

The 13th Asian Congress of Oral and Maxillo-Facial Radiology
The 62nd general assembly and annual scientific congress of
ACQ Japanese Society for Oral and Maxillo-Facial Radiology

2022



Oral Presentation Data Instruction

How to prepare Presentation Data

Please follow the steps below to create your presentation data.



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① Data Format

**This registration system accepts the following data.
Please choose the format and create the data.**

1. Video (MP4/M4V)

- Full HD (1080p) , up to 2GB in size.
- The video will not be delivered as it is submitted. It will be compressed for delivery over the Internet, we recommend you to upload in the highest possible quality.
- MP4 exported in PowerPoint or Keynote can also be submitted.
- MP4 created with video conference tools (Zoom, etc.) can also be submitted.
- Please contact Technical support for ultra high quality images such as 4K or images exceeding 2GB in size.

2. PowerPoint with pre-recorded narration (If you cannot create MP4)

- Choose this option if you have used “Record Slide Show” in PowerPoint function to record the narration and timing of the data. After conversion, it will be a video.
- Slide notes will be deactivated.
- Choose this option if you want to reflect animation, video and audio etc., or if you want audio explanation of each slide.
- Keynote is not supported. When using Keynote, please export to MP4 and register in Format 1 “Video (MP4)” or Format 3 “Other”.

3. Other (None of the above)

- If your data does not fit into the format 1 or 2, please register your data in Format 3 and contact the Technical Support with details what kind of data it is.

② Before recording

When creating slides, please prepare slides as follows.

■ 1st Slide: Title

■ 2nd Slide: Conflict of Interest (COI)

■ 3rd Slide~: Presentation slides

③ Conflict of Interest (COI)

Both cases must be reported for COI.

The 13th Asian Congress of Oral and Maxillo-Facial Radiology/
The 62nd general assembly and annual scientific congress of
Japanese Society for Oral and Maxillo-Facial Radiology

Disclosure of Conflict of Interest

Name of first author: OO OO

Matters requiring disclosure of COI
with regard to our presentation are as follows;

Advisor: OO Pharmaceutical Industries
Honoraria: OO Pharmaceuticals, OO Pharma
Scholarship grants: OO Pharmaceuticals

The 13th Asian Congress of Oral and Maxillo-Facial Radiology/
The 62nd general assembly and annual scientific congress of
Japanese Society for Oral and Maxillo-Facial Radiology

Disclosure of Conflict of Interest

Name of first author: OO OO

I have no COI
with regard to our presentation.

This is a sample.
Any format is acceptable as long as the required information is reported.

④ Equipment preparation

Please make sure to do the microphone check in advance.

If you are using a laptop computer with a microphone, please use the built-in microphone.

If you are using a laptop or desktop computer without a microphone, please connect an external microphone to record audio.

When recording, please make sure you are in a quiet environment.

Windows Office2019 PowerPoint

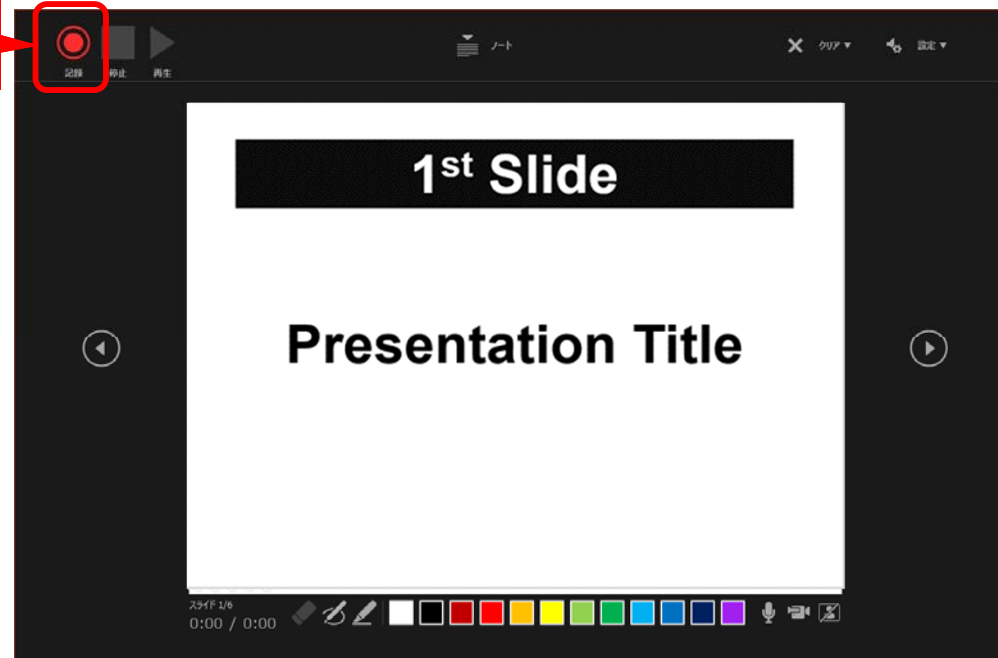
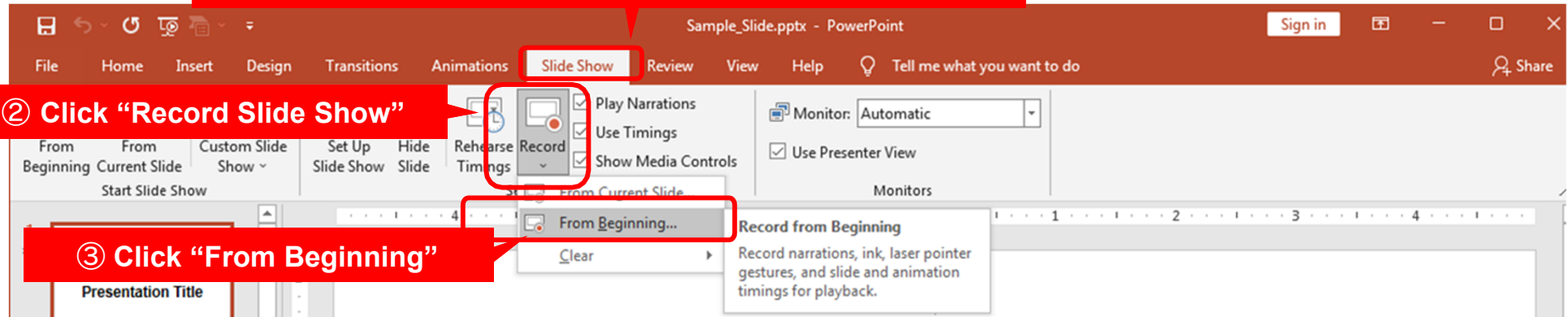
⑤ Record Narration

① Click on the “slideshow” shown at the top of the screen.

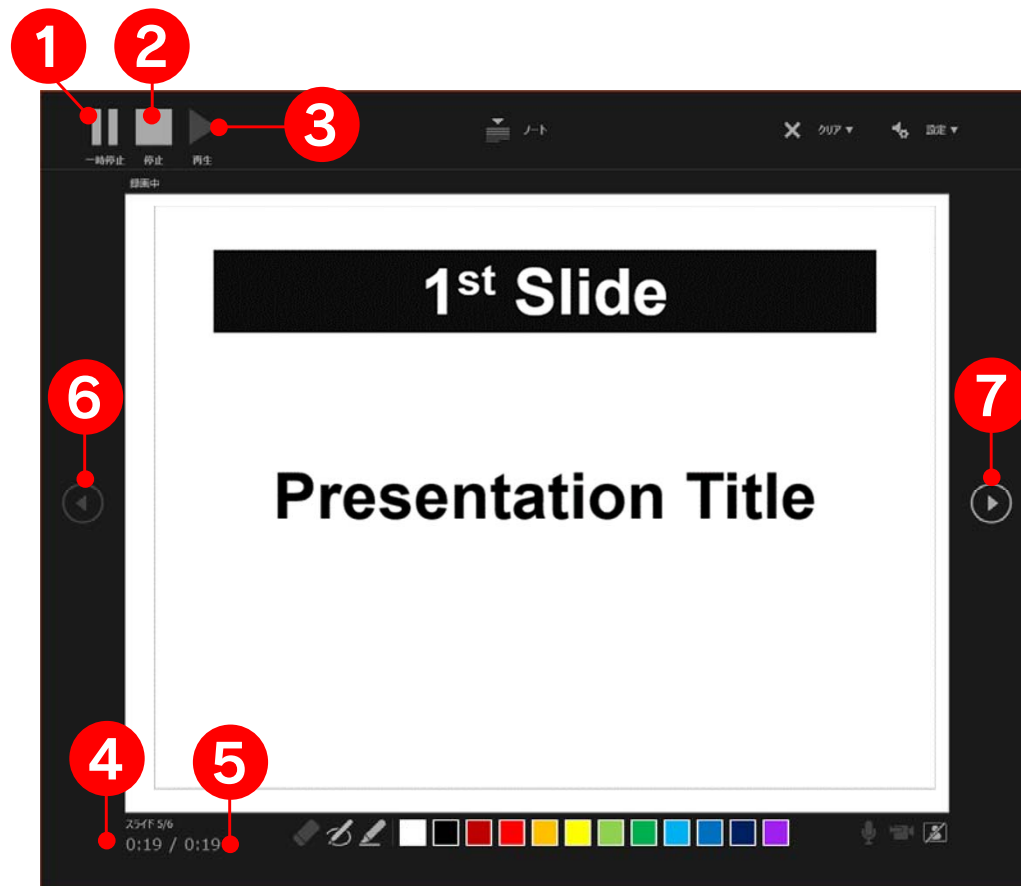
② Click “Record Slide Show”

③ Click “From Beginning”

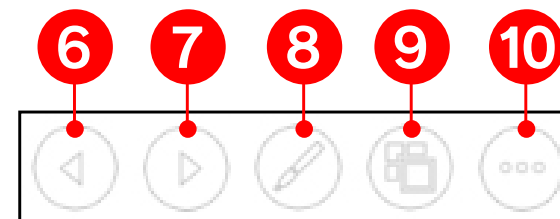
④ Click “Record” to start recording.



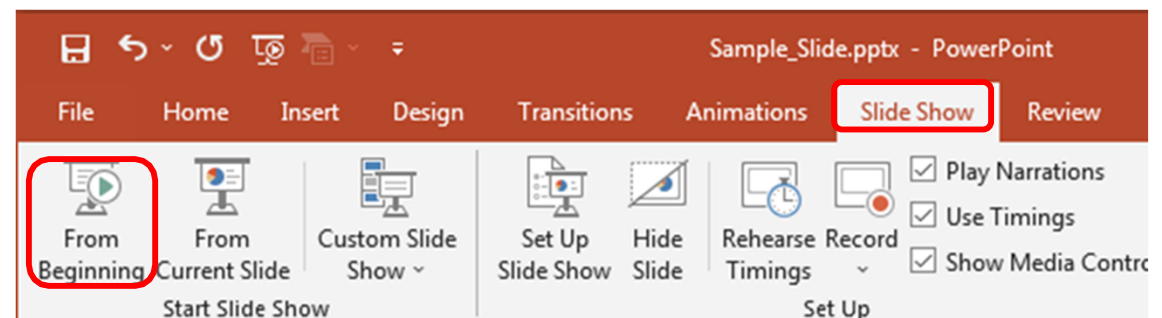
⑥ Operation while recording



- 1 Pause
- 2 Stop
- 3 Replay
- 4 Recording time of current slide
- 5 Recording time for all slides
- 6 Back to previous slide
- 7 Go to next slide
- 8 Changing mouse pointer (laser pointer, marker, etc.)
- 9 Show all slides and move
- 10 Displaying Tab Menu



The recorded narration can be viewed in the slideshow. You can check it from the “Play from Start”.



⑦ Check the audio for each slide

The screenshot displays the Microsoft PowerPoint interface. The title bar shows the file name "ACOMFR2022_Presentation_Sample_Slide.pptx" and the "Sign in" button. The ribbon includes tabs for File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, View, Help, and Tell me what you want to do. The Home tab is active, showing options for Clipboard, Slides, Font, Paragraph, Drawing, and Editing. The Slides pane on the left shows a list of six slides, with the 5th slide, "Presentation Silde-3", selected and highlighted with a red border. The main slide area shows a blue header with "5th Slide" and large black text reading "Presentation Silde-3". A red callout box with white text says: "When clicking speaker symbol, the playback menu will be shown. Press 'Play' button to hear the recorded audio." The speaker icon in the bottom right corner is circled in red. Below it, the "Play button" is also circled in red. The status bar at the bottom indicates "Slide 5 of 6", "English (United Kingdom)", "Recovered", and "100%" zoom.

⑧ Re-record a particular slide

② Click on the “slideshow” shown at the top of the screen.

③ Click “Record Slide Show”

④ Click “From Current Slide” to start re-recording.

① Select the slide you want to re-record.

The screenshot shows the Microsoft PowerPoint interface. The 'Slide Show' tab is selected in the ribbon. The 'Record' button is highlighted, and its dropdown menu is open, with 'From Current Slide...' selected. The slide navigation pane on the left shows the 5th slide, 'Presentation Silde-3', selected. The main slide area displays '5th Slide' and 'Presentation Silde-3'. The status bar at the bottom indicates 'Slide 5 of 6' and 'English (United Kingdom)'.

⑧ Re-record a particular slide

The screenshot shows the PowerPoint recording interface. At the top, there are controls for pausing, stopping, and playing the recording. The main slide area displays a blue header with "5th Slide" and the main content "Presentation Silde-3". A context menu is open on the right side of the slide, listing options such as "Next", "Previous", "Last Viewed", "See All Slides", "Zoom In", "Custom Show", "Show Presenter View", "Screen", "Pointer Options", "Help", "Pause", and "End Show". A red callout box with a white border points to the "End Show" option, containing the text: "⑤ After re-recording, right-click and select 'End Show'". The bottom status bar shows "スライド 5/6" and "0:13 / 0:13".

一時停止 停止 再生

ノート

クリア

設定

録画中

5th Slide

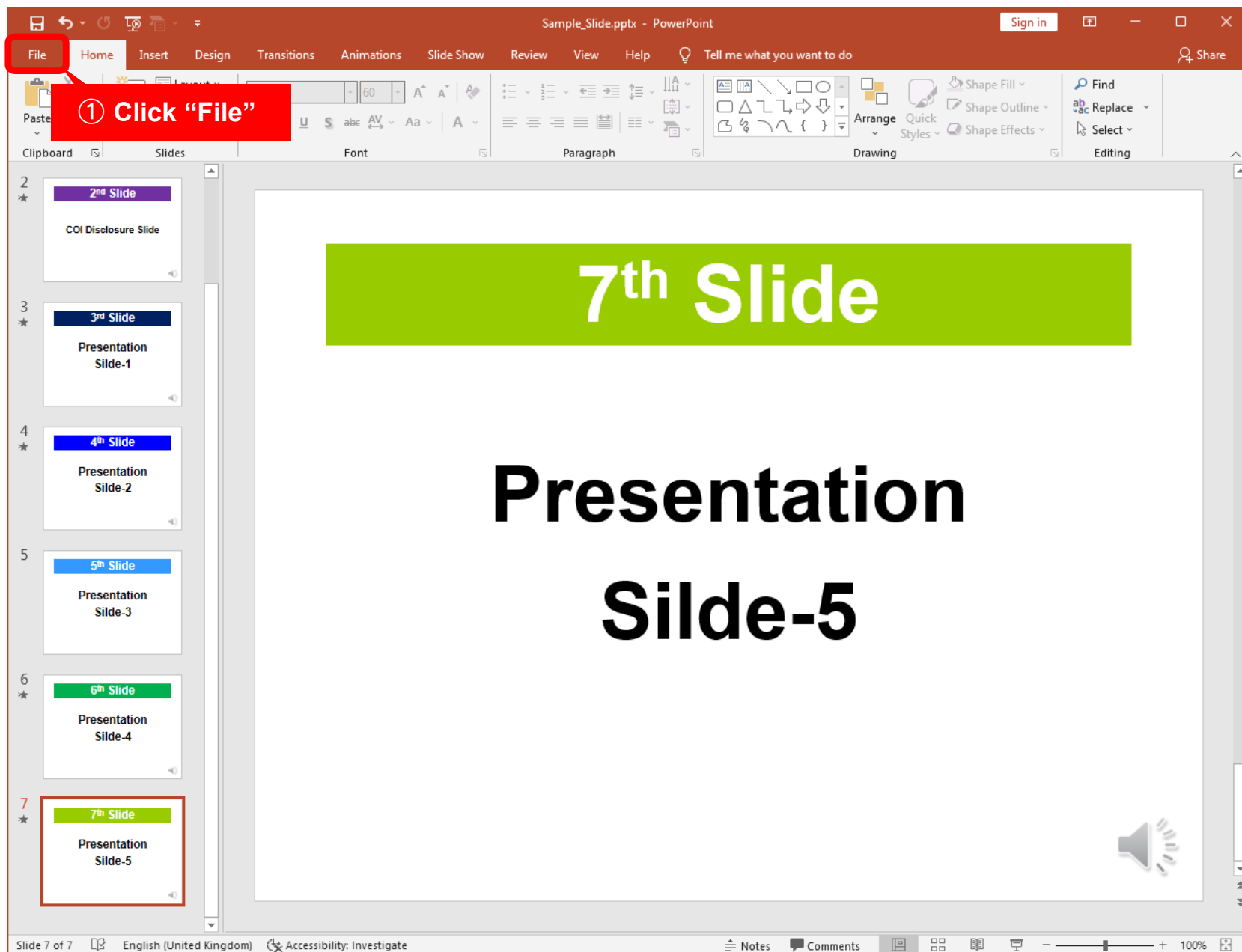
Presentation
Silde-3

Next
Previous
Last Viewed
See All Slides
Zoom In
Custom Show
Show Presenter View
Screen
Pointer Options
Help
Pause
End Show

⑤ After re-recording, right-click and select "End Show".

スライド 5/6
0:13 / 0:13

⑨ Create a Video file



The screenshot displays the Microsoft PowerPoint interface. The 'File' menu is highlighted in the top ribbon, and a red callout box with the text 'Click "File"' points to it. The main slide area shows a green bar at the top with the text '7th Slide' and the main content 'Presentation Silde-5' (note the typo 'Silde'). The slide navigation pane on the left shows seven slides, with the 7th slide selected and highlighted in green. The status bar at the bottom indicates 'Slide 7 of 7', 'English (United Kingdom)', and 'Accessibility: Investigate'. The bottom right corner shows a speaker icon and a 100% zoom level.

⑨ Create a Video file

The screenshot shows the PowerPoint 'Export' menu with 'Create a Video' selected. The 'Create a Video' dialog box is open, showing options for video quality and recording settings. Red callout boxes with white text provide step-by-step instructions:

- ② Click "Export"**: Points to the 'Export' button in the left-hand navigation pane.
- ③ Click "Create a Video"**: Points to the 'Create a Video' option in the 'Export' menu.
- ④ Change to maximum file size or full high quality (1920 × 1080)**: Points to the 'Full HD (1080p) Large file size and full high quality (1920 X 1080)' dropdown menu.
- ⑤ Make sure it says "Use Recorded Timings and Narrations"**: Points to the 'Use Recorded Timings and Narrations' dropdown menu.
- ⑥ Click "Create Video"**: Points to the 'Create Video' button at the bottom of the dialog box.

The screenshot shows the 'Save As' dialog box for the video file. The file name is '08-1_Hanako Office.mp4' and the file type is 'MPEG-4 Video (*.mp4)'. The 'Save' button is highlighted with a red box.

- ⑦ Save the file to any location.**
 *There is no specified file name.
 *Please make sure that the file extension is **".mp4"**

MAC Keynote

⑩ Record Narration

The screenshot displays the Keynote application interface with three red callout boxes indicating the steps to record narration:

- ① Click "Document" (points to the Document icon in the top right corner)
- ② Click "Audio" tab (points to the Audio tab in the top right corner)
- ③ Click "Record" (points to the Record... button in the Record Slideshow panel)

The main slide content includes:

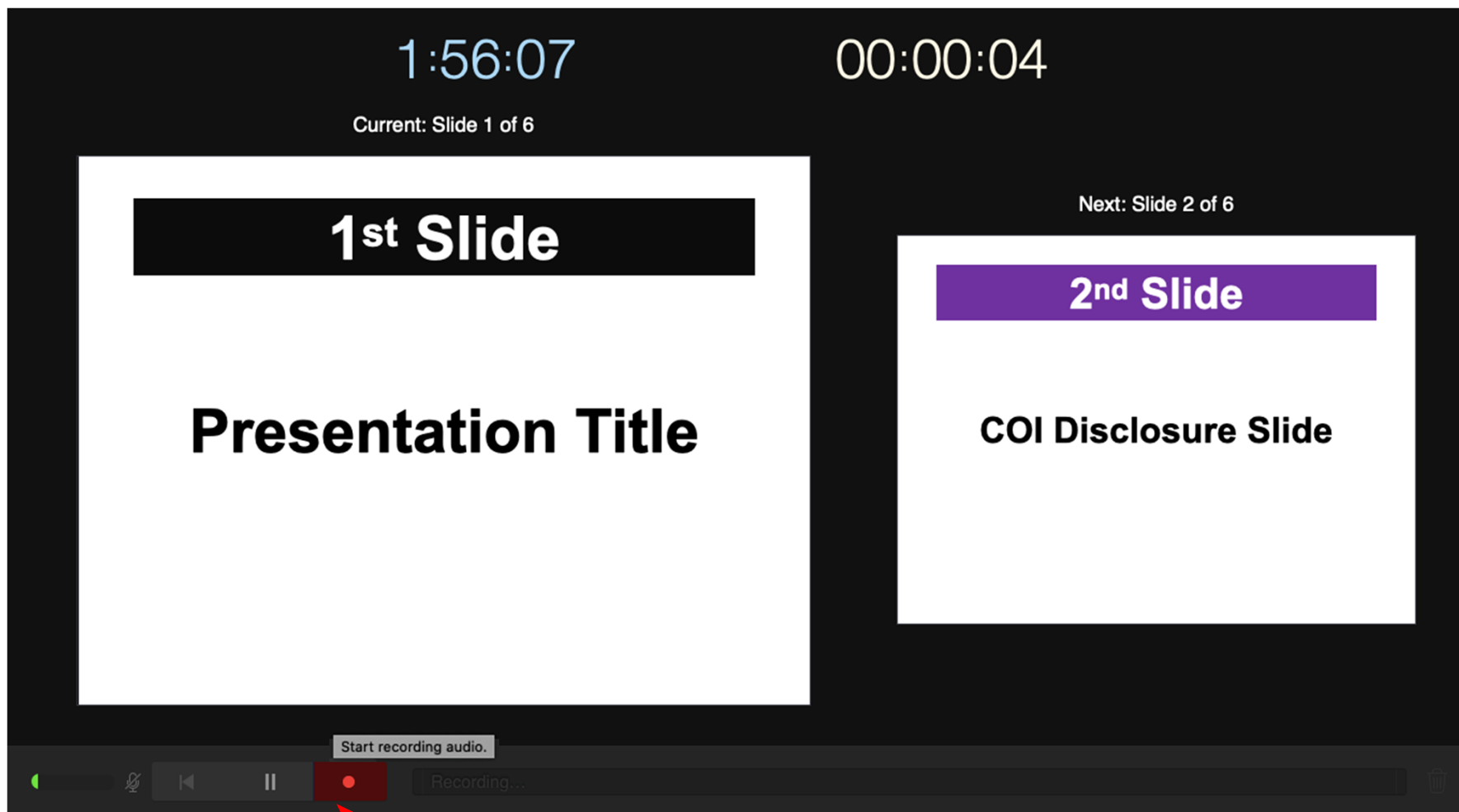
- 1st Slide: Presentation Title
- 2nd Slide: COI Disclosure Slide
- 3rd Slide: Presentation Slide-1
- 4th Slide: Presentation Slide-2
- 5th Slide: Presentation Slide-3
- 6th Slide: Presentation Slide-4

The central slide content includes:

- 1st Slide
- Presentation Title

The bottom right panel shows the Soundtrack area with a "Record Slideshow" section containing "No Recording" and "Record..." and "Clear" buttons, and an "Add Audio Files" section with a play button and volume controls.

⑩ Record Narration



④ Hit the red "Record" button to start recording.

⑤ When finishing recording, click the same button to stop recording.

11 Check the audio

The image shows a screenshot of the Keynote application interface. The 'Play' menu is open, and the 'Play Recorded Slideshow' option is highlighted. A red callout box points to the 'Play' menu item with the text '1 Click "Play"'. Another red callout box points to the 'Play Recorded Slideshow' option with the text '2 Click "Play Recorded Slideshow" and make sure there is no problems with slides and audio.'. The 'Audio' panel is visible on the right, showing a recording session titled 'Record Slideshow' dated '2022/04/23 at 2:54'. The 'Clear' button is highlighted with a red callout box and the text '3 Click "Clear" for re-recording.'. The main slide area displays the text 'Presentation Title'.

1 Click "Play"

2 Click "Play Recorded Slideshow" and make sure there is no problems with slides and audio.

3 Click "Clear" for re-recording.

Keynote File Edit Insert Slide Format Arrange View **Play** Share Window Help

Play Slideshow
Play Slideshow in Window
Play Recorded Slideshow ⌘⌘P
Play Recorded Slideshow in Window
Record Slideshow...
Clear Recording...
Rehearse Slideshow
Show Presenter Display in Window
Customize Presenter Display...

Collaborate Format Animate Document

Document **Audio**

Record Slideshow
2022/04/23 at 2:54

Record... **Clear**

Add Audio Files

Presentation Title

12 Create a Video file

① Click "File"

② Click "Export to"

③ Click "Movie"

The notation may be different depending on the version.

The image shows the Keynote application interface. The 'File' menu is open, and the 'Export To' option is selected. The 'Movie...' option is highlighted. The main slide content includes the text 'Slide' and 'Presentation Title'. The right sidebar shows the 'Audio' panel with 'Record Slideshow' and 'Soundtrack' options.

12 Create a Video file

The screenshot shows the 'Export Your Presentation' dialog box in Keynote. The 'Movie' tab is selected. The 'Playback' dropdown is set to 'Slideshow Recording' and the 'Resolution' dropdown is set to '1080p'. The 'Next...' button is highlighted. The dialog box also shows options for PDF, PowerPoint, Animated GIF, Images, HTML, and Keynote '09. The 'Audio' panel on the right shows a 'Record Slideshow' button and a 'Play Once' dropdown. The 'Next...' button is highlighted with a red box and a callout.

④ Playback: Slideshow Recording

**⑤ Resolution:
In 4:3 [1024×768]
In 16:9 [1080P]**

⑥ Click "Next"

⑫ Create a Video file

⑦ Name: No file name is specified.

⑧ Click "Export"

Save As: 08-1_Office Hanako

Tags:

Where: Documents

Cancel Export

Presentation Title

⑬ Final confirmation before uploading video

● **Please make sure to review the video data before uploading.**

- **Is the video playable?**
- **Is the volume appropriate?**
- **Are there any problems with the timing of audio or slide transitions?**
- **Is there no sound cutoffs?**
- **No noticeable noises (keyboard touch etc.)**

● **Is Conflict of Interest (COI) slide included?**

● **Be sure to save the slide with audio(PowerPoint or Keynote) after recording.**

● **MP4 and M4V video formats are recommended.**

If you cannot export to video, you can also upload the PowerPoint data as it is.

Upload Information

Upload Period :
April 28 (Thu.) noon ~ May 27 (Fri.) noon (JST)

<https://dp.ibmd.jp/acomfr2022/>

Login ID to access this website will be notified by Technical Support via e-mail.

Contact for Technical Support : acomfr2022support@ib1.jp