to insert the video. The video should be enlarged to fit the frame size of the slide.

On the Insert tab, click the arrow under Video, and then click Video on My PC. In the Insert Video box, click the video that you want, and then click Insert. Please save the file as .pptx file format on your PC.

