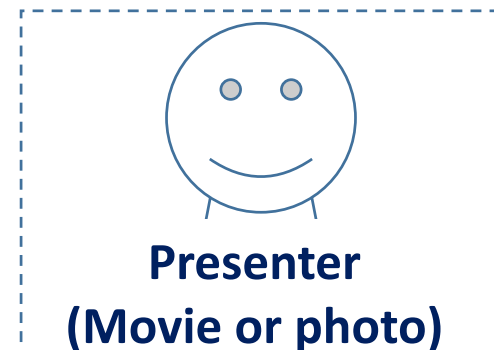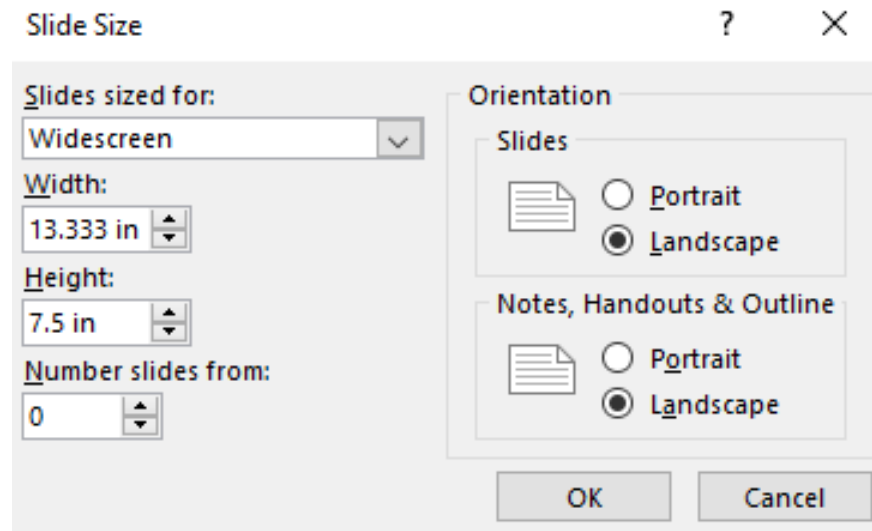# 1. Slide Format Requirements

- Slides must be sized for Widescreen format (16:9) with 0.5 in margins

- Slide orientation must be Landscape (horizontal)

  - In DESIGN tab, click on Slide Size and then select Widescreen. In Custom Slide Size, you will see:

Slide Size   ?   ✕

Slides sized for: Orientation

Widescreen   ⌄   Slides

Width: ☐ ○ Portrait

13.333 in ⬍   ◉ Landscape

Height: Notes, Handouts & Outline

7.5 in ⬍   ☐ ○ Portrait

Number slides from: ◉ Landscape

0 ⬍

                              OK   Cancel

Presenter
(Movie or photo)

2. Recording your file

- Several video conferencing tools available to easily record a presentation
- Show your face through the web cam method (highly recommended and encouraged), while displaying your slides as you talk

  Note: Make sure that your face does not disturb your presentation slides
- Use any meeting software as long as you get a good quality recording and your final file is in the MP4 format

Presenter (Movie or photo)

Audio/Video Files for Oral Presentation

- **All files must be in MP4 Format.** File size should be less than **300MB**, but follow the recommendations below for optimum playback experience for the viewers.

- **Bit rate**
  - **Do not exceed 1Mbps bit rate.**
  - To check the bit rate, right click on the file name, click on properties, go to the Details tab, and look for Total Bitrate. If the bit rate is too high, please lower the quality to "Internet Quality" to create the MP4.

- **Resolution**

- **1080p recommended /** 720p minimum

Recommendation (Guideline)

Please continue to record (without further speaking) for an additional 3–5 seconds at the conclusion of your presentation to ensure nothing is cut-off at the end of your video during playback when your video is integrated into online platform.

**Presenter
(Movie or photo)**

Audio/Video Files for Poster Presentation

- **All files must be in MP4 Format.** File size should be less than **300MB**, but follow the recommendations below for optimum playback experience for the viewers.

- **Bit rate**
    - **Do not exceed 1Mbps bit rate.**
    - To check the bit rate, right click on the file name, click on properties, go to the Details tab, and look for Total Bitrate. If the bit rate is too high, please lower the quality to "Internet Quality" to create the MP4.

- **Resolution**
- **1080p recommended /** 720p minimum

Recommendation (Guideline)

Please continue to record (without further speaking) for an additional 3–5 seconds at the conclusion of your presentation to ensure nothing is cut-off at the end of your video during playback when your video is integrated into online platform.

**Presenter
(Movie or photo)**

2 steps method available in PowerPoint

1. **Create Voice-Over PowerPoint**

Record a slide show with narration and slide timings

English

Japanese

2. Convert to MP4

How to Save Voice Over PowerPoint (VOPPT) to MP4

English

Japanese

Presenter
(Movie or photo)

3. Saving your file

- Embed TrueType fonts in your file
    - Click on "File", "Save As", "Tools", "Embed True Type Fonts", or
    - Click on "File", "Save As", and check "Embed True Type"

- Save your file with the following rule
    - Session number_your name (given_middle_family)_submission date.mp4
        e.g.) Session1_Akihiko_Ando_20210301.mp4

**Presenter
(Movie or photo)**