How to prepare your presentation data for the 27th Annual Meeting of Japan Society of Gene and Cell Therapy（JSGCT2021）

【Contents】

Intstruction

・Application software available are Windows PowerPoint 2010/2013/2016.
 (Recommend：Office2016)
・If you use Macintosh, please use PowerPoint 2016 for Mac.
・If you make your presentation data by Office365, please replay and check it on PowerPoint 2016.
・If you make your presentation data by Keynote, please translate it to PowerPoint file and replay and check (character shift etc.). And then please record your voice.
・Slide size aspect ratio 4：3
・**Please embed the video file in mp4 format slides**
・Use standard fonts on the OS. Use of specialized fonts may cause garbling and displacement.
  [Recommended fonts] Arial or Times New Roman
・Please prepare **your presentation data in 800MB or less**.

Preparation

Please download sample slide from our website. (https://www.jsgct2021.jp/en/index.html)

Slide 1：Title slide
  （Please include Session, abstract number, lecture title, name and affiliation）
  If you like before the title slide, please prepare a photo slide and introduce yourself at the beginning. If your photo is difficult, please introduce yourself in the title slide.
Slide 2：If you do not have Conflict of Interest.（Please choose between slide 2 or 3.）
Slide 3：If you have Conflict of Interest.（Please choose between slide 2 or 3. ）
Please prepare your own presentation slides for the fourth and subsequent sheets.

【Slide 1】

【Slide 2（COI No）】

【Slide 3（COI Yes）】

How to prepare your presentation data

(Windows PowerPoint 2016 Ver.)

1. Insert a USB connection type microphone into the USB port or
   Connect the 4-pin mini-pin (with microphone) to the mini-pin terminal

2. Adjust the input level of the external microphone.
   Right-click the volume mark on the taskbar to open the sound settings.

※1 Make sure your input device is either of an external or internal microphone.

※2 You can check the input level by testing the microphone. If the level is too low or too high, you can adjust it from the device properties.

※3 Adjust the level with the volume. If it is small even at 100, raise it with mic boost.
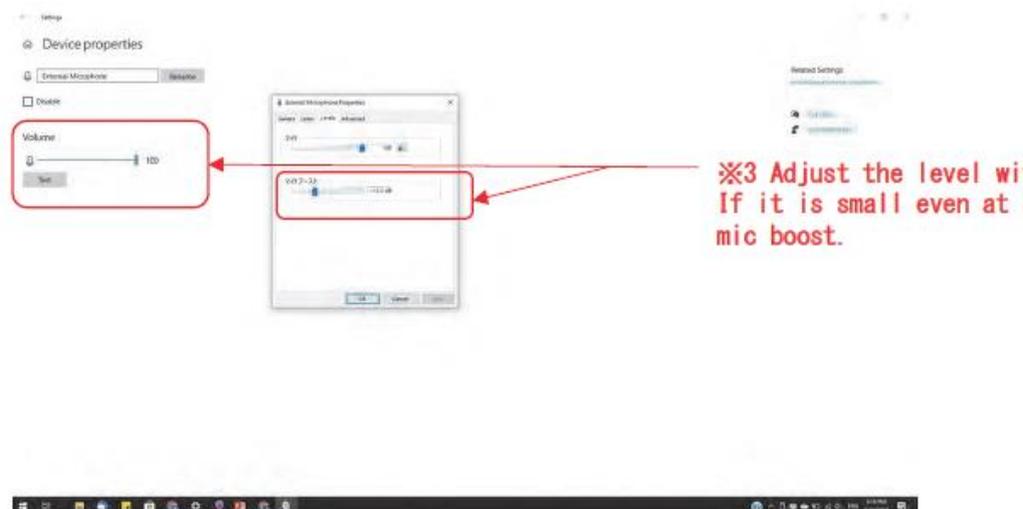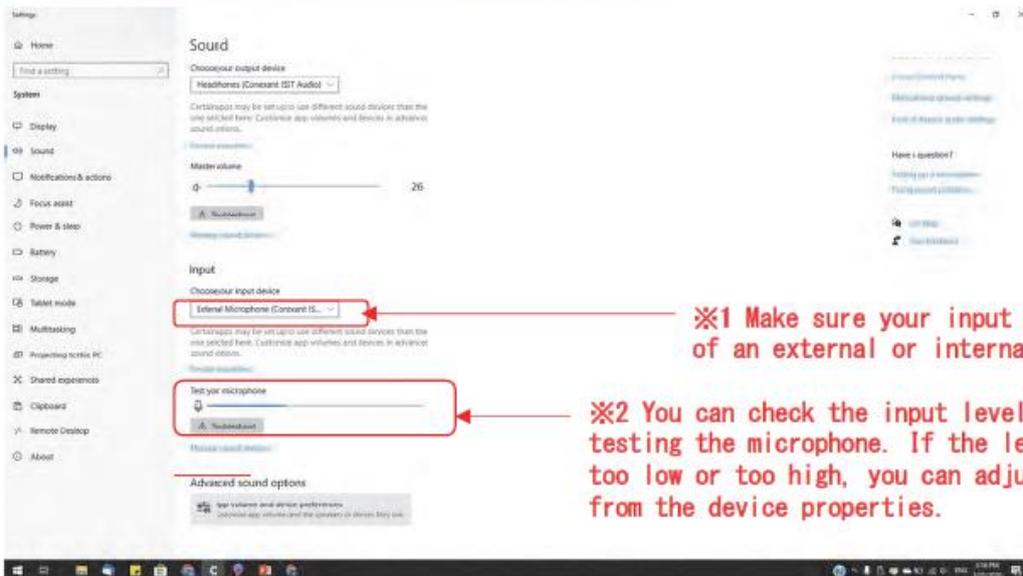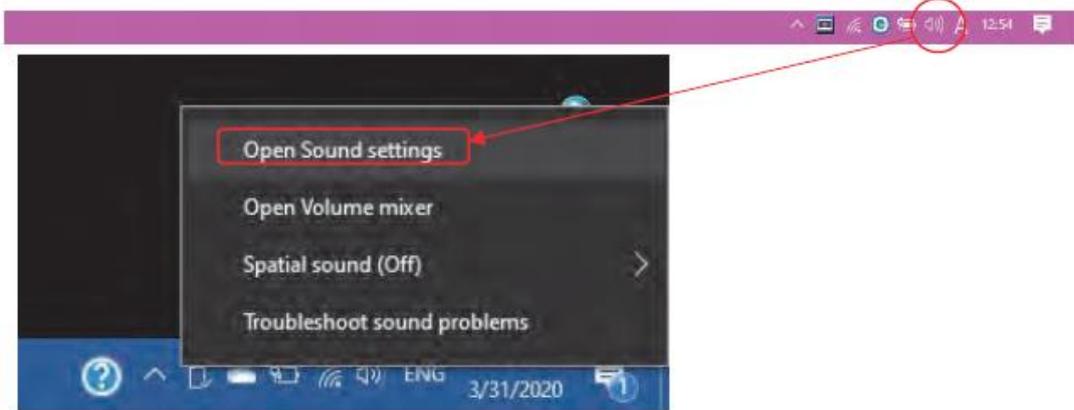
3. Open your presentation file and check the slide show settings from the slide show tab
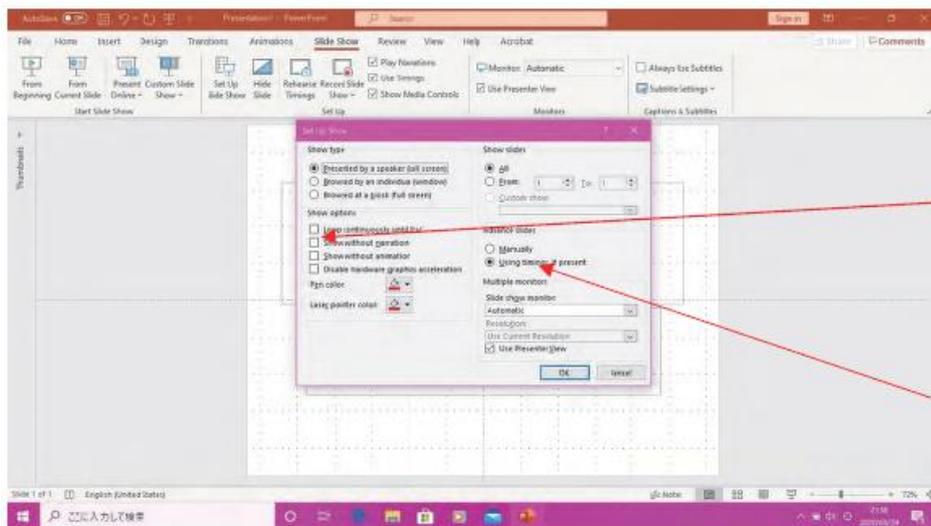
※1 <Show options>
Make sure "Show without narration" is unchecked

※2 <Advance slides>
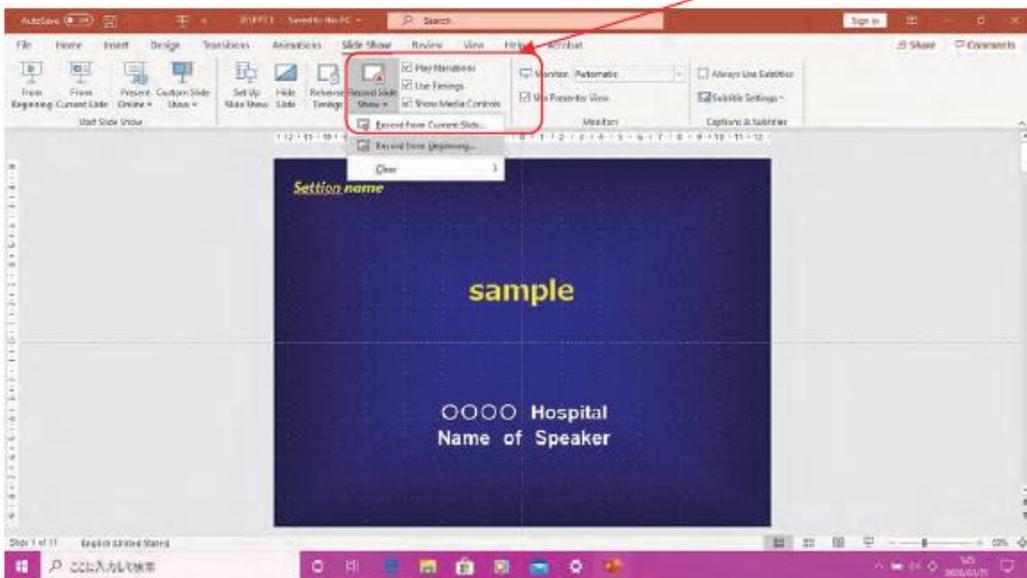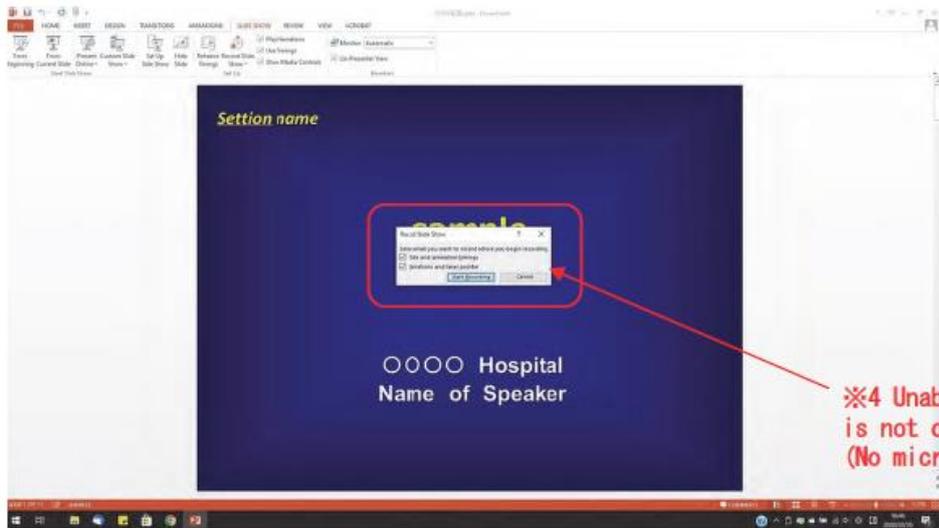Make sure "Using timings, if present" is checked

4. Select "Record Slide Show" from the same slide show tab

5. Select "Recording from Beginning"

※3 Make sure "Play Narrations" and "Use timings" is checked

6. Make sure "Slide and animation timings"and "Narration and Laser pointer"is checked
   And then clisk "Start Recording"

※4 Unable to check if microphone is not connected (No microphone) is displayed

※5 When recording is started, "Recording" is displayed on the upper left and counting starts. (Please talk, after a while) Voice, slide feed timing etc. will be recorded

7. Click "→" to go to the next slide (The same applies to "→" on the keyboard)

<About animations and movies>
It doesn't matter if the video plays "on click" or "automatic"

In the case of "on click", even if the animation stops during playing and is sent to the next slide, it will be recorded as it is without any problem

In the case of "Automatic", if you stop during the animation playing and send to the next slide, the slide show playback after recording will display a black screen for the remaining animation time. When the animation ends, it will switch to the next slide. After animation ends, send to the next slide.

In the case of Office365, you can select "on click" and "automatic", as well as "a series of click actions", it is recommended to "on click". Because when sending to the next slid, the file return to the beginning of the animation and play the same animation again.

8. Click the "X" in the upper left with the last slide out and save the settings.
When saving, save as a PowerPoint presentation (extension .pptx)
(When saved as a PowerPoint 97-2003 presentation (extension .ppt),
audio and video cannot be embedded.)
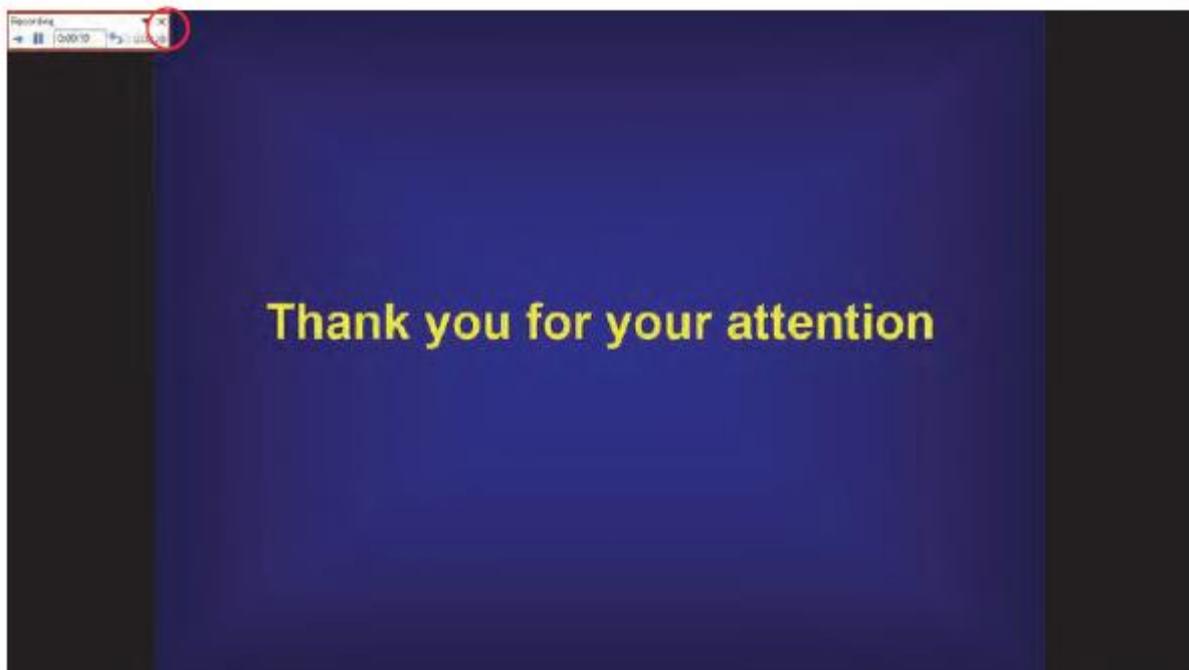
9. After saving, close the slide and reopen the slide, then check the sound and timing of switching in the slide show playback, and register if there are no problems.

Method of saving and starting recording from the middle

1. Display the page you would like to modify on the edit screen.
   And delete the audio icon at the bottom right.
2. Select the "Start Recording from current slide" again from the page which you would like
   to modify.
3. Recording of the page starts.
4. Press the stop button on the upper left after recording the page.

When you save, only the re-recorded page's sound will be modified.
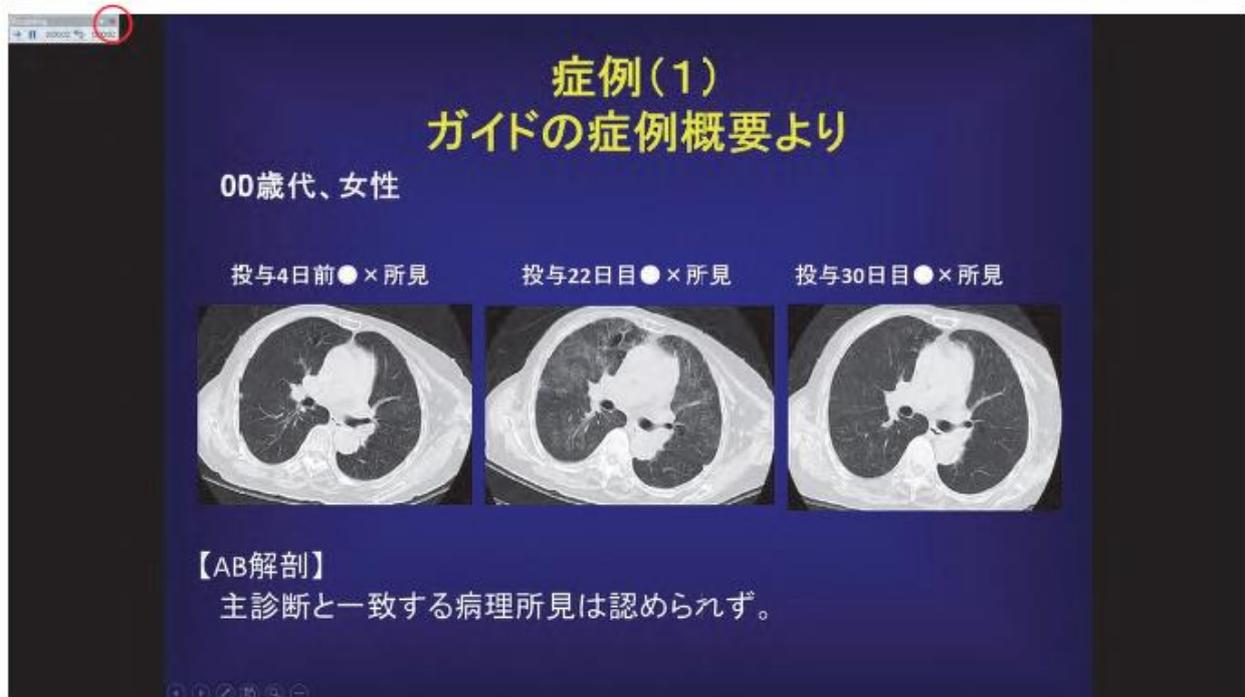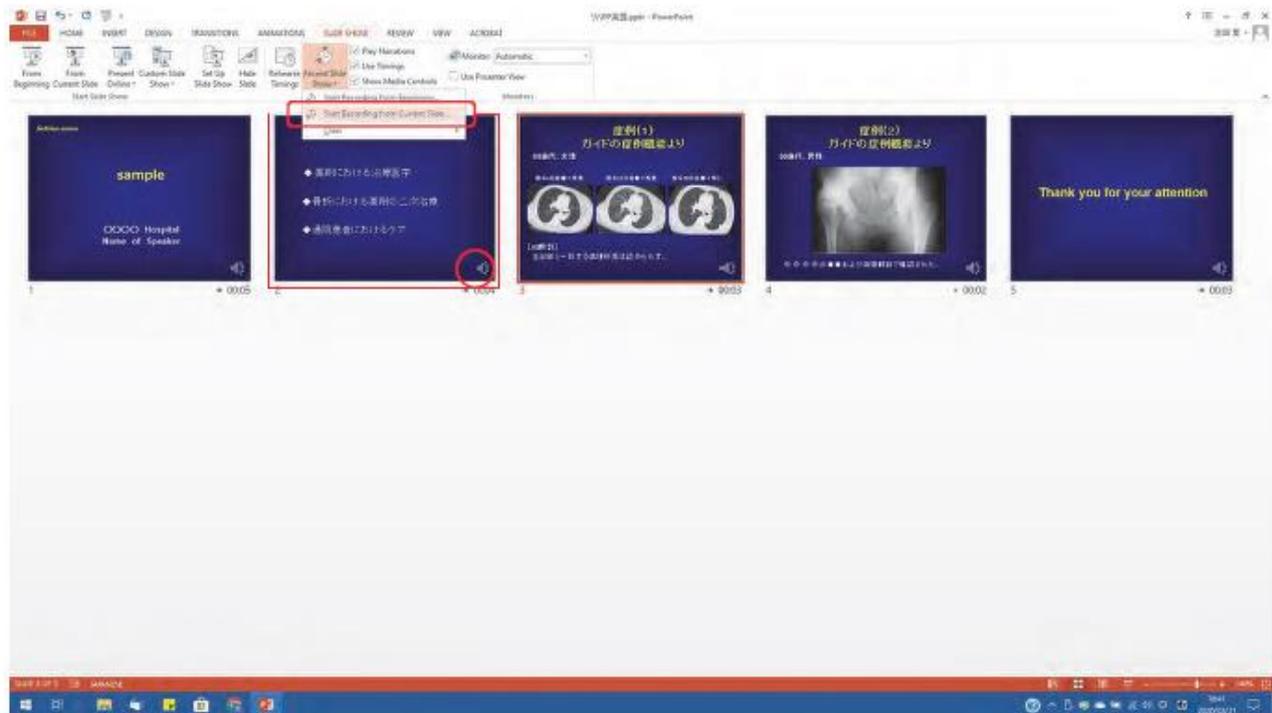
10. Lastly, the pptx file convert to Mp4 file.

・Click ''File" button, and Click "Export" button
・Choose "Create (Make) a Video" button
・Choose "Full HD (1080p)"
  If you use PowerPoint 2010, please choose "1280x720"
・Click "Create (Make) a Video" button, then Mp4 is create
・

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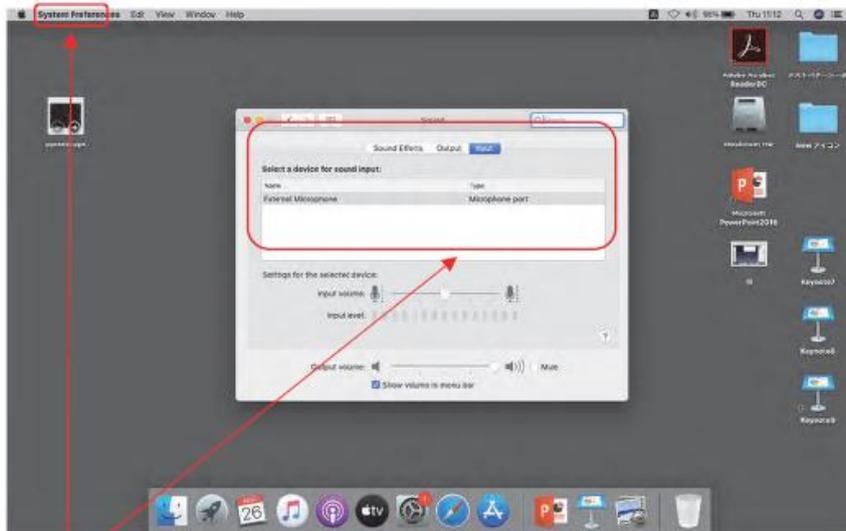
※1 You can check if the microphone is recognized from System Preferences → Sound → Input
If the sound input level is low, adjust with the "input volume".
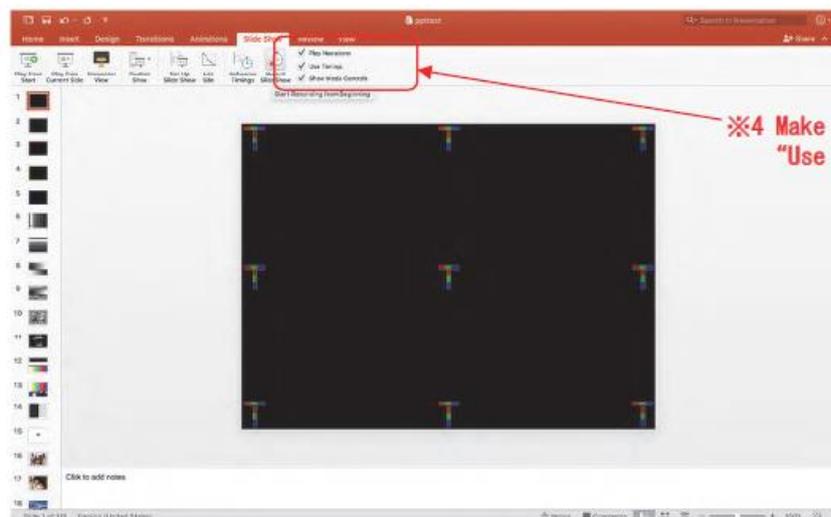
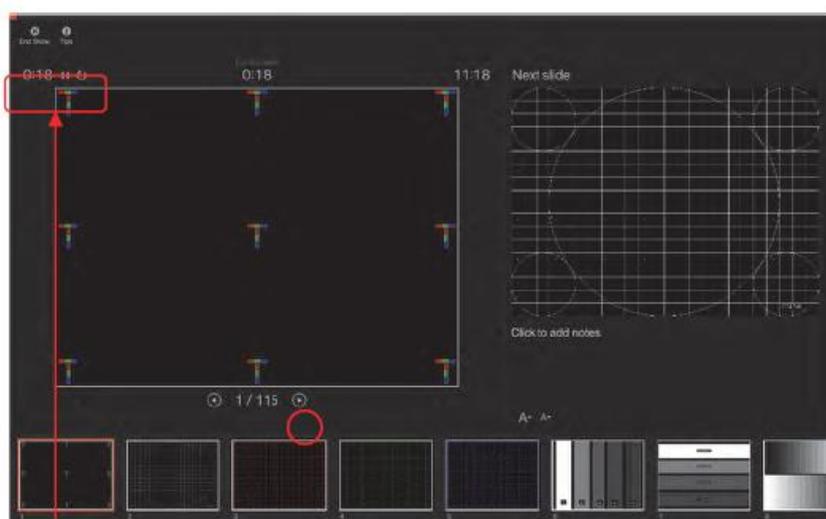2. Open your presentation file and check the slide show settings from the slide show tab
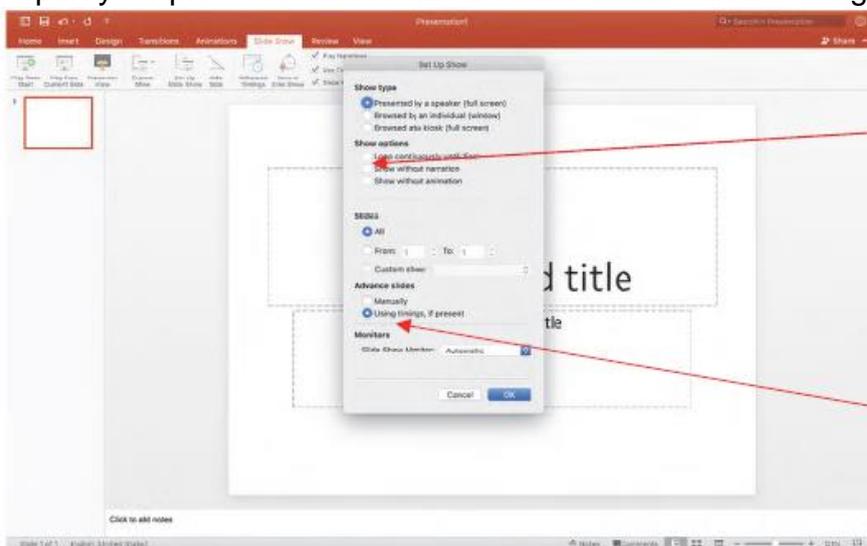
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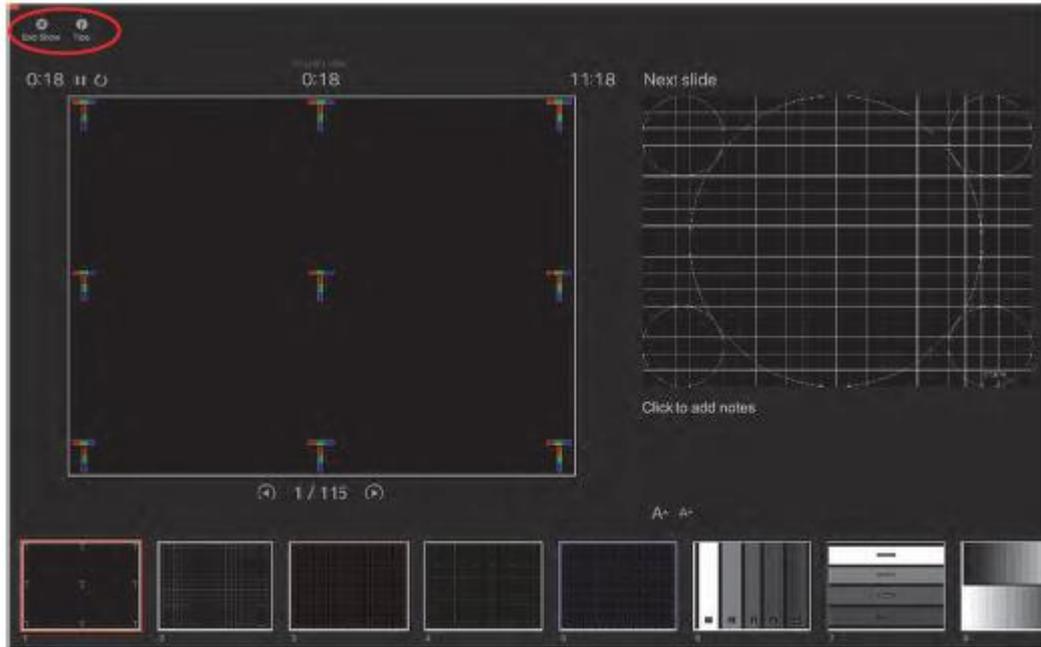
6. After saving, close the slide and reopen the slide, then check the sound and timing of switching in the slide show playback, and register if there are no problems.

<Important point for Keynote>
Even if you record a slide show with Keynote, the saved content will be deleted when exporting to PowerPoint. Be sure to export to PowerPoint and then record the slide show with PowerPoint.
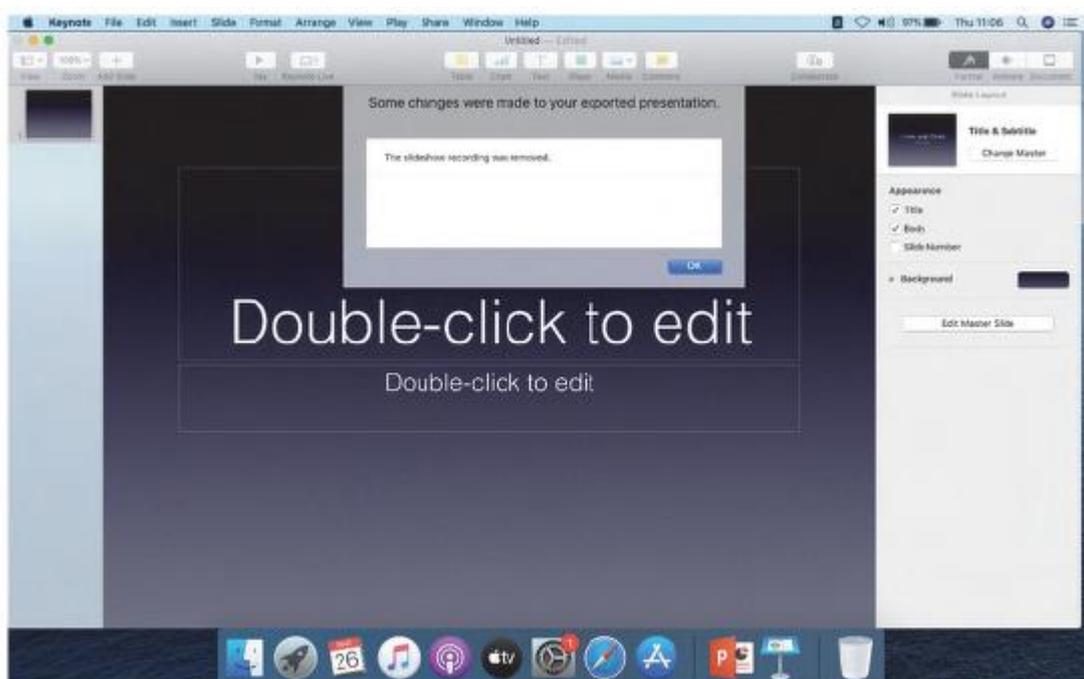
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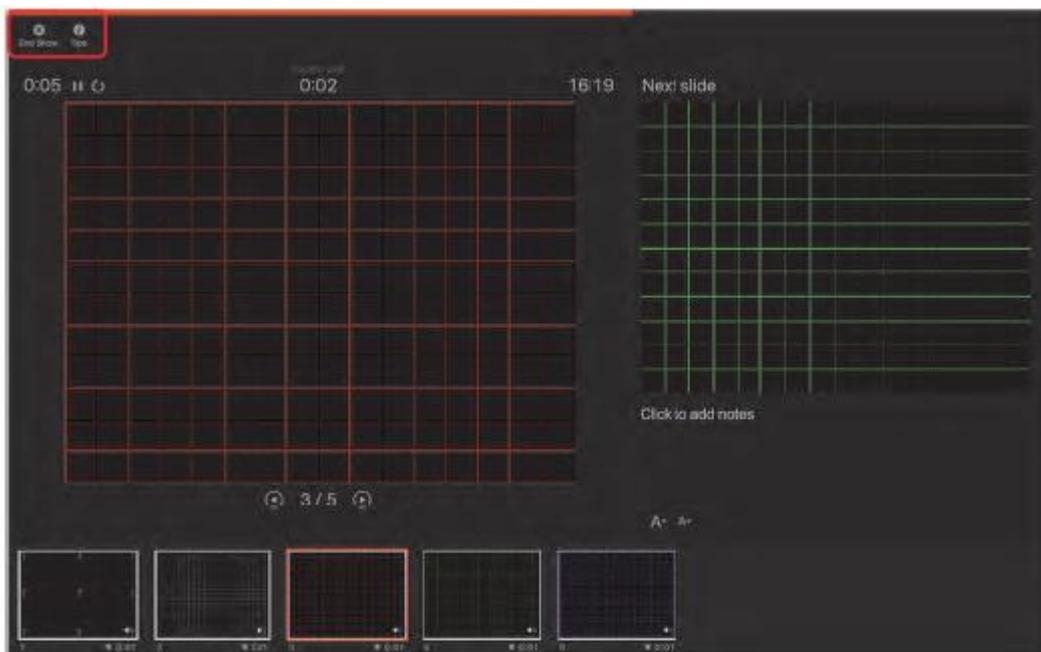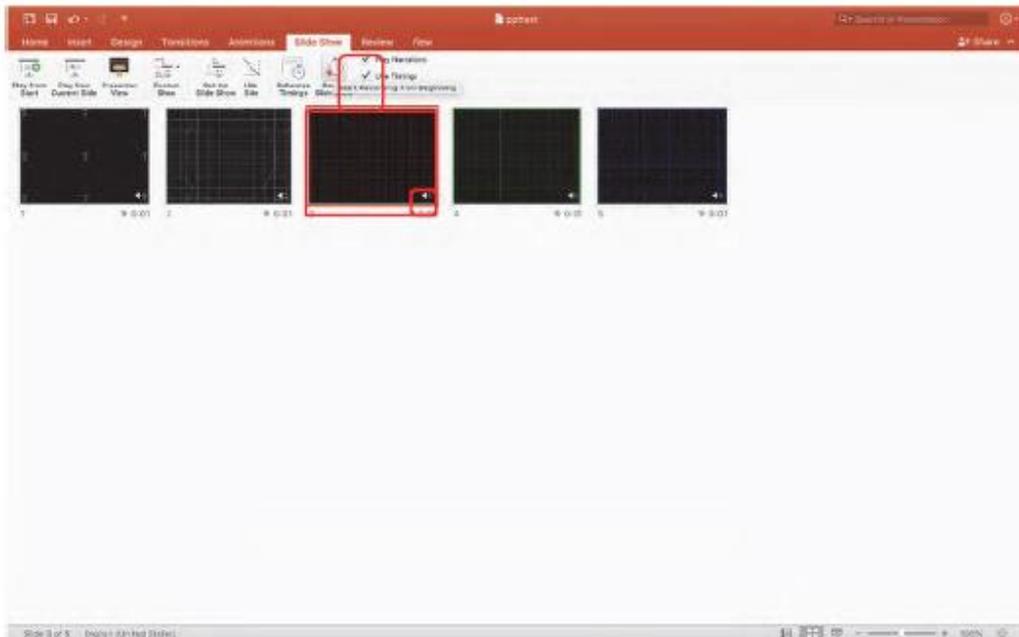
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