

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

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

Keynote

Introduction

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.

① Checking before recording

Please check the following at the preparation.

	注意事項	備考
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.	
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 M4V, 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 M4V 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/>

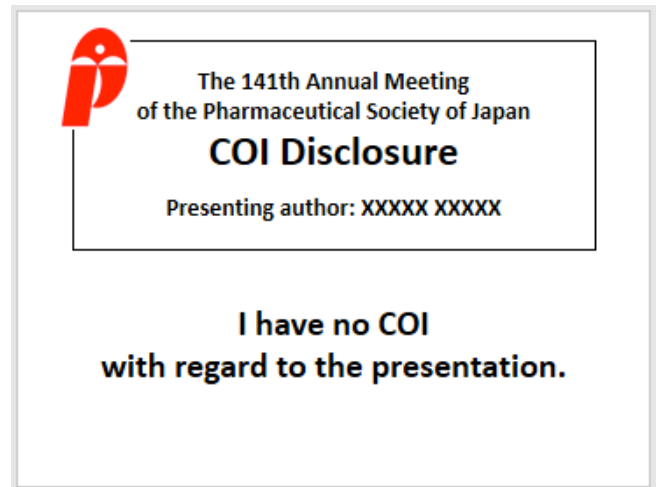
Please indicate the presence or absence of COI that should be disclosed at the bottom of the title slide. If there is COI that should be disclosed, please post it on the 2nd slide. Please download the slide from "COI Disclosure" on the website.


■ 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.**

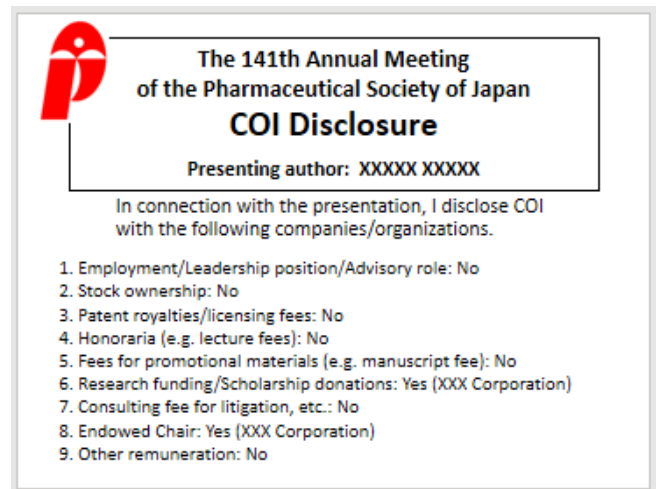
■ With COI disclosure




 **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 for recording

Select "Documents" > "Audio" in the upper right corner of the window.
Click "Record" to switch to the recording window.

The screenshot shows the Keynote application window. The main slide has a dark green background with white text. The title is "演題名" (Topic Name). Below it, the affiliation is "日本薬学会病院 (所属)" (Japanese Pharmaceutical Society Hospital (Affiliation)) and the presenter's name is "薬学 太郎 (名前)" (Pharmacy Taro (Name)).

Below the title, there are two lines of text:

COIなしの場合 → 筆頭演者は日本薬学会へのCOI自己申告を完了しています。
本演題の発表に際して開示すべきCOIはありません。

COIありの場合 → 筆頭演者は日本薬学会へ過去2年間のCOI自己申告を完了しています。 ※2 ページ目に筆頭演者のCOI開示を掲示してください。

On the right side of the window, the "オーディオ" (Audio) panel is visible. A red circle highlights the "記録..." (Record...) button. Above it, a red circle with the number "1" highlights the "スライドショーを記録" (Record Slideshow) option. Below the "記録..." button, there is a "サウンドトラック" (Soundtrack) section with a "1 回再生" (Play 1 time) dropdown and a "オーディオファイルを追加" (Add audio file) button.

④ Start audio recording

Start audio recording.

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

※ After recording, you can be modified for each slide.

ナビゲータを表示



現在：スライド 1/6

演題名

日本薬学会病院 (所属)
薬学 太郎 (名前)

COIなしの場合 → 筆頭演者は日本薬学会へのCOI自己申告を完了しています。
本演題の発表に際して開示すべきCOIはありません。

COIありの場合 → 筆頭演者は日本薬学会へ過去2年間のCOI自己申告を完了しています。 ※2ページ目に筆頭演者のCOI開示を掲示してください。

次：スライド 2/6

筆頭演者のCOI開示

日本薬学会へのCOI自己申告を完了しており、昨年1月～12月において本講演に関して開示すべきCOIは以下の通りです。

① 役員、顧問職：	なし	金額は開示不要
② 株の保有：	なし	
③ 特許権使用料：	なし	
④ 講演料：	あり (〇〇製薬)	
⑤ 原稿料：	なし	金額は開示不要
⑥ 研究費：	あり (〇〇製薬)	
⑦ その他	なし (施設名) 薬学 太郎 (氏名)	



Click "●" to start recording. When finished, click "●" again, and the recording will stop.

Please save the Keynote file when the recording is finished.

Open the file again and select "Play" > "Play recorded slideshow".

Check if there are any problems with the timing of the audio and slides.

フォーマット アニメーション 書類

書類 オーディオ

スライドショーを記録
2021/01/13 20:00 (実行)

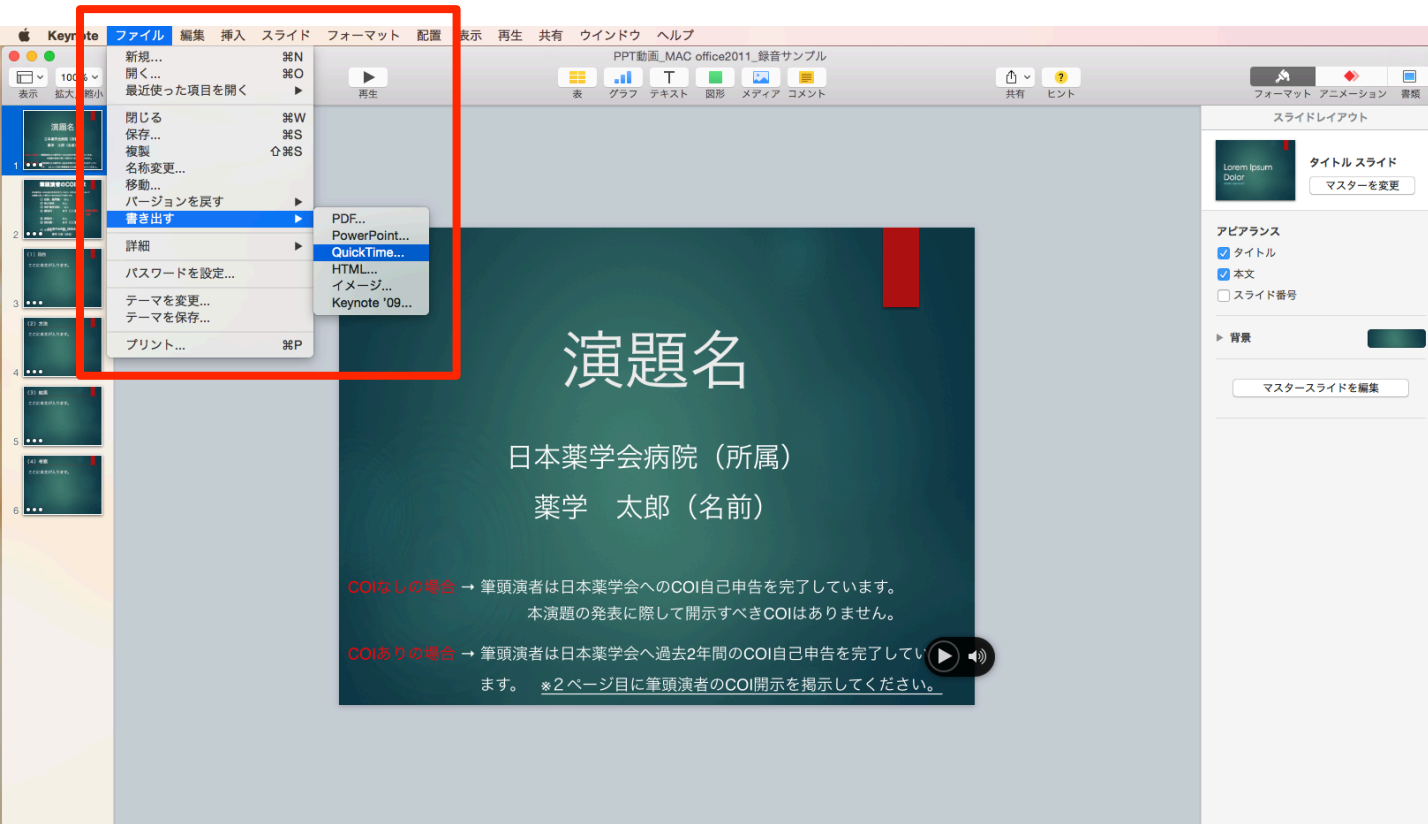
記録... 消去

サウンドトラック 1 回再生

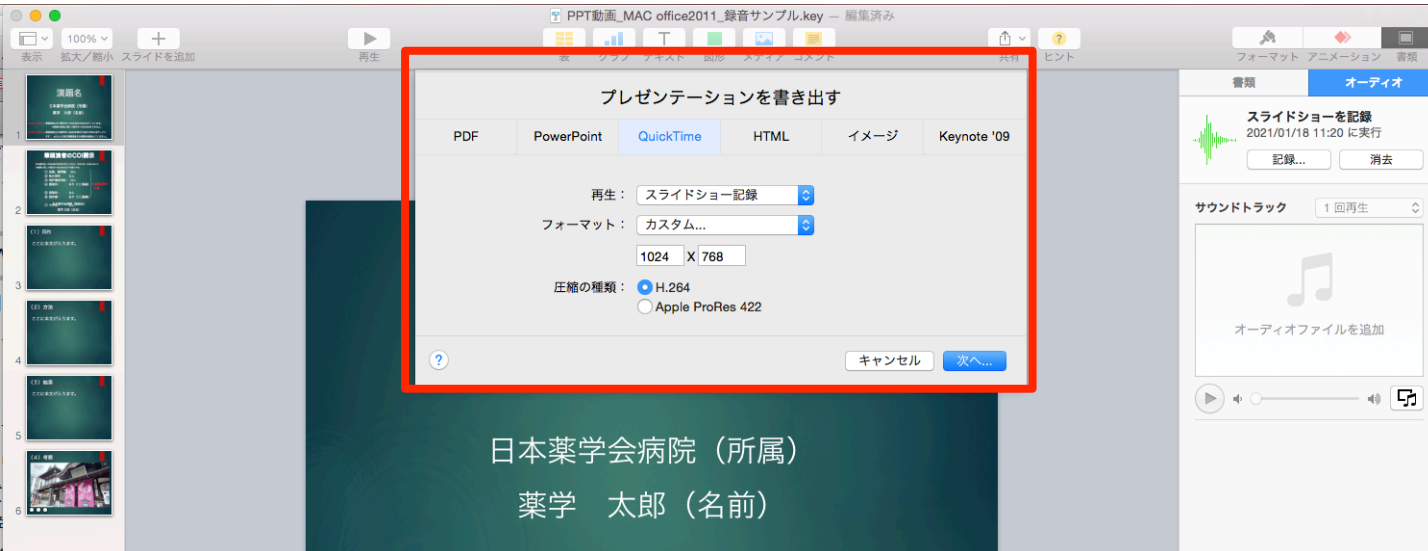
If you want to re-record the slideshow, click "Clear" in the upper right corner and re-record the slideshow.

⑤ Exporting video files

- ① Let's move onto creating video files.
"File" → "Export" → "Create Video (Quick Time)".
※ Notation may vary depending on the version.



- ② Playback → "Record Slide Show" For the resolution, select 1024 x 768 for 4:3 or "720P" for 16:9.

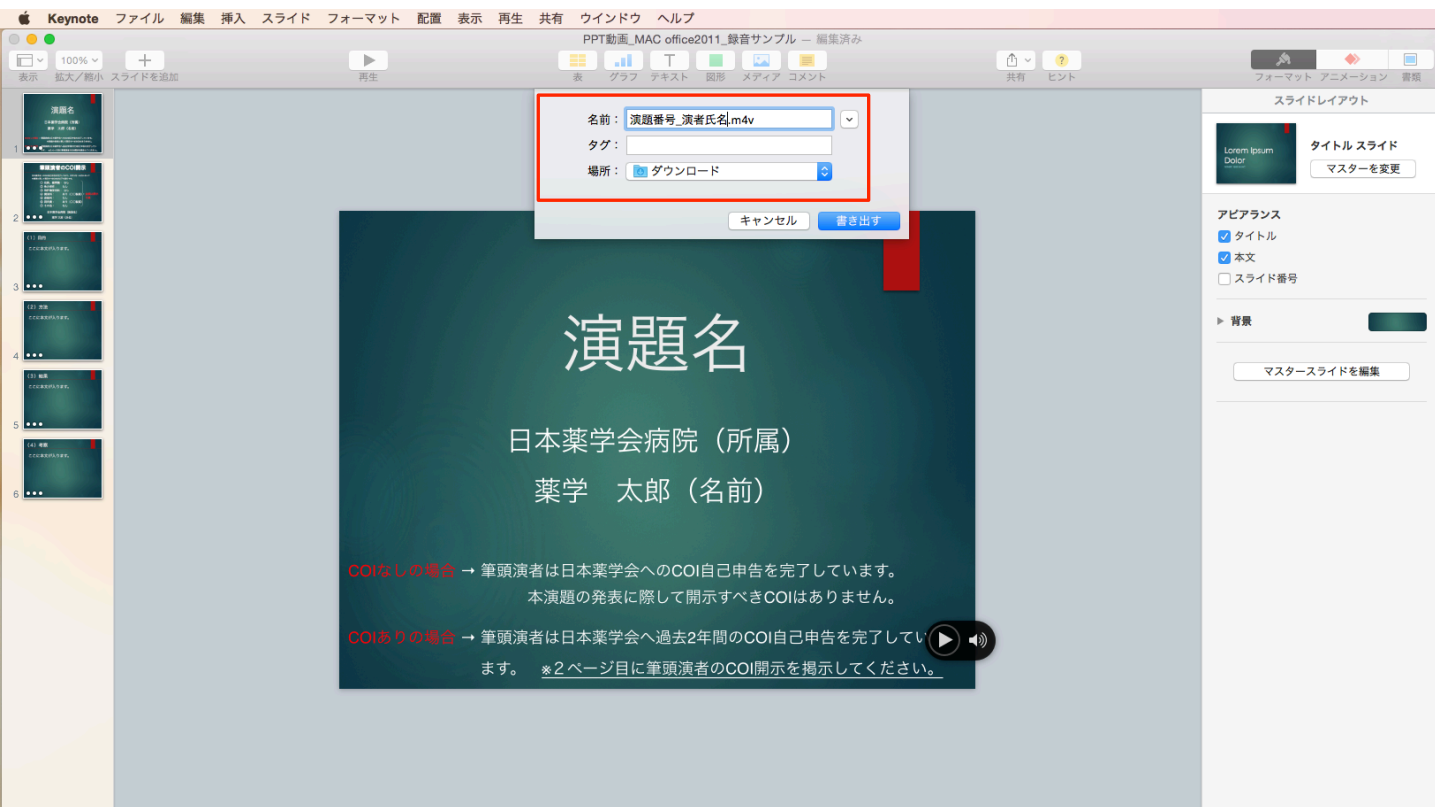


⑤ Exporting video files

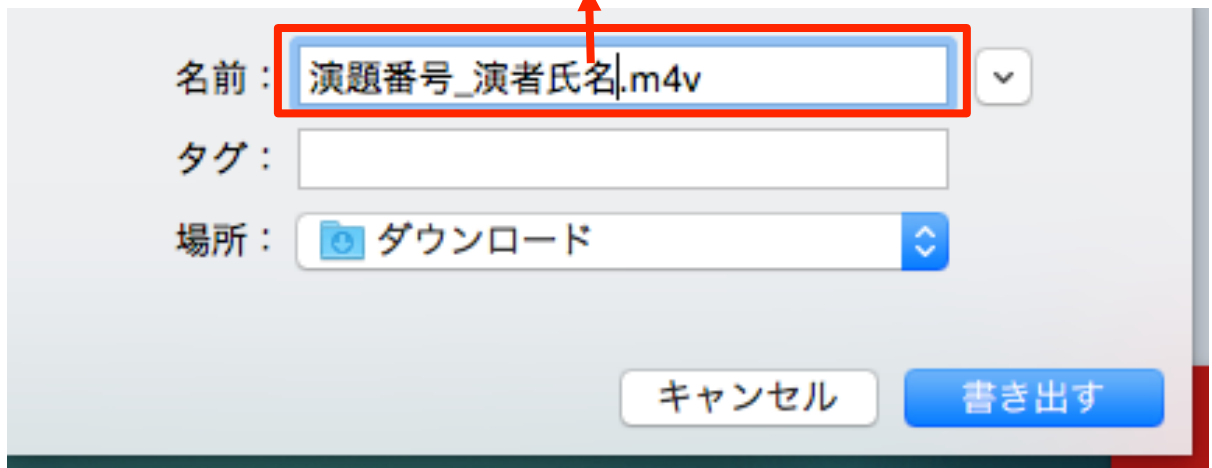
Save the file to a folder of your choice.

The file name should be “presentation_number_presenter”.

Please make sure that the format of the file is “.mp4” or “.m4v”. When you are absolutely sure, save the file.



presentation number_presenter.mp4



Final check

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).