The 79th Annual Meeting of the Japanese Cancer Association

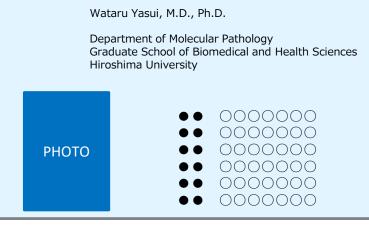
How to record a slide show with narration and slide timings [Invited Speakers]

PowerPoint2016 PowerPoint2013 PowerPoint2010



- 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



2020/8/19

- 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.

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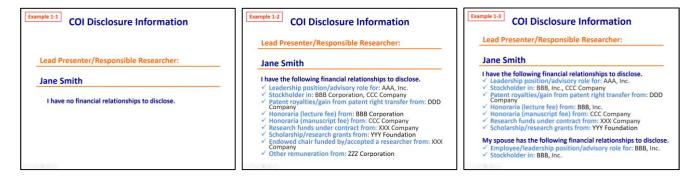
How to disclose your COI

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



2) Lead presenter is NOT the responsible researcher

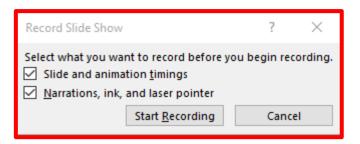
	Lead Presenter: John Doe
Lead Presenter: John Doe	I have no financial relationships to disclose. Responsible Researcher: Jane Smith
Responsible Researcher: Jane Smith	I have the following financial relationships to disclose.
We have no financial relationships to disclose.	
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Example 2-3 COI Disclosure Information	Example 2-4 COI Disclosure Information
Lead Presenter: John Doe	
Thave the following financial relationships to disclose. 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	Lead Presenter: John Doe I have no financial relationships to disclose. Responsible Researcher: Jane Smith
Have the following financial relationships to disclose. Leadership position/advisory role for: AAA, Inc. Stockholder in: BBB Corporation, CCC Company Patent royalties/gain from patent right transfer from: DDD Company Honoraria (Incurs field From: BBB Corporation) Honoraria (Incurs field From: BBB Corporation) Kesearch funds under contract from: XXX Company Scholarship/research grants from: YYY Foundation	Lead Presenter: John Doe I have no financial relationships to disclose. Responsible Researcher: Jane Smith I have the following financial relationships to disclose.
Have the following financial relationships to disclose. Leadership position/advisory role for: AAA, Inc. Stockholder in: BBB Corporation, CCC Company Patent royalties/gain from patent right transfer from: DDD Company Honoraria (Incurs field From: BBB Corporation) Honoraria (Incurs field From: BBB Corporation) Kesearch funds under contract from: XXX Company Scholarship/research grants from: YY Foundation Responsible Researcher: Jane Smith Have the following financial relationships to disclose. I stackholdre in: BBB Corporation CCC Company Scholarship/research grants from: YY Foundation Research flowing financial relationships to disclose. I stackholdre in: BBB Comparison CCC Company	Lead Presenter: John Doe I have no financial relationships to disclose. Responsible Researcher: Jane Smith I have the following financial relationships to disclose. Leadership position/advisory role for: AAA, Inc. Stockholder in: BBB corporation, CCC Company Patent royalties/gain from patent right transfer from: DDD Company Honoraria (inclume fee) from: BBB corporation Honoraria (manuscript fee) from: CCC Company
Have the following financial relationships to disclose. Leadership position/advisory role for: AAA, Inc. Stockholder in: BBB Corporation, CCC Company Patent royalties/gain from patent right transfer from: DDD Company Honoraria (manuscript fee) from: BBB Corporation CC Company Scholarship/research frances from: XXX Company Scholarship/research grants from: YWF Foundation Responsible Researcher: Jane Smith Ihave the following financial relationships to disclose. Leadership bosition/advisory role for: AAA, Inc.	Lead Presenter: John Doe I have no financial relationships to disclose. Responsible Researcher: Jane Smith I have the following financial relationships to disclose. Leadership position/advisory role for: AAA, Inc. Leadership position/advisory role for: AAA, Inc. Scholder in: BBB Corporation, CCC Company Patent royalties/gain from patent right transfer from: DDD Company Honoraria (Incture fee) from: BBB Corporation Honoraria (manuscript fee) from: CCC Company Research funds under contract from: XXX Company Scholarship/research grants from: YYF Foundation KXX Company

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

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

Select 'Start recording'.





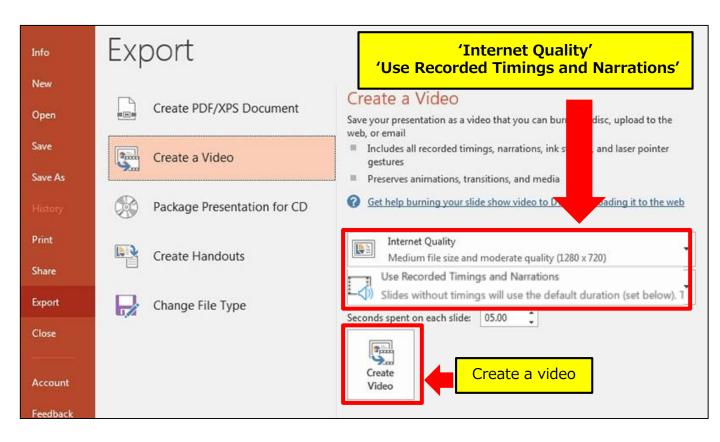
3. When you are recording, it shows 'Recording'

*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.

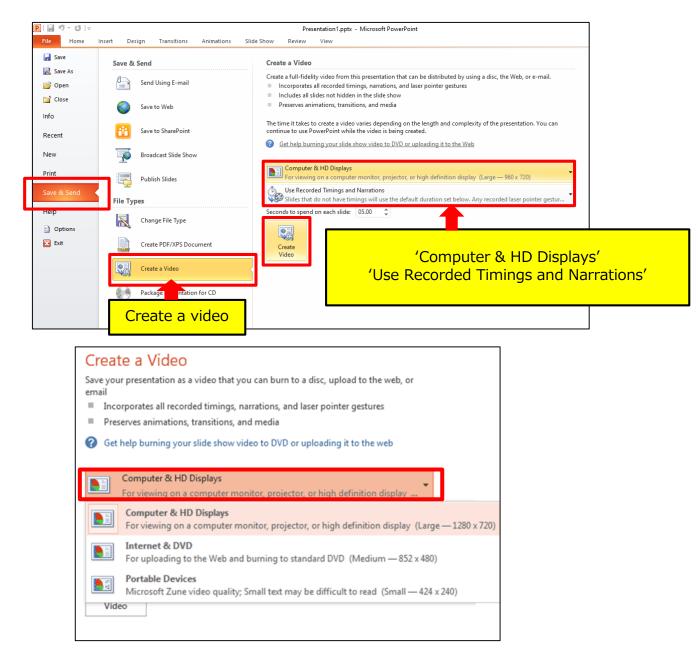
 For PowerPoint 2013, covert the presentation into a video. Select 'File'>'Export'>'Create a Video'.



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

Select 'Create Video'.

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'.

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

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Save as type:	MPEG-4 Video				~
作成者:	作成者の追加	タグ:	タグの追加		タイトル: PowerPoint Presentation
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PowerPoint 2010

File name:	Presentation1.wmv							
Save as type:	Windows Media Video (*.wmv)							
Authors:	FJ-USER	Tags:	Tags: Add a tag					
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Select 'Save'.

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

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