

How to Prepare a Presentation Video File Using Microsoft PowerPoint

These instructions explain how to create of your presentation's video file with the audio recording (MP4) function in Microsoft PowerPoint.

After recording the audio on the PowerPoint slide, convert it to **MP4** video format and upload it via the submission site.

The maximum file size is **500 MB**, and the maximum recording time is **20 minutes**.

The deadline for the submission of all video files is **June 21**.

◇How to create a presentation file using Microsoft PowerPoint

1) Create a slide in Microsoft PowerPoint.

Select standard (**4:3 aspect ratio**) or a widescreen (**16:9**) format.

There is no limit on the number of slides.

2) Record the audio for each slide you create.

Record your narration and slide timing for each created slide.

The maximum recording time is **20 minutes**.

We would like presenters, especially applicants for Young Researcher Award, to include their photo or a video of themselves on the title slide, if possible.

A sample title slide is shown at right.



| | |
|----------------------------|--|
| Title of your presentation | |
| Presenter's Photo or video | List of authors Please indicate the presenter's name. |

Regarding the video-recording procedures, please refer to the following pages.

• Record a presentation:

<https://support.microsoft.com/en-us/office/record-a-presentation-2570dff5-f81c-40bc-b404-e04e95ffab33>

- Record a slide show with narration and slide timings:

<https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>

3) Save the presentation as a video.

Please convert the PowerPoint with narration and slide timing to the **MP4** video format.

Regarding the video-creation procedures, please refer to the following page.

- Turn your presentation into a video:

<https://support.microsoft.com/en-us/office/turn-your-presentation-into-a-video-c140551f-cb37-4818-b5d4-3e30815c3e83?ui=en-US&rs=en-US&ad=US>

When prompted to set the video resolution when saving the slide as a video file, select one of the following:

- HD (720p): Medium file size, moderate quality (960x720 at 4:3, 1280x720 at 16:9)
- Full HD (1080p): Large file size, full high quality (1440x1080 at 4:3, 1920x1080 at 16:9)

*The resolution should be at least 720p.

The maximum video file size is **500 MB.

***After creating your video, please verify its quality by playing the entire video.

◇Submission method

After the conference program is fixed, registered participants will be able to access the video submission site. More detailed procedures will be announced via email in early June.