How to make your presentation poster and movie

The Society of Polymer Science, Japan

This is a basic procedure for making poster presentations movie. It may vary depending on the OS and version of the software.

Flow
(1) Preparing a presentation poster
(2) Preparing explanatory materials
(3) Equipment
(4) Recording and making movie file
(5) Uploading a presentation poster and movie file

1. Preparing a presentation poster

   Format of presentation poster: A4 pdf

   ・ Describe the presentation number, the presentation title, and the presenter (affiliation) at the top line.
   ・ Please write "69th Symposium on Macromolecules" as a credit title at the bottom line.
   ・ Making a poster with lay out explanations, figures, tables, etc., and output it in A4 size using Acrobat pdf.
   ・ Keep a secure protection on the pdf not to be printed and be edited.

2. Preparing explanatory materials

   ・ Preparing explanation slides for oral explanation of the poster. Please include your presentation number, presentation title, and presenter (with photo) on the first slide. And write "69th Symposium on Macromolecules" at the bottom line.
   ・ Your presentation time is 5 minutes. So, please consider the number of slides to explain.
   ・ Figures and tables used on slides should be same as those on the poster.
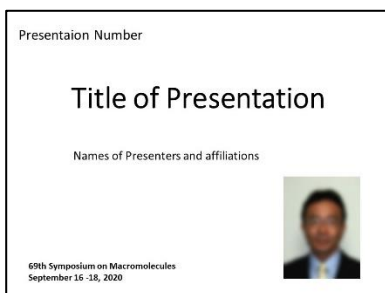   ・ Conclusion will be shown at the last slide.

 Image of first slide

３．Equipment
・ You need a computer with a camera and a microphone.
・ You should select a quiet place for recording.
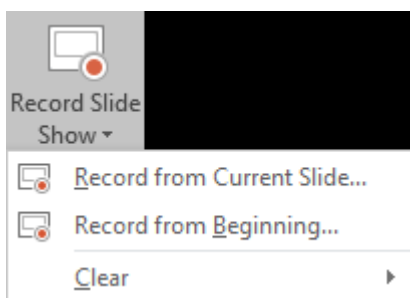<Software>
PowerPoint or Keynote (Version that can record and play slide shows)

４．Recording and making movie file

4.1 Power Point（Office365）

① To get ready to record, select Record Slide Show on either the Recording tab or the Slide Show tab of the ribbon.

② Recording

The slide show opens in the Recording window. After turning off camera preview (the buttons at the lower-right corner of the window are microphone, camera, and camera preview), click the round red button when you are ready to start the recording. A three-second countdown ensues, then the recording begins.

You can stop the recording any time by clicking the grey square button.

③ Save as a video file

　・ On the File menu, select Save to ensure all your recent work has been saved in PowerPoint presentation format (.pptx).

　・ Click File > Export > Create a Video.

　・ In the first drop-down box under the Create a Video heading, select the video quality. You should select Standard. HD quality is not recommended.

　・ Click **Create Video.**

4.2 Keynote

　・ Open your Keynote presentation. Connect your microphone headset to your Mac, unless you plan on using the built-in microphone.

　・ Click the "File" button, and then click "Record Slideshow." The recording will start immediately.

　・ Push the "Esc" button on your keyboard when you are finished with the slideshow.

　・ Click on "File," and then click on "Export" to export your slideshow as a video.

　・ To export your presentation to a movie file, click the [File] menu and select [Export to] then [Movie]. Select Playback [Slideshow Recording] and Resolution [720p] then export your presentation:

5. Uploading a presentation poster and movie file
   Uploading term: Form 10:00 on 2 September to 15:00 on 9 September
   Note: Maximum file size. Presentation poster 5MB/Video file 40MB

① Access the web page for uploading your files.

② Click "Poster, Movie"

③ Enter your registration number and password to confirm your presentation.

④ Uploading
   Please attach presentation pdf and movie file and upload them.

⑤ Confirmation
   After uploading your files, click "ENTER".
   You will receive the e-mail message of "upload is completed".

Note: You can replace your files as many times as you like within the term of uploading.

Reference

Windows: 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