

The 79th Annual Meeting of the Japanese Cancer Association

How to record a slide show
with narration and slide timings
【Invited Speakers】

PowerPoint2016
PowerPoint2013
PowerPoint2010

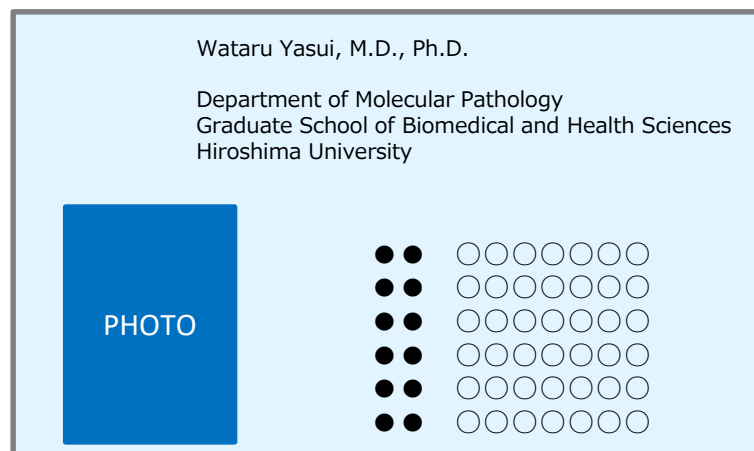


Before you start

- Please prepare the following items:
 - Microsoft PowerPoint Presentation slides
 - Laptop
 - Microphone
- Please connect the microphone/headset to your laptop to record your voice. Built-in laptop microphones are also available.
- Quiet places are recommended.
- Please make sure to finish your words before you go to the next page. Your voice won't be recorded while you switch the pages.
- Please embed the videos directly in the slides. (Hyperlinks are not available.)
- Laser Pointer for Mac is not available.
- Please prepare the following slides
 - Slide #1: Title slide
 - Slide #2: Disclosure of the Conflicts of Interests
 - Slide #3: Brief CV (your name, photo and brief CV)
 - Slide #4: starting your presentation

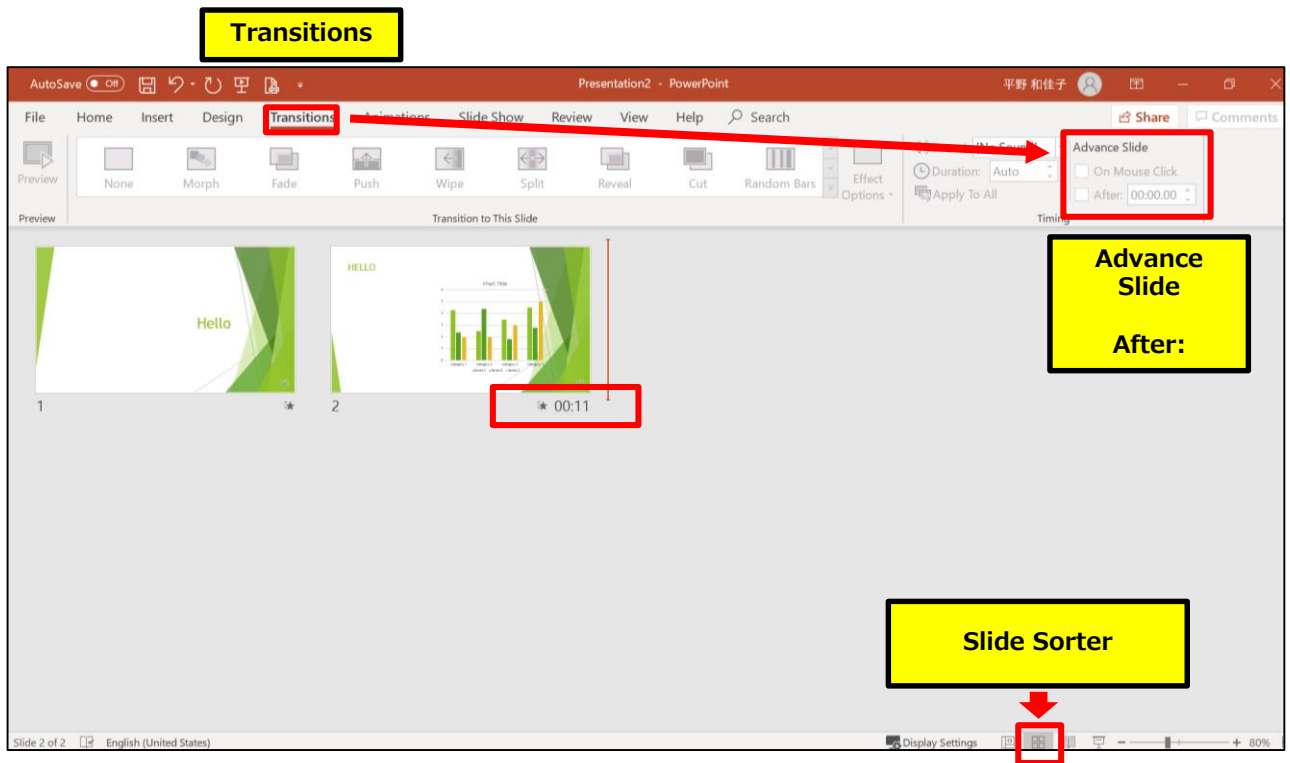
#3: Brief CV (your name, photo and brief CV)

Sample



Before you start

- Select 'Slide Sorter' below and make sure there is no seconds shown under the each slide.
- If any, select 'Transitions' > 'Advance Slide' > uncheck the 'After:' button.
*This image may look different depending on your OS/MS version.



How to disclose your COI

If there is any COI, the presenter should use the disclosure slide to present COI after the title slide, in order to clarify the names of companies and/or associations in question.

If there is no COI, the presenter should indicate 'I/We have no financial relationships to disclose.' as such on the sample slide.

If the lead presenter is the responsible researcher, choose the sample slide 1. If the lead presenter is NOT the responsible researcher, choose the sample slide 2 and prepare each COI disclosure slide on behalf of the responsible researcher.

1) Lead presenter is the responsible researcher

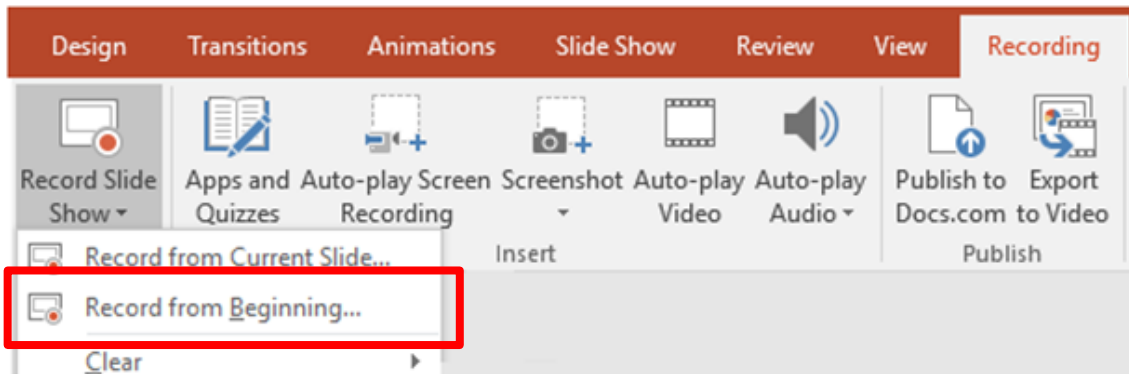
<p>Example 1-1 COI Disclosure Information</p> <p>Lead Presenter/Responsible Researcher:</p> <p>Jane Smith</p> <p>I have no financial relationships to disclose.</p>	<p>Example 1-2 COI Disclosure Information</p> <p>Lead Presenter/Responsible Researcher:</p> <p>Jane Smith</p> <p>I have the following financial relationships to disclose.</p> <ul style="list-style-type: none">✓ Leadership position/advisory role for: AAA, Inc.✓ Stockholder in: BBB Corporation, CCC Company✓ Patent royalties/gain from patent right transfer from: DDD Company✓ Honoraria (lecture fee) from: BBB Corporation✓ Honoraria (manuscript fee) from: CCC Company✓ Research funds under contract from: XXX Company✓ Scholarship/research grants from: YYY Foundation✓ Endowed chair funded by/accepted a researcher from: XXX Company✓ Other remuneration from: ZZZ Corporation	<p>Example 1-3 COI Disclosure Information</p> <p>Lead Presenter/Responsible Researcher:</p> <p>Jane Smith</p> <p>I have the following financial relationships to disclose.</p> <ul style="list-style-type: none">✓ Leadership position/advisory role for: AAA, Inc.✓ Stockholder in: BBB, Inc., CCC Company✓ Patent royalties/gain from patent right transfer from: DDD Company✓ Honoraria (lecture fee) from: BBB, Inc.✓ Honoraria (manuscript fee) from: CCC Company✓ Research funds under contract from: XXX Company✓ Scholarship/research grants from: YYY Foundation <p>My spouse has the following financial relationships to disclose.</p> <ul style="list-style-type: none">✓ Employee/leadership position/advisory role for: BBB, Inc.✓ Stockholder in: BBB, Inc.
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2) Lead presenter is NOT the responsible researcher

<p>Example 2-1 COI Disclosure Information</p> <p>Lead Presenter: John Doe</p> <p>Responsible Researcher: Jane Smith</p> <p>We have no financial relationships to disclose.</p>	<p>Example 2-2 COI Disclosure Information</p> <p>Lead Presenter: John Doe</p> <p>I have no financial relationships to disclose.</p> <p>Responsible Researcher: Jane Smith</p> <p>I have the following financial relationships to disclose.</p> <ul style="list-style-type: none">✓ Leadership position/advisory role for: AAA, Inc.✓ Stockholder in: BBB Corporation, CCC Company✓ Patent royalties/gain from patent right transfer from: DDD Company✓ Honoraria (lecture fee) from: BBB Corporation✓ Honoraria (manuscript fee) from: CCC Company✓ Research funds under contract from: XXX Company✓ Scholarship/research grants from: YYY Foundation✓ Endowed chair funded by/accepted a researcher from: XXX Company✓ Other remuneration from: ZZZ Corporation
<p>Example 2-3 COI Disclosure Information</p> <p>Lead Presenter: John Doe</p> <p>I have the following financial relationships to disclose.</p> <ul style="list-style-type: none">✓ Leadership position/advisory role for: AAA, Inc.✓ Stockholder in: BBB Corporation, CCC Company✓ Patent royalties/gain from patent right transfer from: DDD Company✓ Honoraria (lecture fee) from: BBB Corporation✓ Honoraria (manuscript fee) from: CCC Company✓ Research funds under contract from: XXX Company✓ Scholarship/research grants from: YYY Foundation <p>Responsible Researcher: Jane Smith</p> <p>I have the following financial relationships to disclose.</p> <ul style="list-style-type: none">✓ Leadership position/advisory role for: AAA, Inc.✓ Stockholder in: BBB Corporation, CCC Company✓ Patent royalties/gain from patent right transfer from: DDD Company✓ Honoraria (lecture fee) from: BBB Corporation✓ Honoraria (manuscript fee) from: CCC Company✓ Research funds under contract from: XXX Company✓ Scholarship/research grants from: YYY Foundation✓ Endowed chair funded by/accepted a researcher from: XXX Company✓ Other remuneration from: ZZZ Corporation	<p>Example 2-4 COI Disclosure Information</p> <p>Lead Presenter: John Doe</p> <p>I have no financial relationships to disclose.</p> <p>Responsible Researcher: Jane Smith</p> <p>I have the following financial relationships to disclose.</p> <ul style="list-style-type: none">✓ Leadership position/advisory role for: AAA, Inc.✓ Stockholder in: BBB Corporation, CCC Company✓ Patent royalties/gain from patent right transfer from: DDD Company✓ Honoraria (lecture fee) from: BBB Corporation✓ Honoraria (manuscript fee) from: CCC Company✓ Research funds under contract from: XXX Company✓ Scholarship/research grants from: YYY Foundation✓ Endowed chair funded by/accepted a researcher from: XXX Company✓ Other remuneration from: ZZZ Corporation <p>My spouse has the following financial relationships to disclose.</p> <ul style="list-style-type: none">✓ Employee/leadership position/advisory role for: BBB, Inc.✓ Stockholder in: BBB, Inc.

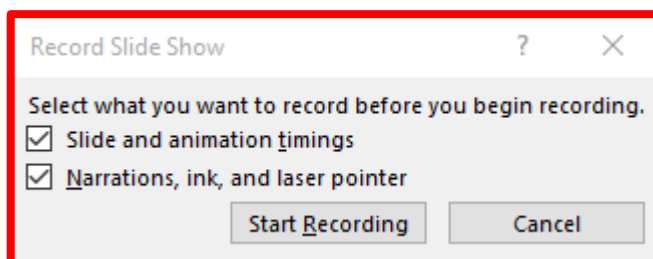
◆ PowerPoint 2013, 2010

1. Select 'Slideshow' > 'Record Slide Show' > 'Record from Beginning'.



2. Make sure both '**Slide and animation timings**' and '**Narrations, Ink, and Laser pointer**' are on.

Select 'Start recording'.



◆ PowerPoint 2013, 2010

3. When you are recording, it shows 'Recording' on the upper left corner.

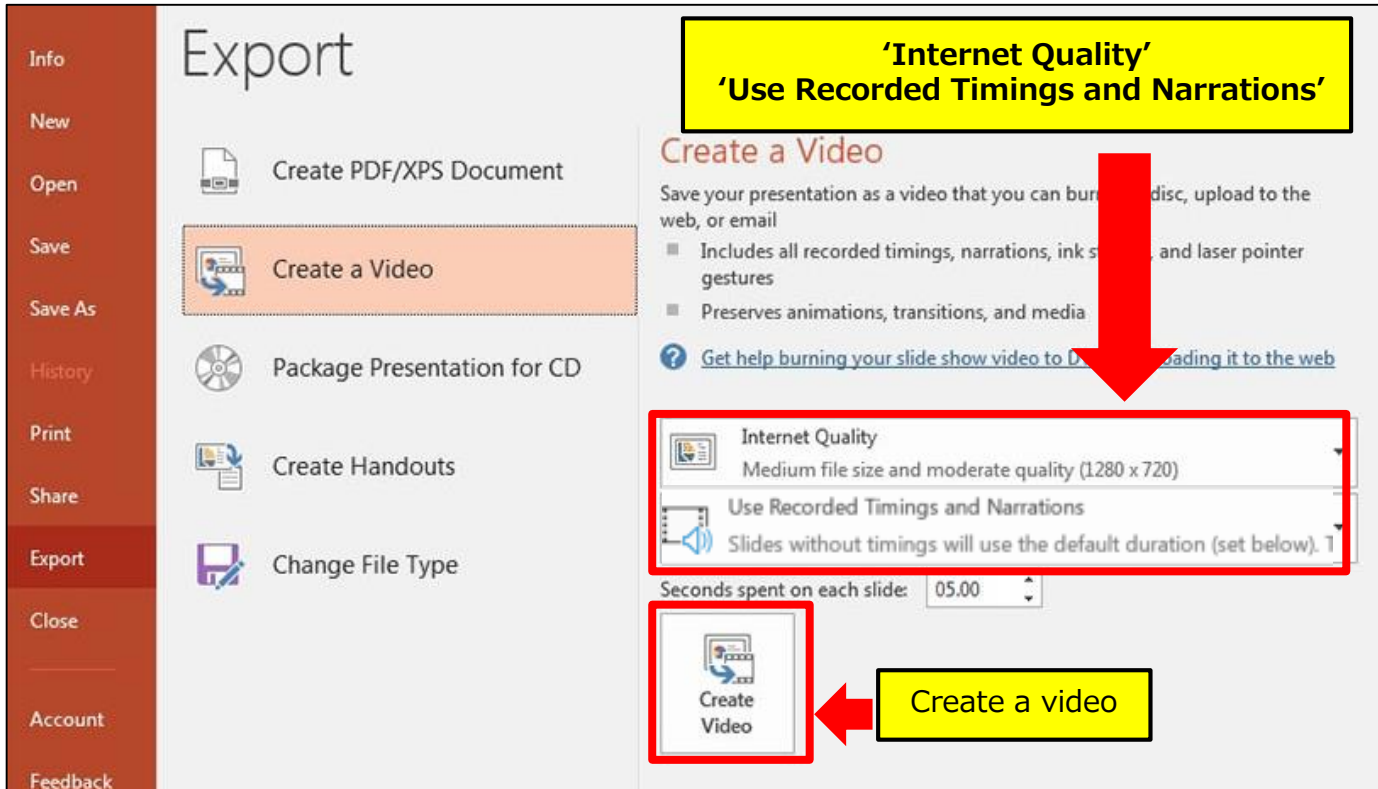


*The pointer will not be recorded in the video.
Please press CTRL + L] key to use the laser pointer mode.

4. Save the file and do the final check.
Save the file and open the file again.
Play the slide show from the beginning to make sure everything is recorded appropriately.

◆ PowerPoint 2013

5. For PowerPoint 2013, convert the presentation into a video.
Select 'File'>'Export'>'Create a Video'.

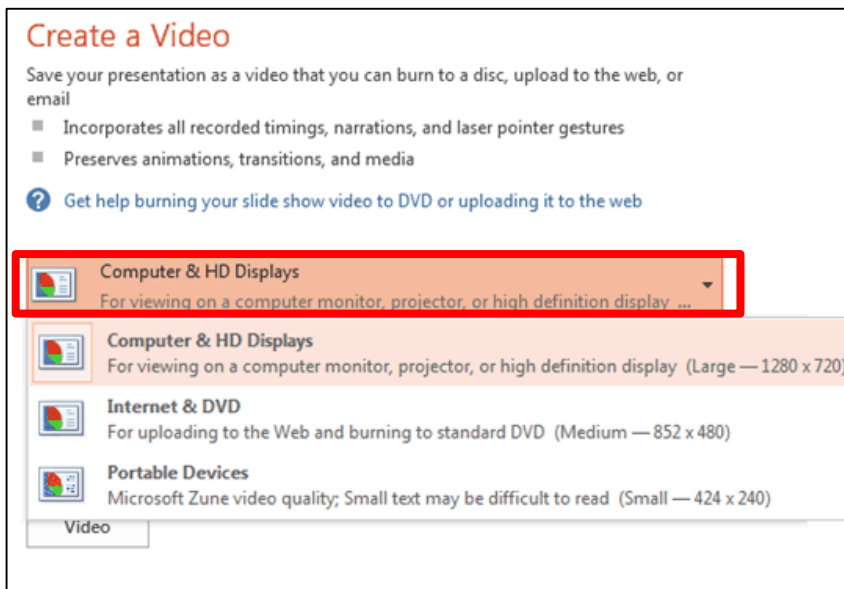
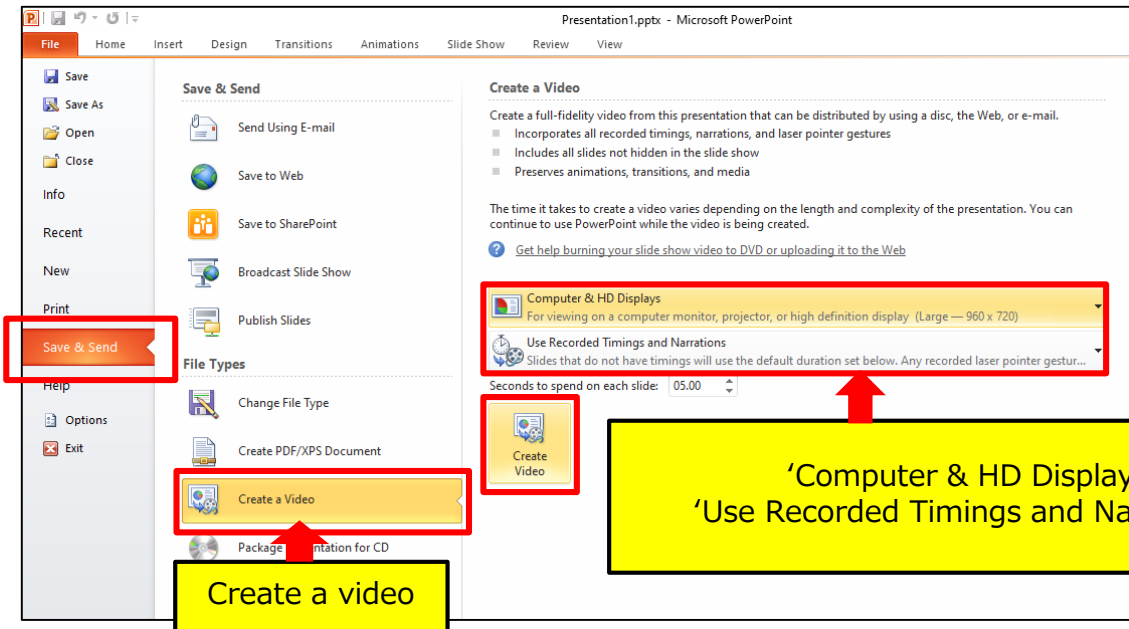


Make sure both **'Internet Quality'** and **'Use Recorded Timings and Narrations'** are selected.

Select 'Create Video'.

◆ PowerPoint 2010

5. For PowerPoint 2010, convert the presentation into a video.
Select 'File' > 'Save and send' > 'Create a video'.



Make sure both 'Computer & HD Displays' and 'Use Recorded Timings and Narrations' are selected.

Select 'Create Video'.

◆ PowerPoint 2013, 2010

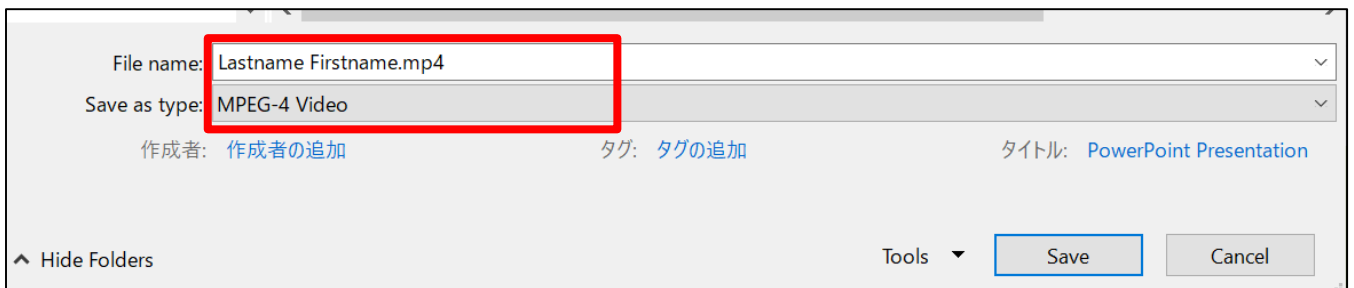
6. Save the file.

The title should include your name.

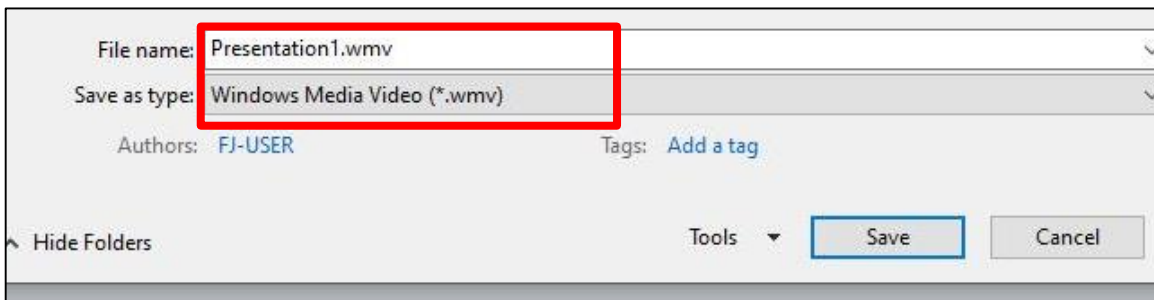
For PowerPoint 2013, the file type is 'MPEG-4 Video' so that the end of the file name is '.mp4'.

For PowerPoint 2010, the file type should be Windows Media Video (= '.wmv').

PowerPoint 2013

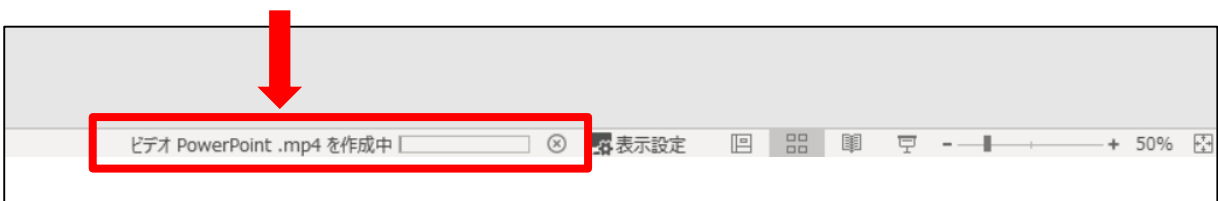


PowerPoint 2010



Select 'Save'.

This may take for a while. Please wait until the file is 100% saved.



**Make sure to open the file again.
Play the slide show from the beginning to make sure
everything is recorded appropriately.**