

# The 79th Annual Meeting of the Japanese Cancer Association

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

PowerPoint 2019

Microsoft 365 (Office365)



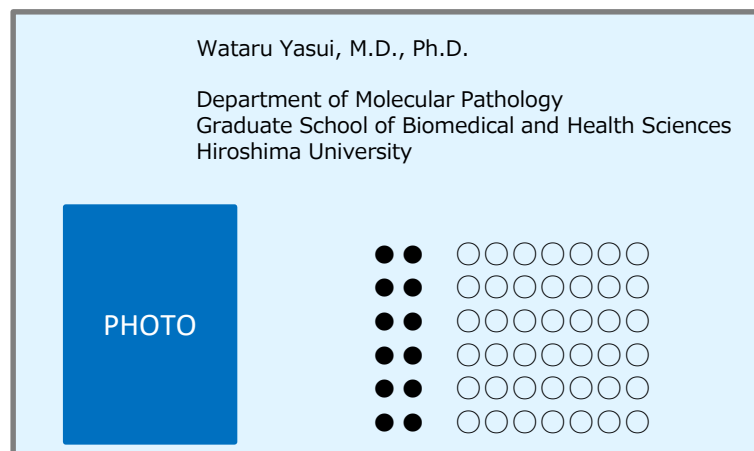
# Before you start

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- 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

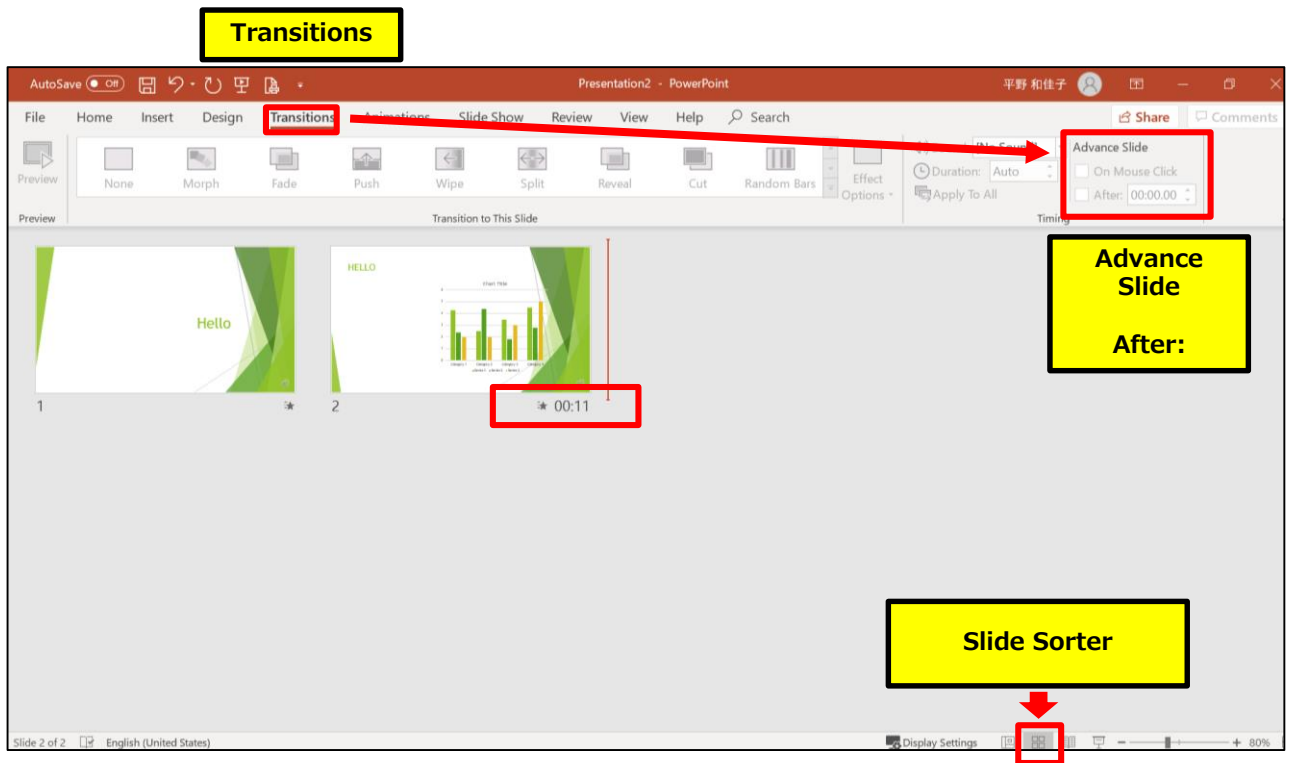
## #3: Brief CV (your name, photo and brief CV)

### 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

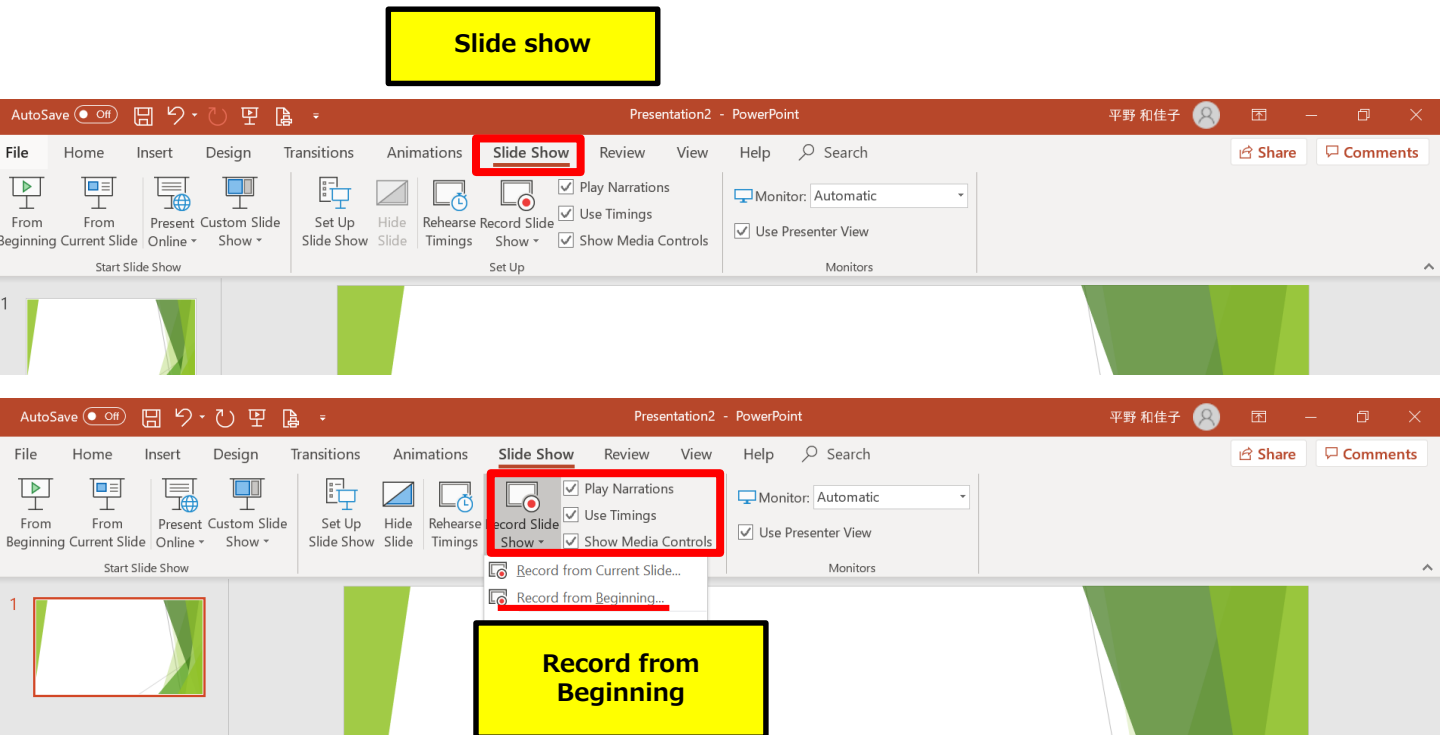
<p><b>Example 1-1</b> COI Disclosure Information</p> <p><b>Lead Presenter/Responsible Researcher:</b></p> <p><b>Jane Smith</b></p> <p>I have no financial relationships to disclose.</p>	<p><b>Example 1-2</b> COI Disclosure Information</p> <p><b>Lead Presenter/Responsible Researcher:</b></p> <p><b>Jane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

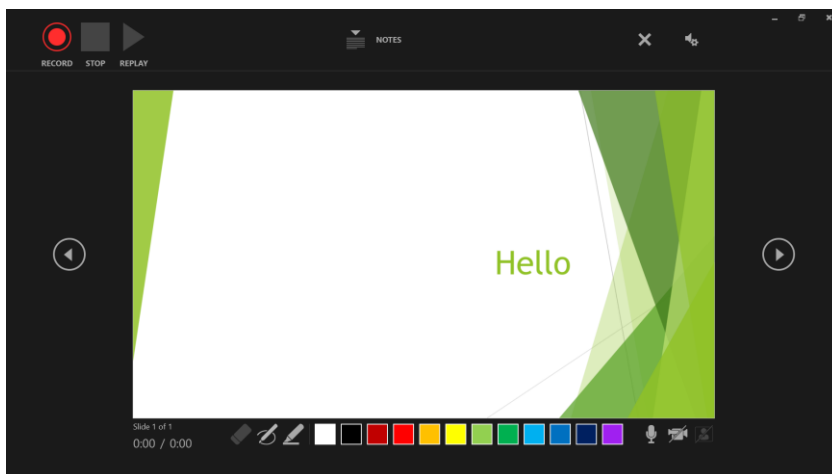
<p><b>Example 2-1</b> COI Disclosure Information</p> <p><b>Lead Presenter: John Doe</b></p> <p><b>Responsible Researcher: Jane Smith</b></p> <p>We have no financial relationships to disclose.</p>	<p><b>Example 2-2</b> COI Disclosure Information</p> <p><b>Lead Presenter: John Doe</b></p> <p>I have no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

# ◆ PowerPoint 2019, Microsoft 365(Office365)

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

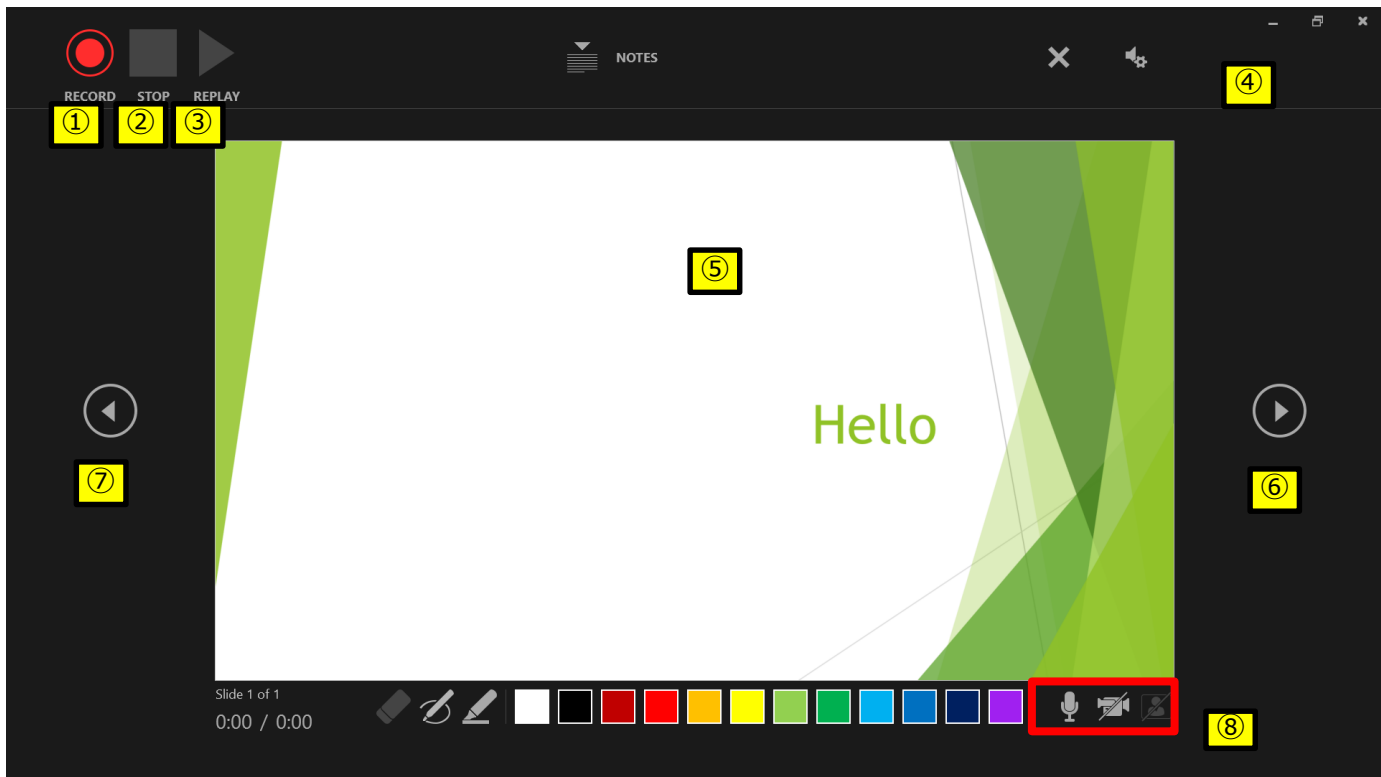


2. The screen will look as below.



## ◆ PowerPoint 2019, Microsoft 365(Office365)

- ①Record - Start/Pause recording
- ②Stop
- ③Play - You can check the video you just recorded
- ④Settings - This shows the connected microphone
- ⑤Slide
- ⑥Forward
- ⑦Backward - You can preview the slides when you're done recording
- ⑧On/Off buttons for camera/mic

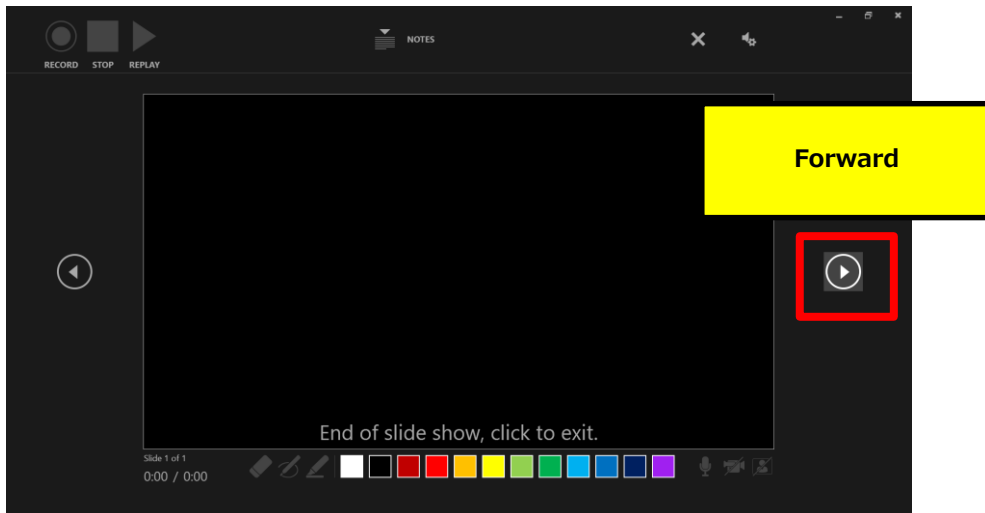


3. Select ①Record and start.

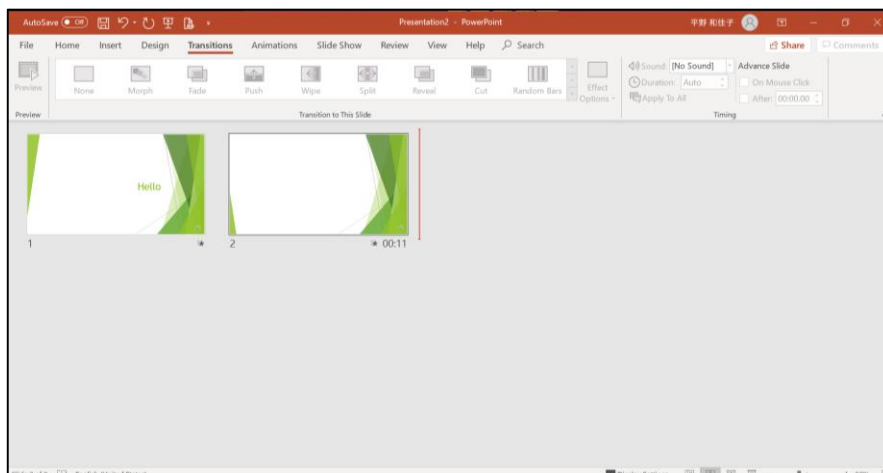
\*The pointer will not be recorded in the video.

Please press 【CTRL + L】 key to use the laser pointer mode.

## ◆ PowerPoint 2019, Microsoft 365(Office365)



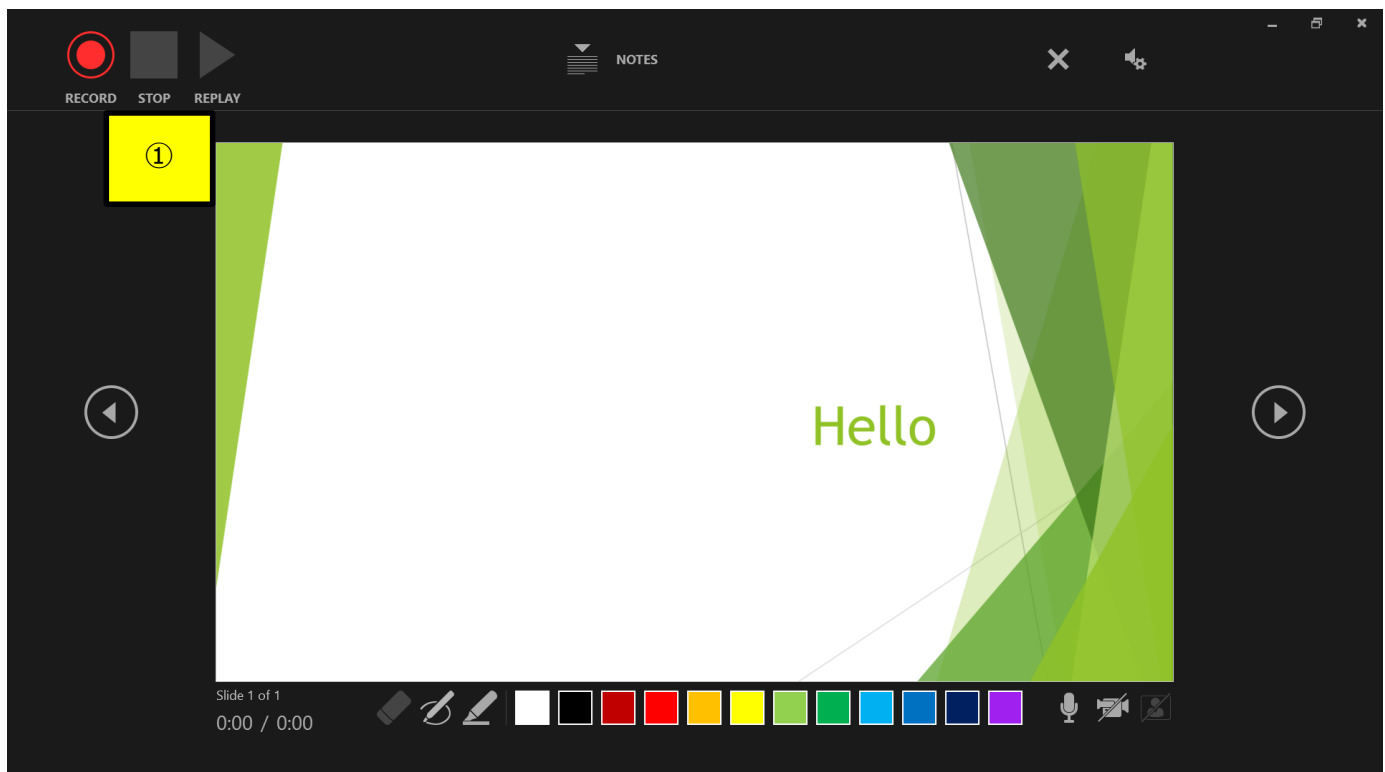
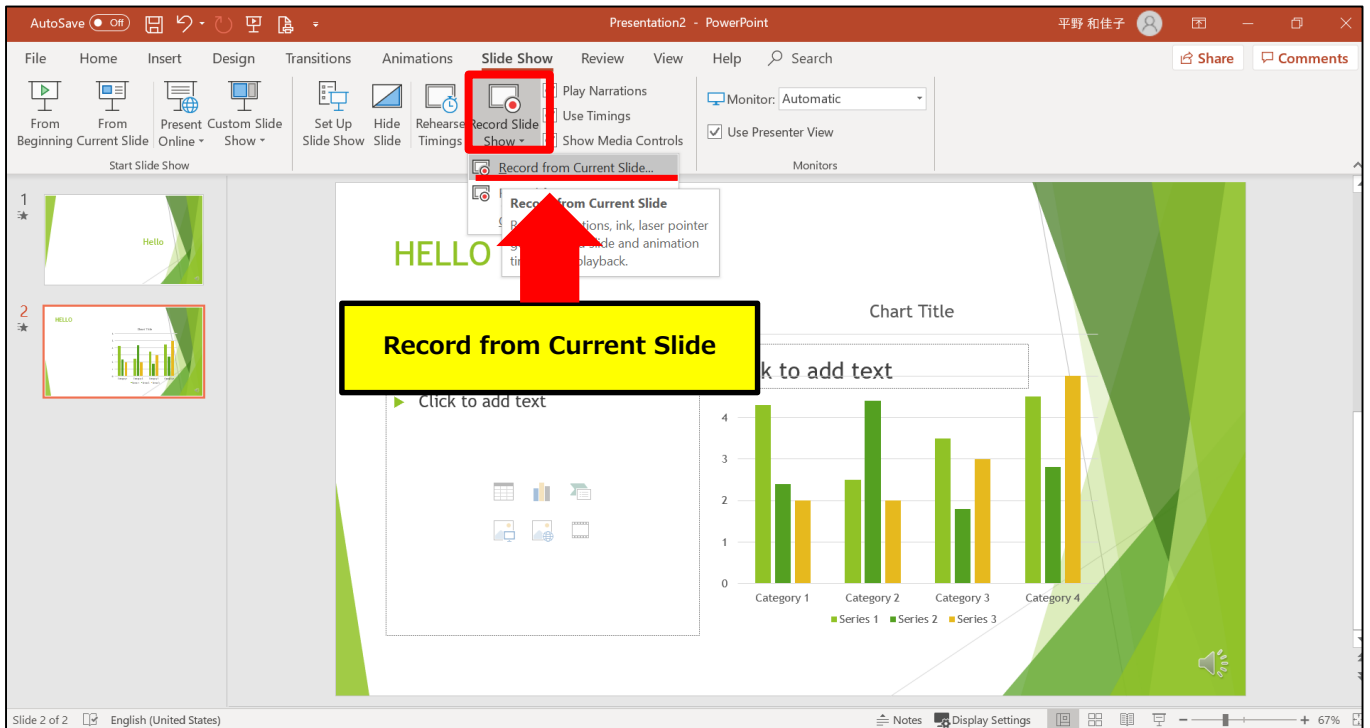
Once you reach the very last slide, recording will finish automatically. Click 'forward' to review the slides list as per below.



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 2019, Microsoft 365(Office365)

5. Select 'slide show' > 'record slide show' > 'Record from Current Slide' and re-record your voice if you need to edit. When you're done, click the ① Stop button.



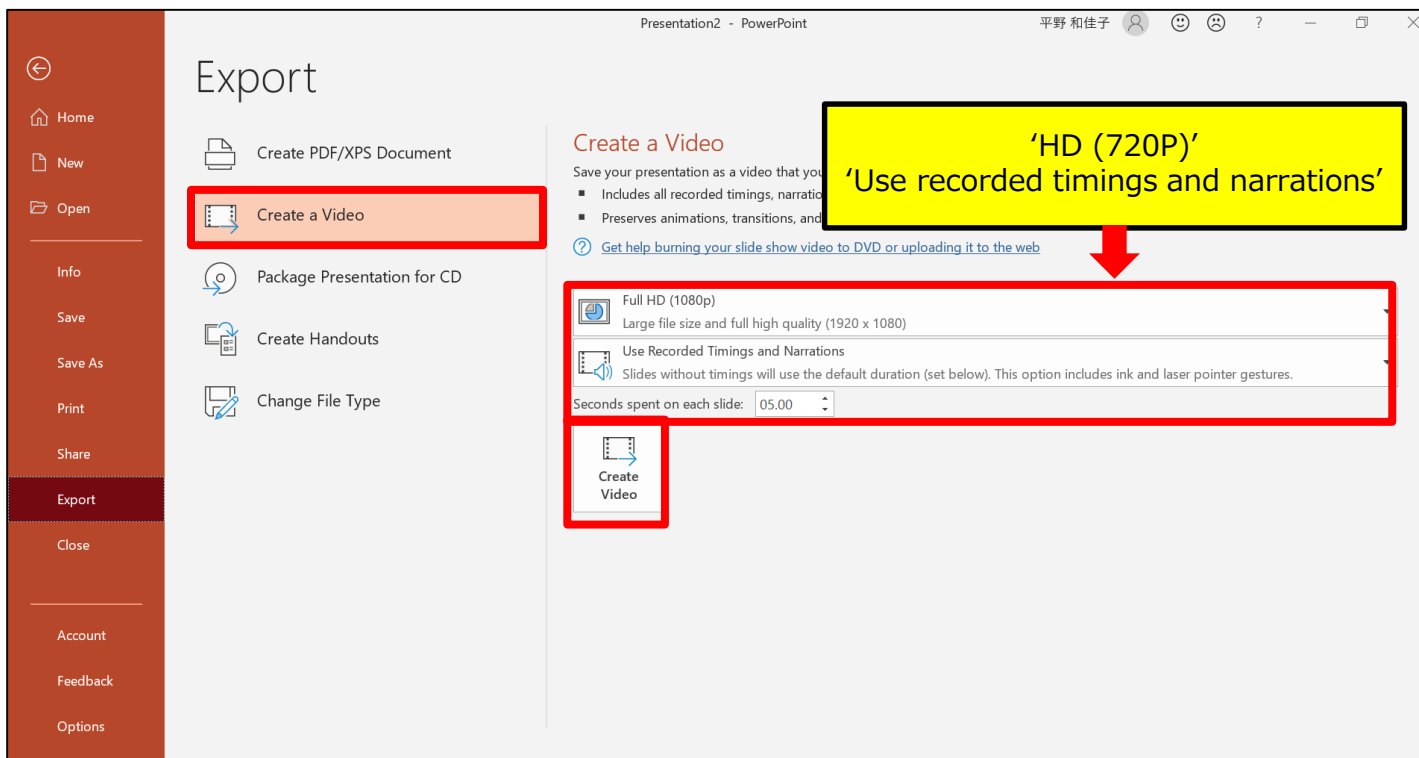


## ◆ PowerPoint 2019, Microsoft 365(Office365)

- Convert the PowerPoint into a video.  
Select 'File' > 'Export' > 'Create a video'.

Make sure both 'HD (720P)' and 'Use recorded timings and narrations' are selected.

Select 'Create Video'.

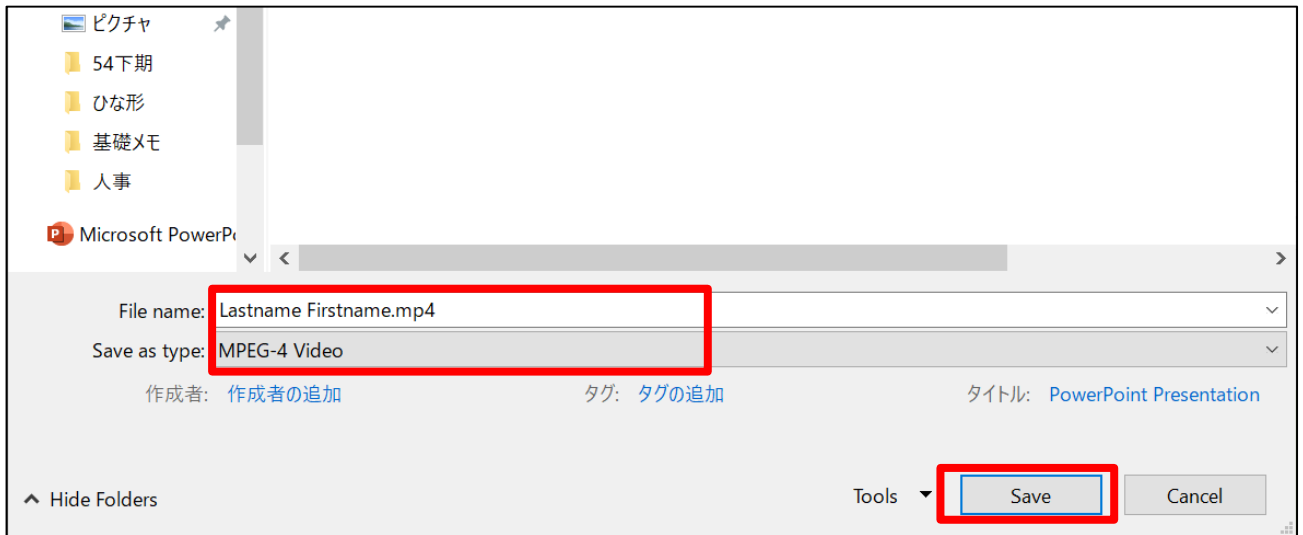


## ◆ PowerPoint 2019, Microsoft 365(Office365)

### 7. Save the file.

The title should include your name.

Make sure the file type is 'MPEG-4 Video' so that the end of the file name is '.mp4'.



Select 'Save'.

This process 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.**