

The 141st Annual Meeting of The Pharmaceutical Society of Japan  
(Hiroshima)

Manual for Audio Recording and Video Conversion  
(General Session & Oral Presentation)

Microsoft365 (Office365)

PowerPoint2019

PowerPoint2016

# Introduction

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The audibility of the recorded audio depends on the equipment used for the recording (i.e. computer and microphone), the environment, and the volume and quality of the presenter's voice. We recommend that you run a recording test beforehand to ensure that the sound quality and volume will be audible when converted to MP4 or WMV.

## 【Note for Recording】

- Run a recording test beforehand.
- Try to record at a volume audible on the computer at medium volume level.
- Be sure to listen to the test recording yourself to check if the volume is sufficient, or have someone listen to it to check it.
- Use earphones with a microphone.
- Record in a quiet environment.

## 【Other】

We can accept videos created by other methods. However, they must be HD (720p, 1280x720), MP4 or WMV, and under 500MB. In such cases, we will not be liable to any unexpected problems.

## 【Reference】

Microsoft support "Record a slide show with narration and slide timings" & "Turn your presentation into a video"

<https://support.microsoft.com/en-gb/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>

<https://support.microsoft.com/en-us/office/turn-your-presentation-into-a-video-c140551f-cb37-4818-b5d4-3e30815c3e83>

# ① Checking before recording

Please check the following at the preparation.

	Preparation	Note
①	The size of your presentation slides should be in 16:9. You may also register in 4:3, but there will be blank spaces on both sides of the screen.	
②	Please make a copy of your presentation data under a different file name for audio recording and video processing.	Please be careful not to modify the master data for the presentation.
③	The presentation slides should be prepared in the following format: Page 1: Title page Page 2: Conflict of Interest (COI) Page 3 and subsequent pages: Content of presentation	
④	Please set up your computer for voice recording (check the connection between the computer and the microphone/headset). If your computer is not equipped with a microphone, please be sure to connect an external microphone.	
⑤	Make sure to record in a quiet space with no noise. If the microphone is too far away, the sound may be muffled.	
⑥	Recording will be interrupted while the page is being switched. Make sure that the page has been switched before resuming recording.	
⑦	All slides will be included in the movie unless you hide them by clicking Hide Slide. Be sure to delete or hide any slides that you do not need and prefer not to share for the presentation.	
⑧	Before recording, make sure that the slides are not set to advance automatically from the PowerPoint slide list.	※Check P.5 for the procedure
⑨	Hyperlinks to movies cannot be used. If you wish to use a video, please insert it into the slide.	
⑩	It is possible to insert videos of animal testing in the presentation slides. After converting to MP4 or WMV, please check if the inserted video is working properly.	
⑪	After recording, please be sure to save PowerPoint or Keynote data (slides with audio), and convert it to MP4 or WVM format for uploading.	Video files must be under 500MB
⑫	The presentation time for general academic presentations (oral presentation) is 9 minutes for presentation and 3 minutes for questions.	
⑬	The presentation must be in the specified language (Japanese or English).	

## ② About Conflict of Interest (COI)

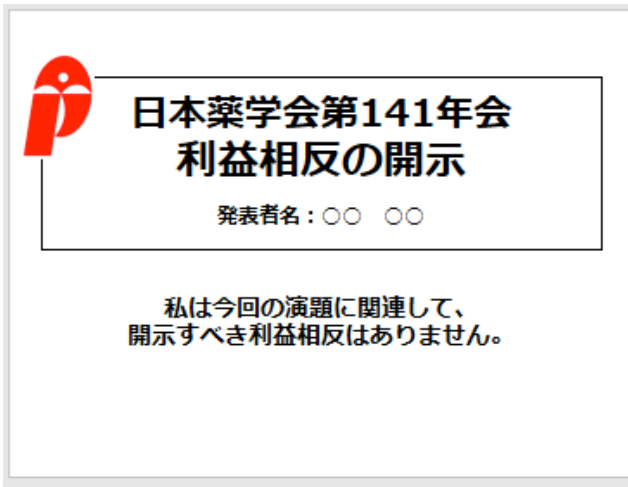
Lead presenters of oral and poster presentations at the Annual Meeting of the Pharmaceutical Society of Japan are required to report and disclose COI items at presentation.

Please check the Pharmaceutical Society of Japan website for details.

<https://www.pharm.or.jp/whats/>

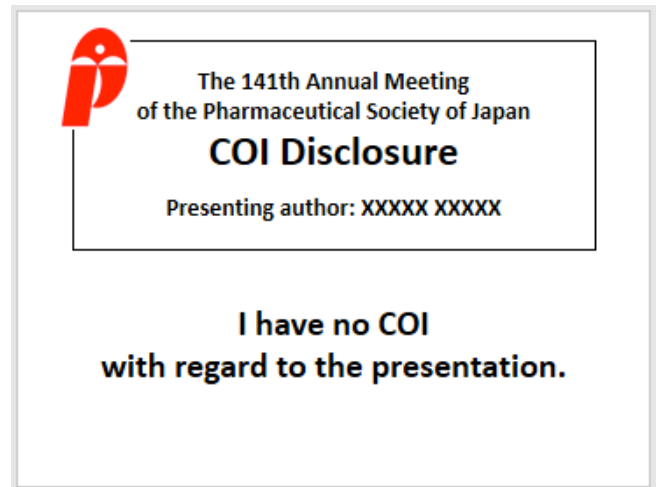
Please indicate the presence or absence of COI that should be disclosed at the bottom of the title slide. If there is COI that should be disclosed, please post it on the 2nd slide. Please download the slide from "COI Disclosure" on the website.


### ■ No COI disclosure



 **日本薬学会第141年会  
利益相反の開示**  
発表者名：○○ ○○

私は今回の演題に関連して、  
開示すべき利益相反はありません。



 **The 141th Annual Meeting  
of the Pharmaceutical Society of Japan  
COI Disclosure**  
Presenting author: XXXXX XXXXX

**I have no COI  
with regard to the presentation.**

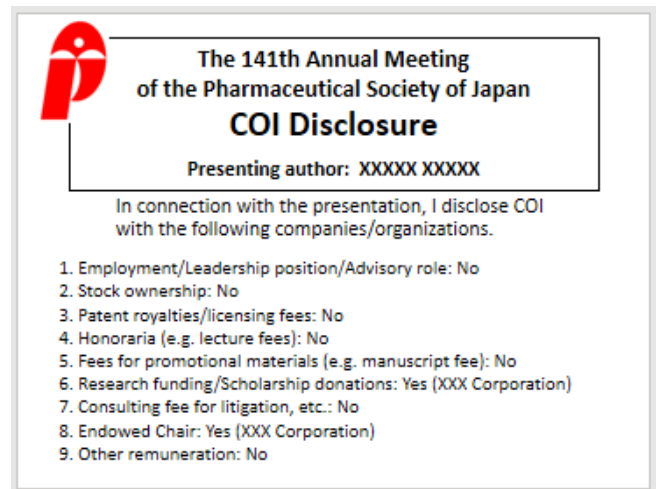
### ■ With COI disclosure




 **日本薬学会第141年会  
利益相反 (COI) の開示**  
発表者名：○○ ○○

私の今回の演題に関連して、開示すべき利益相反は以下のとおりです。

① 社員、役員、顧問	なし
② 株保有・利益	なし
③ 特許使用料	なし
④ 講演料	なし
⑤ 原稿料	なし
⑥ 研究費または製学寄附金（指定寄附金）	あり（○○製薬）
⑦ 訴訟等の顧問など	あり（××製薬）
⑧ 寄附講座等	あり（△△製薬） 職名：（専任・兼任） 寄附講座名：
⑨ その他の報酬	なし



 **The 141th Annual Meeting  
of the Pharmaceutical Society of Japan  
COI Disclosure**  
Presenting author: XXXXX XXXXX

In connection with the presentation, I disclose COI  
with the following companies/organizations.

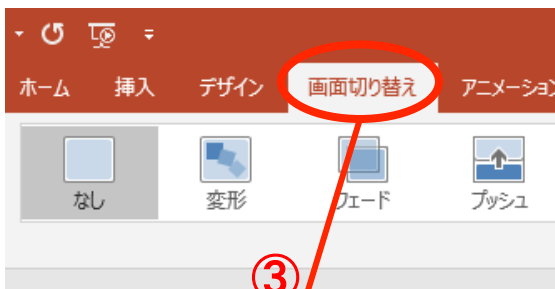
1. Employment/Leadership position/Advisory role: No
2. Stock ownership: No
3. Patent royalties/licensing fees: No
4. Honoraria (e.g. lecture fees): No
5. Fees for promotional materials (e.g. manuscript fee): No
6. Research funding/Scholarship donations: Yes (XXX Corporation)
7. Consulting fee for litigation, etc.: No
8. Endowed Chair: Yes (XXX Corporation)
9. Other remuneration: No

### ③ Preparation of audio recording

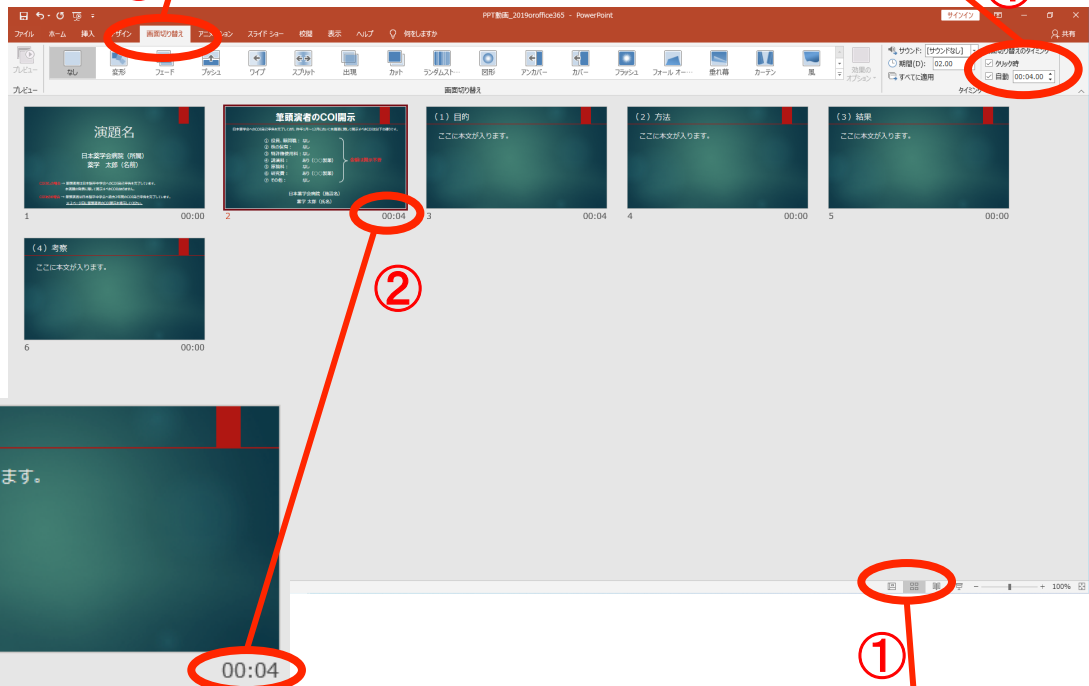
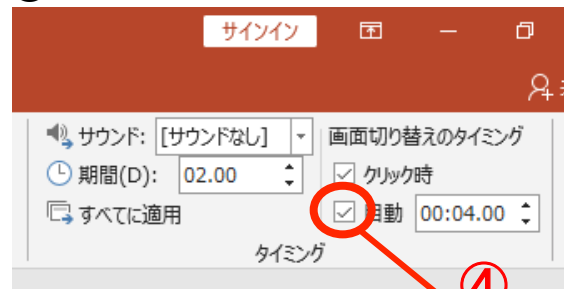
Please be careful not to work with the presentation data (master). Make a copy of the presentation data for creating a video file.

- ① Display the slide list, and check the screen switching settings.
- ② The screen is set to switch automatically if the number of seconds is display below the slide.
- ③ Open “Transitions” tab.
- ④ “Advance Slide” in “Timing” group → Uncheck “After”. Proceed to the next page if there is no number of seconds entered.

③ Open “Transitions” tab.



④ Select all slides, and uncheck “After”.



If the number of seconds is displayed at ②, go to ③.

Click ① to display slides as seen above.

## ④ Start audio recording

Start the recording.

Here, we describe how to record from the first page.

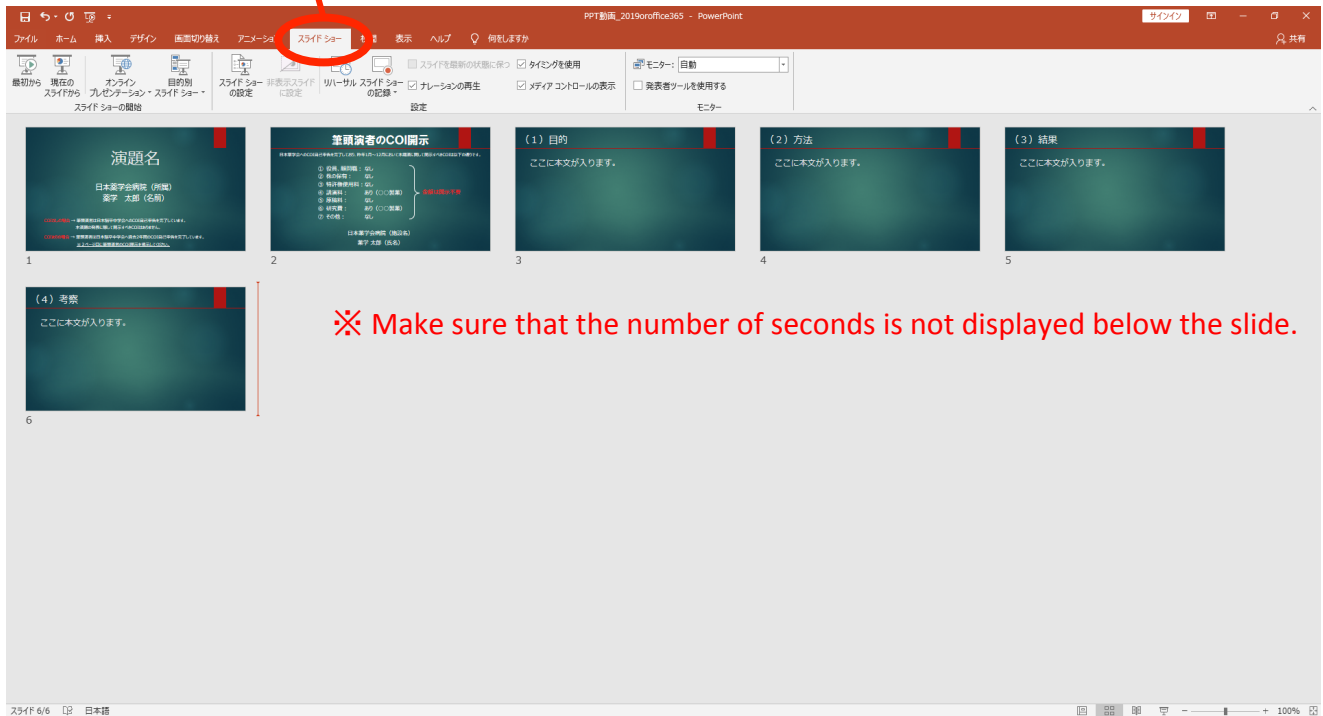
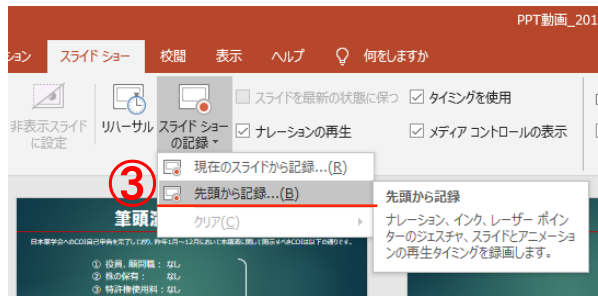
※ Each slide can be modified after recording.

① Open “Slide Show” tab.



② Click “Record Slide Show”.

③ Click “Start Recording from Beginning” to be on standby for recording.



## ④ Start audio recording

Make sure that both boxes for “Slide and animation timings” and “Narrations, ink, and laser pointer” are checked, and click “Start Recording”.

Recording begins. “Recording” will be displayed while recording.

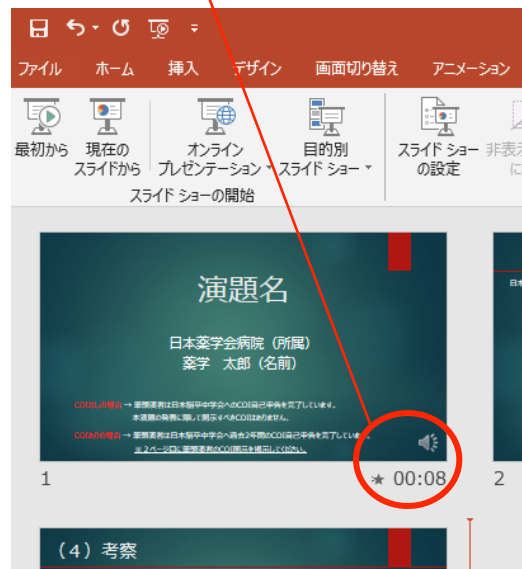
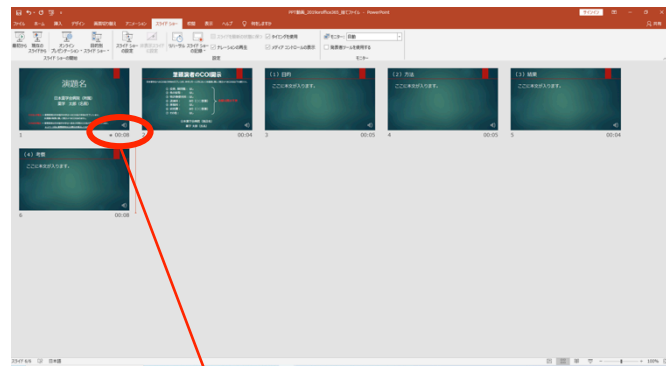
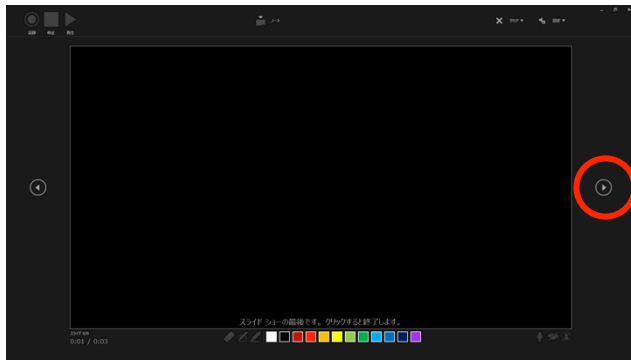
※ You cannot slide forward or click on the video with the laser pointer.



①	Recording	Recording will be abolished and paused.
②	Stop	Stop recording.
③	Playback	You can check the recorded video and audio.
④	Setting	The connected microphone is displayed. When using a headset, you can select the model name of the headset.
⑤	Screen	The screen to record is displayed.
⑥	Slide forward	Continue to the next slide.
⑦	Slide backward	You can stop recording and return to the previous screen to preview. ※ You cannot go back when recording.
⑧	Camera / Microphone ON-Off	You can operate the camera and microphone.
⑨	Laser pointer	Mouse arrows are not recorded. Please use the laser pointer mode with "Ctrl + L".

## ⑤ End recording and save

After recording is finished, please be sure to save the PowerPoint file.



The recorded time is displayed.

Please be sure to save the PowerPoint file.

The file name should be "presentation\_number\_presenter".

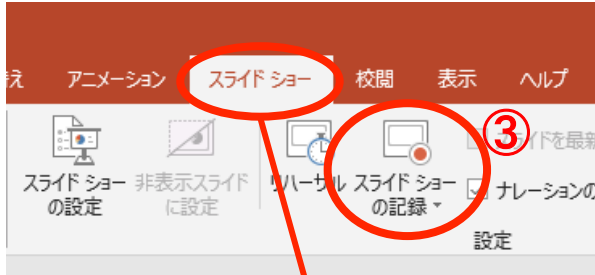
After saving the file, check the slide show to make sure that there are no problems with presentation time and the timing of the audio and slides.

## ⑥ Modification of audio recording

You can select any slide. Recording begins immediately after switching.

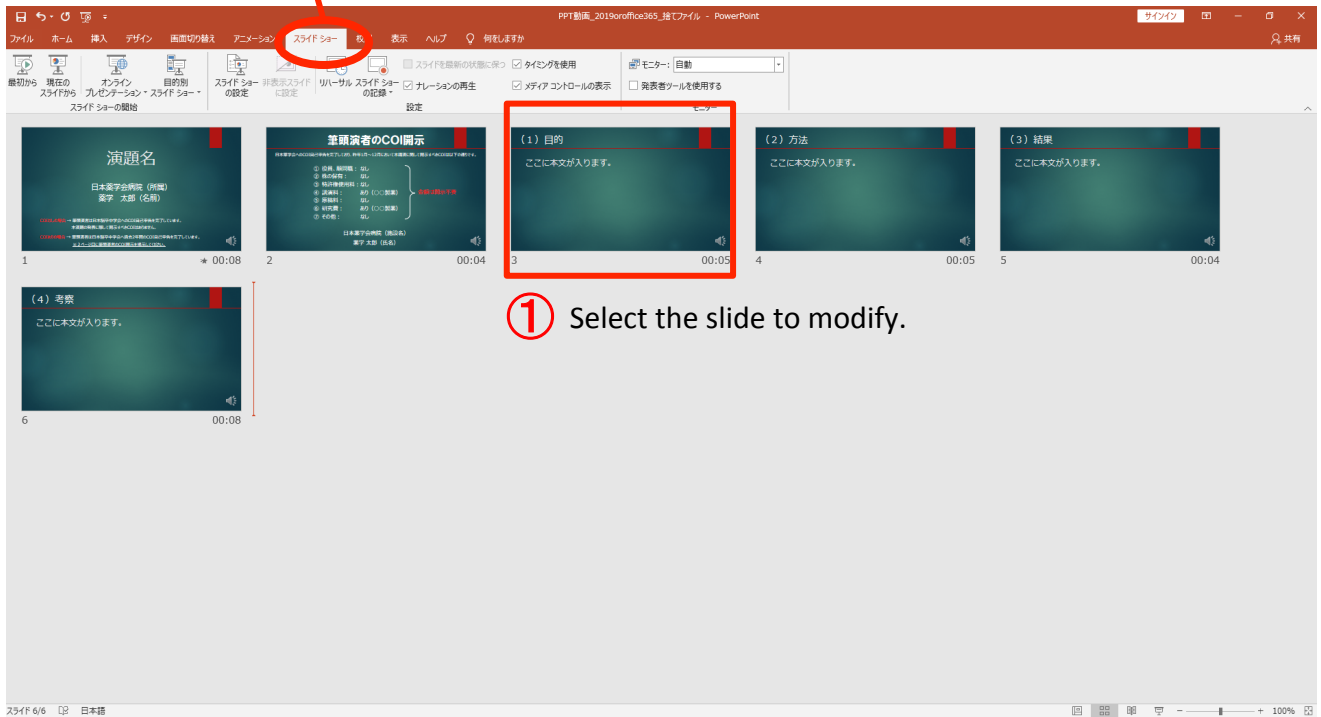
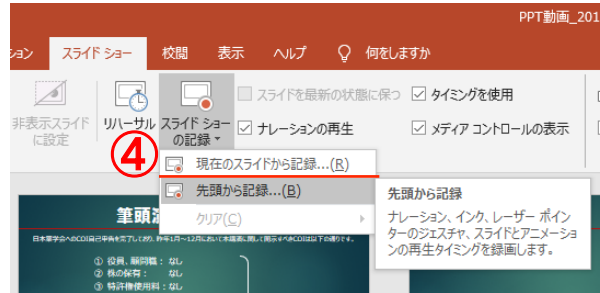
① Select the slide to modify.

② Open “Slide Show” tab.

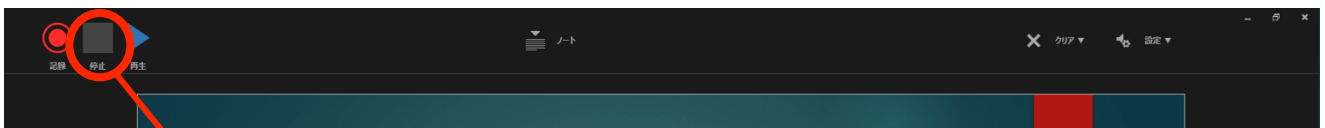


③ Click “Record Slide Show”.

④ Select “Start Recording from Current Slide,” and the recording will begin automatically.



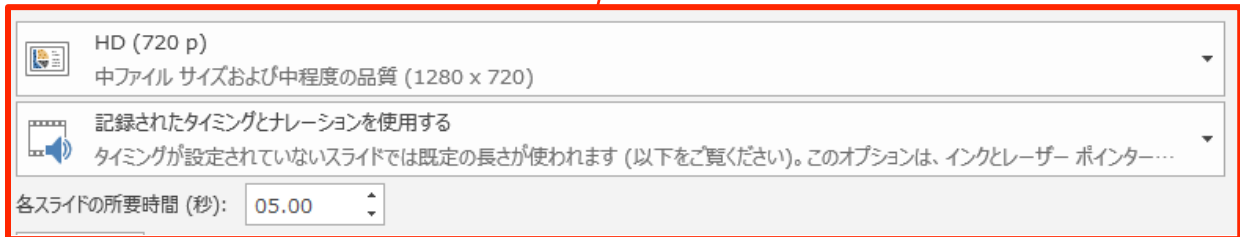
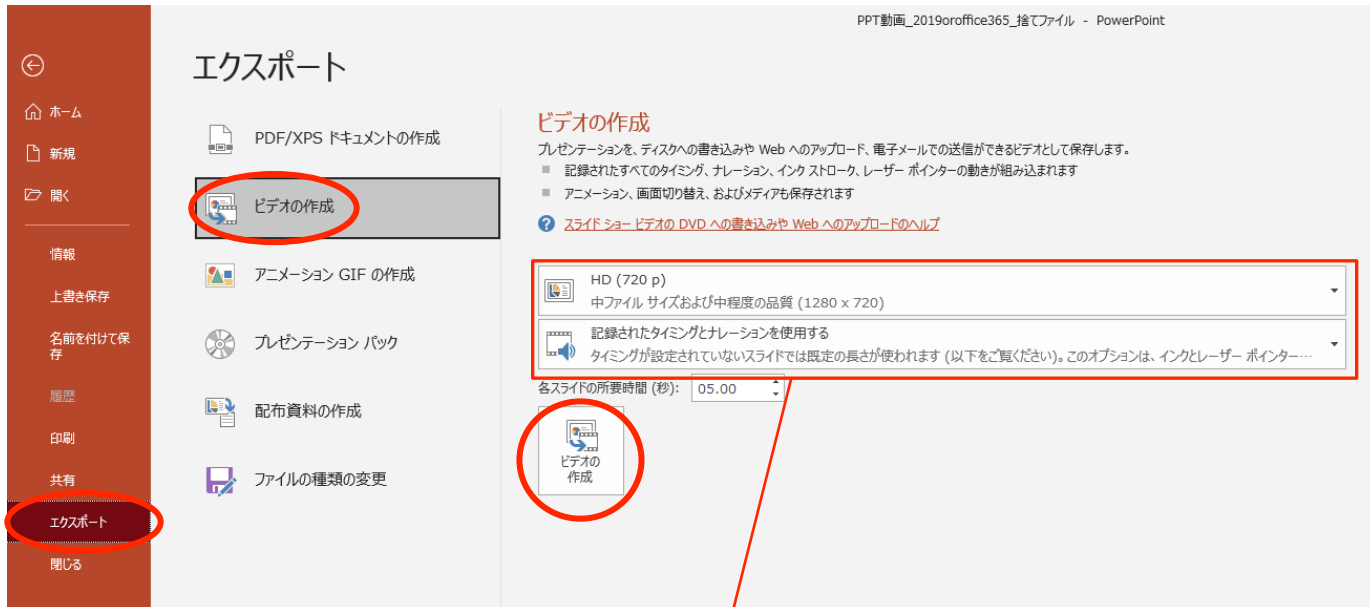
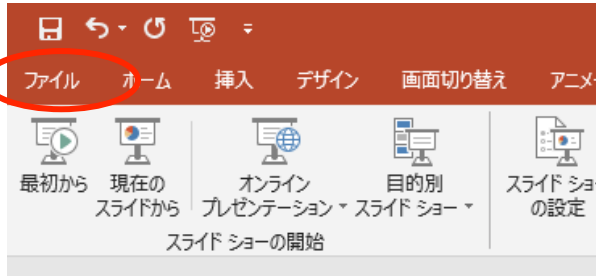
⑤ Ending the recording.



The “End” button.

## ⑦ Exporting video files

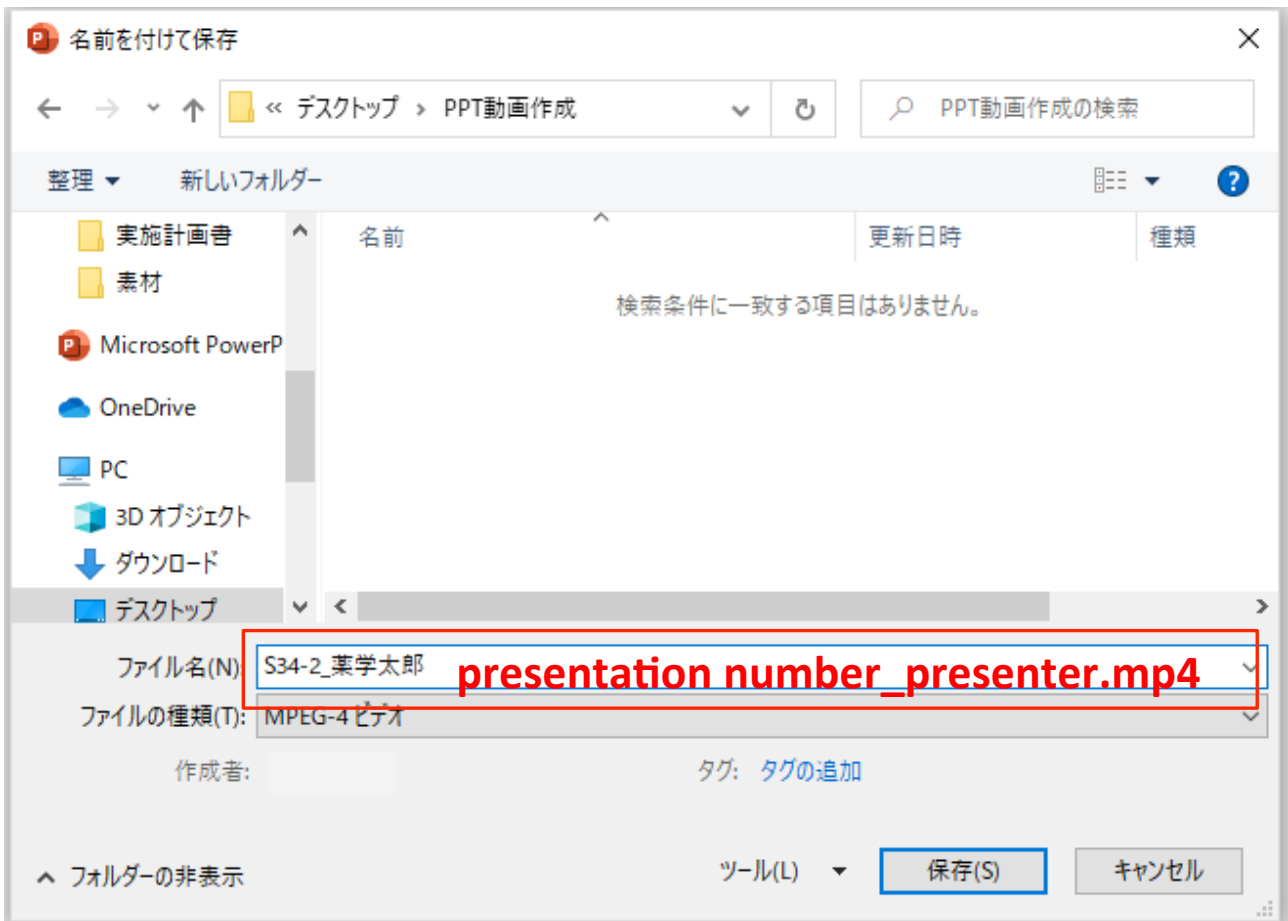
We now move on to creating a video file.  
Select “File” → “Export” → “Create a Video”.



Make sure “HD (720 p)” and “Use Recorded Timings and Narrations” are selected.

Finally, Click “Create Video”.

## ⑦ Exporting video files



Save the file to a folder of your choice. The file name should be “presentation number\_presenter.mp4”. Make sure that the file is in “MPGE-4 Part 14 (.mp4)” format, and save the file.

### 【Note】

It will take some time to complete saving the file, so please do not stop while it is still in process.

# Final check

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Be sure to preview the completed video in advance. Make sure that any COI has been disclosed. If there is any disclosure information, please post it on the second page.

Check that the timing of the audio and slides are correct, that it can be played back, that the volume is sufficient, and that there is no noise.

After recording, please save the PowerPoint or Keynote data (data with audio). Only video data (MP4 file/WMV file) can be uploaded. Please keep the file size under 500MB.

Instructions on how to send the files will be posted on the Annual Meeting website (scheduled for early March).