# Request for submission of the presentation data

## Deadline

<mark>July 9 (Fri), 2021</mark>
We sincerely appreciate your cooperation.

## How to submit

Please submit your presentation data from the URL below.

[WeTransfer]

**Format**: slides with audio as mp4 video

**Slide**: Please include your email address
   *Those who do not attend live session can ask questions via
    email

**The time required**: 12minutes presentation+3minutes Q&A

**File name**: [(SessionNo)-(PresentationOrder)_(AbstractNo)_Name].mp4
   Please refer to the Acceptance Notice we sent previously.
   Example: 5-3_C00001_Waka Yamaguchi.mp4

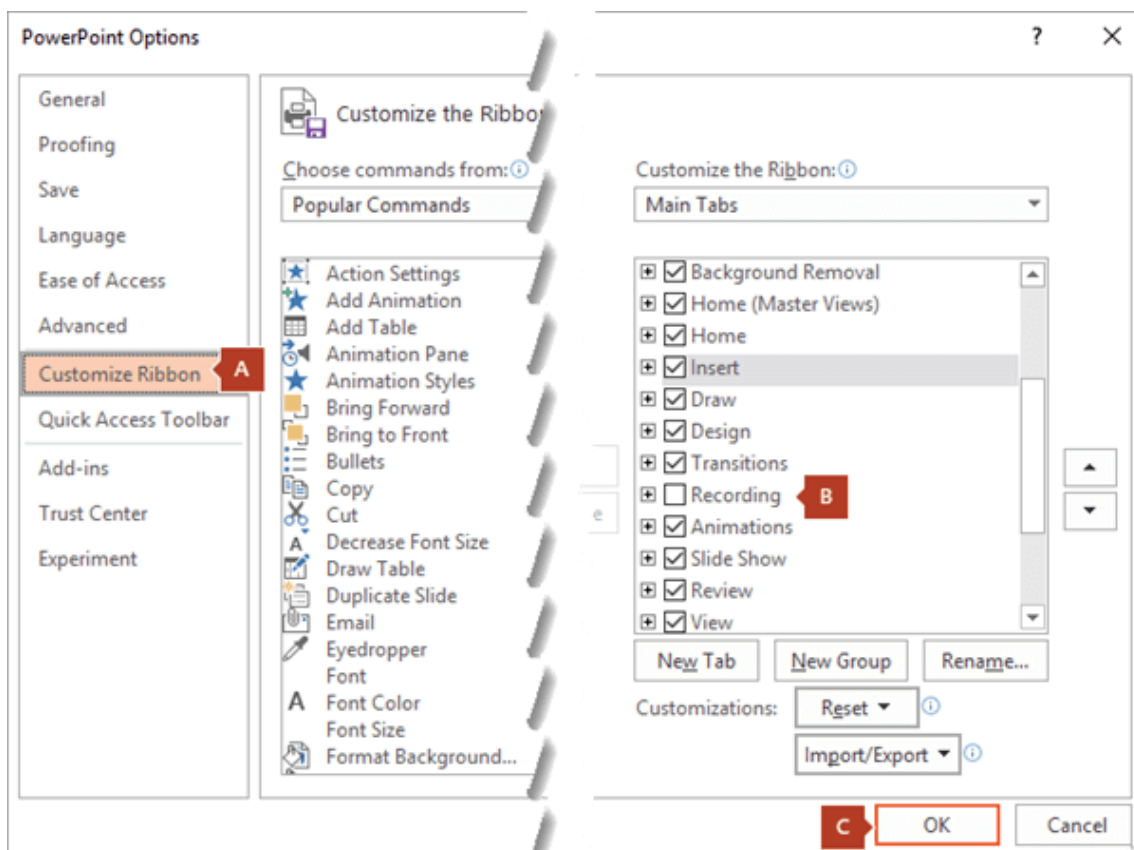**The process of creating data** : Please refer to the manual below.

**\*\*Note\*\***
By submitting your video/ PDF poster to the 19th International Symposium on Epstein-Barr Virus and associated diseases ("EBV2021") means you give permission to stream your presentation to all registered delegates for the full duration of the conference which includes live session from July 29-30 and on-demand from August 2-15, 2021.
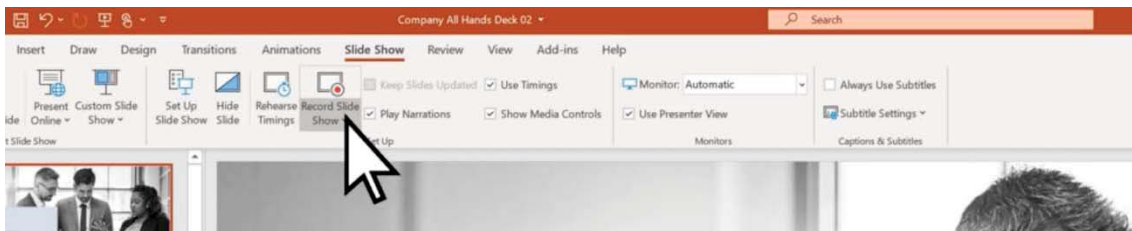
# Recording Manual [Power Point Ver.]

## ・How to record power point with audio

**The Recording Tab needs to be turned on:** On the **File** tab of the ribbon, click **Options**. In the **Options** dialog box, click the **Customize Ribbon** tab on the left. Then, in the right-hand box that lists the available ribbon tabs, select the **Recording** check box. Click **OK**.

＊Firstly, please make sure that built-in microphone is turned on.



1.　　Open your PowerPoint presentation.
2.　　Select [Slide Show]> [Record Slide Show]
3.　　Choose where you want to start recording from
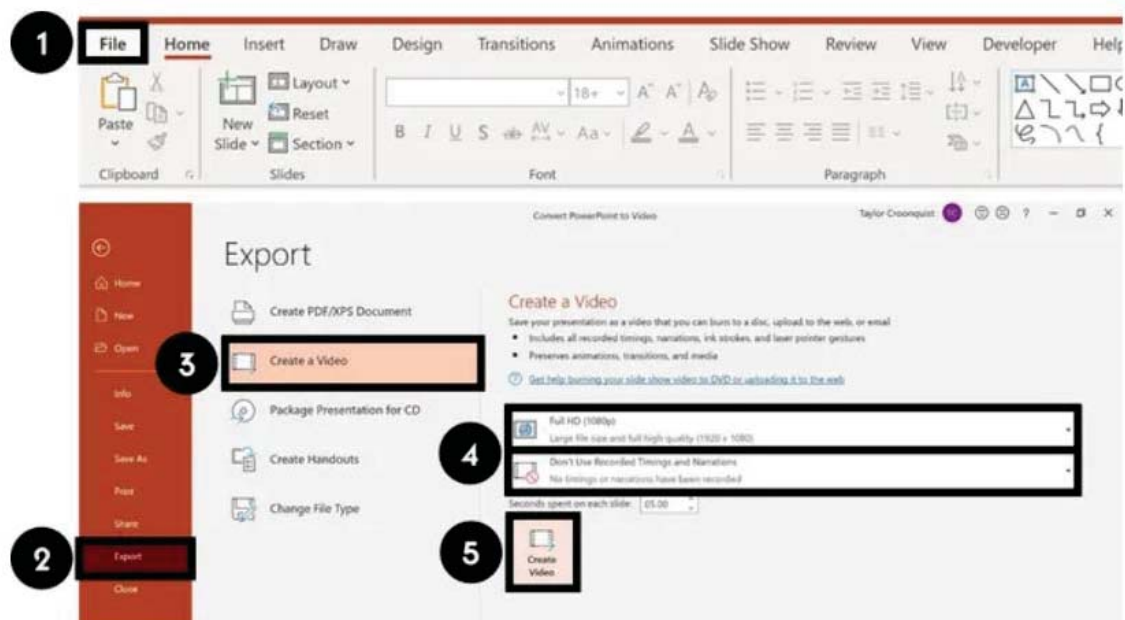4.　　Select [Record]
5.　　Start your presentation

**Important:**

・Pen, highlighter, and eraser recording are available only if you have the February 16, 2015 update for PowerPoint 2013 or a later version of PowerPoint installed. In earlier versions of PowerPoint, pen and highlighter strokes are saved as ink annotation shapes.

・You cannot record *narration* in PowerPoint for the web. Use a desktop version of PowerPoint to record your narration.

・PowerPoint does not record audio or video during transitions between slides, so do not speak while advancing the slide. Also, include a brief buffer of silence at the beginning and the end of each slide to make the transitions smooth and ensure that you do not cut off audible narration while transitioning from one slide to the next.

# ・How to save as a video



1.    Click the File tab
2.    Select [Export]
3.    Select [Create Video]
4.    Choose your Video Quality (we recommend Full HD 1080) and [Recorded Timings and Narrations]
5.    Click [Create Video]

➡Choose where to save the video on your computer and click Save.
　＊Please make sure that you choose mp4 as the file type.

## If you use Office2010

1.   On the **File** menu, click **Save & Send.**
2.   Under **Save & Send,** click **Create a video.**

➡Choose where to save the video on your computer and click Save.
　＊Please make sure that you choose mp4 as the file type.

# If you use PowerPoint for Mac 2016

Note: PowerPoint 2016 for mac does not support saving the presentations a video. Instead, please use Quicktime Player to record.



1. In Quicktime Player, click [File]>[New Screen Recording]. Click the down-arrow to the right of the record button and choose the microphone you are using to record.
2. Open your PowerPoint presentation on full screen/slide show mode.
3. Start your presentation normally
4. Once you finish, switch back to Quicktime Player to stop the recording.
5. In Quicktime, click [File] > [Export To]  create a video (mp4)

# <u>Recording Manual [Keynote Ver.]</u>

## ・How to record Keynote with audio

1. Open the presentation, then click to select the first slide in the slide navigator.

2. Choose [Play] > [Record Slideshow] (from the Play menu at the top of your screen). The presenter display appears with recording controls visible at the bottom of your screen.

3. To customize the presenter display before you start recording, move the pointer, then click ▢.
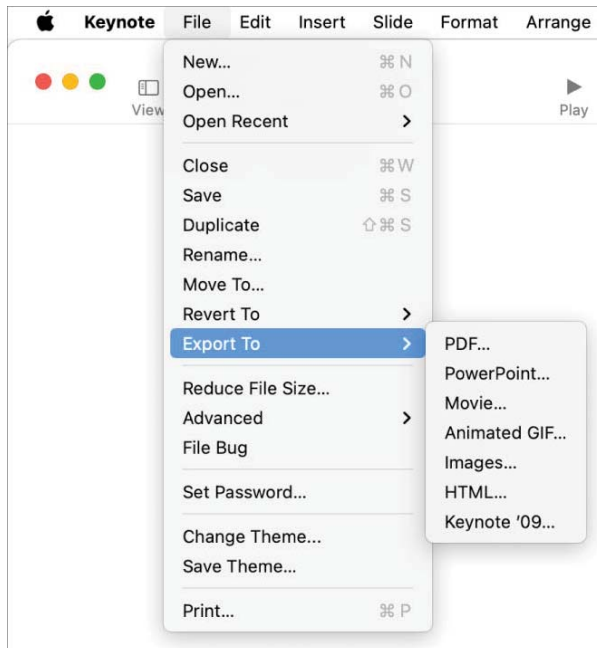
4. Click the red button to record your presentation.

   The timer counts down from 3 before recording begins.

   *Click 🎤 to record voiceover narration

5. To stop recording, click the red button.

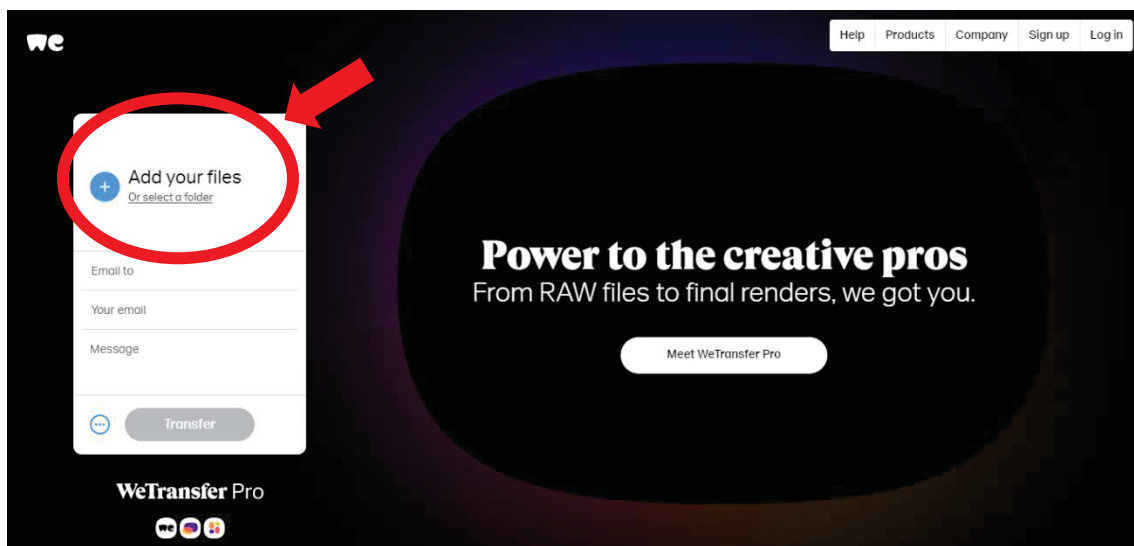# ・How to save as a video



1.  Click [File]>[Export]>Select [Movie]

➡Choose where to save the video on your computer and click Save.
　＊Please make sure that you choose mp4 as the file type.

# How to upload your file using Wetransfer

## 1. Upload your file

Since you do not need to sign up, you can just go to the home page and start the transfer process. On the left-hand side of the home page, there is an option to add files. You can drag and drop your file right into the browser to upload.

*you can add up to 2GB of files on Wetransfer.



## 2.Enter the Recipient's Address and Send Your File

Please enter the recipient's email [ebv2020-paper@issjp.com] and your email address.
Once the file is uploaded, you can send it to the addressee.

## ➡ Submission COMPLETED