17WCEE 17th WORLD CONFERENCE ON EARTHQUAKE ENGINEERING

With Bosai / Disaster Management Expo in Sendai

At Sendai International Center, Sendai, Japan (Hybrid Conference)

Presentation Material Guideline

Basic Rule

Conference Period : Sep 27th – Oct 2nd *Available BOTH in-person and online*

Extended Conference Period (ECP) : Sep 20th – Nov 2nd *ONLY Available Online*

If you are an "Oral/COS (Concurrent Organized Session)" presenter … Go to page 3

BOTH presentation slides (PDF) and presentation video (MP4) are **required** to be submitted.

If you are a "Poster" presenter … Go to page 6

Presentation material (PDF) is **required** to be submitted and presentation video (MP4) is **optional**.

*All the Poster presenters are welcome to give SOP on-line (Flash Talks) on request basis but the detail will be informed later to SOP on-line speakers.

DEADLINE : August 10th (TUE), JST (GMT+9:00)

Attention -Oral Presenters- 📢

1. Both of your materials will be uploaded to an online portal and will be made available to participants during ECP.
2. If you cannot participate the session you are presenting in real time for any reason, your submitted video will be played by the secretariat on behalf of your presentation during the session.
3. When we play your video during the session, your video will be cut off by 12 min even if it's not the end. Be sure to follow the time rule when submitting your material.
4. Secretariat will NOT be checking the materials on behalf of the presenters. Please kindly submit your data after checking that it plays properly by yourselves.

If you are a COS speaker, you will need to submit BOTH presentation slides (PDF) and presentation video (MP4) but how the session proceeds depends on the organizer of your session. Please contact your organizer if you have any requirements.

Specification of Presentation Slides (PDF)

- No specific formats
- Make your presentation simple with the information of backgrounds, objective, method, result, summary, and future challenges
- No movies can be played in PDF
- Links are valid
- Your data is recommended to be less than 5 MB
- Secretariat never receive files other than PDF.

Specification of Presentation Video (MP4)

- No specific formats
  For those who have difficulty creating a presentation video by yourself, please use the instruction from page 9 to add audio to your PowerPoint.
- **Length: 12 min in total**
- Include the presentation slide described in page 4. (Presentation slide which you will submit along with the presentation video)
- Secretariat never receives files other than MP4.

Play and check all your recording data including that the timing of your audio and slide matches before submitting to Secretariat.

Attention 📢

1. Your presentation materials will be uploaded to an online portal and will be made available to participants during ECP.
2. If you also submit your presentation video which is optional, this will also be uploaded to an online portal and will be made available to participants during ECP.
3. Secretariat will NOT be checking the materials on behalf of the presenters. Please kindly submit your data after checking that it plays properly by yourselves.

Specification of Presentation Material (PDF)

- No specific format nor page limit
- Make your presentation simple with the information of backgrounds, objective, method, result, summary, and future challenges
- Like slides made by Power Points in landscape format are recommended
- Links are valid
- File is recommended to be less than 5 MB
- Secretariat never receives files other than PDF

Specification of Presentation Video (MP4) Optional

- No specific formats
  For those who have difficulty creating a presentation video by yourself, please use the instruction from page 9 to add audio to your PowerPoint.
- **Length: less than 6 minutes**
- Do not include content that is not related to the paper, like advertisement
- Secretariat never receives files other than MP4

Play and check all your recording data including that the timing of your audio and slide matches before submitting to Secretariat.

What to prepare in advance to your recording

☐ Data that you have created with PowerPoint
☐ Connect your PC and headset with microphone
   *PC internal microphone is NOT recommended because of sound quality.
☐ Arrange a space for quiet space while you are presenting

Attention

- Your voice will not be recorded when going on to the next slide. Please start speaking after you confirm that you have moved on to the next slide.
- You cannot use a video hyperlink. If you have any video that you would like to play during your presentation, please directly insert to the slide.

Before you start your recoding (Both Windows / Mac)

- View your slides with "Slide Sorter" from "View" tab
- Check that there is no slide like the below picture which shows number beneath the slide.
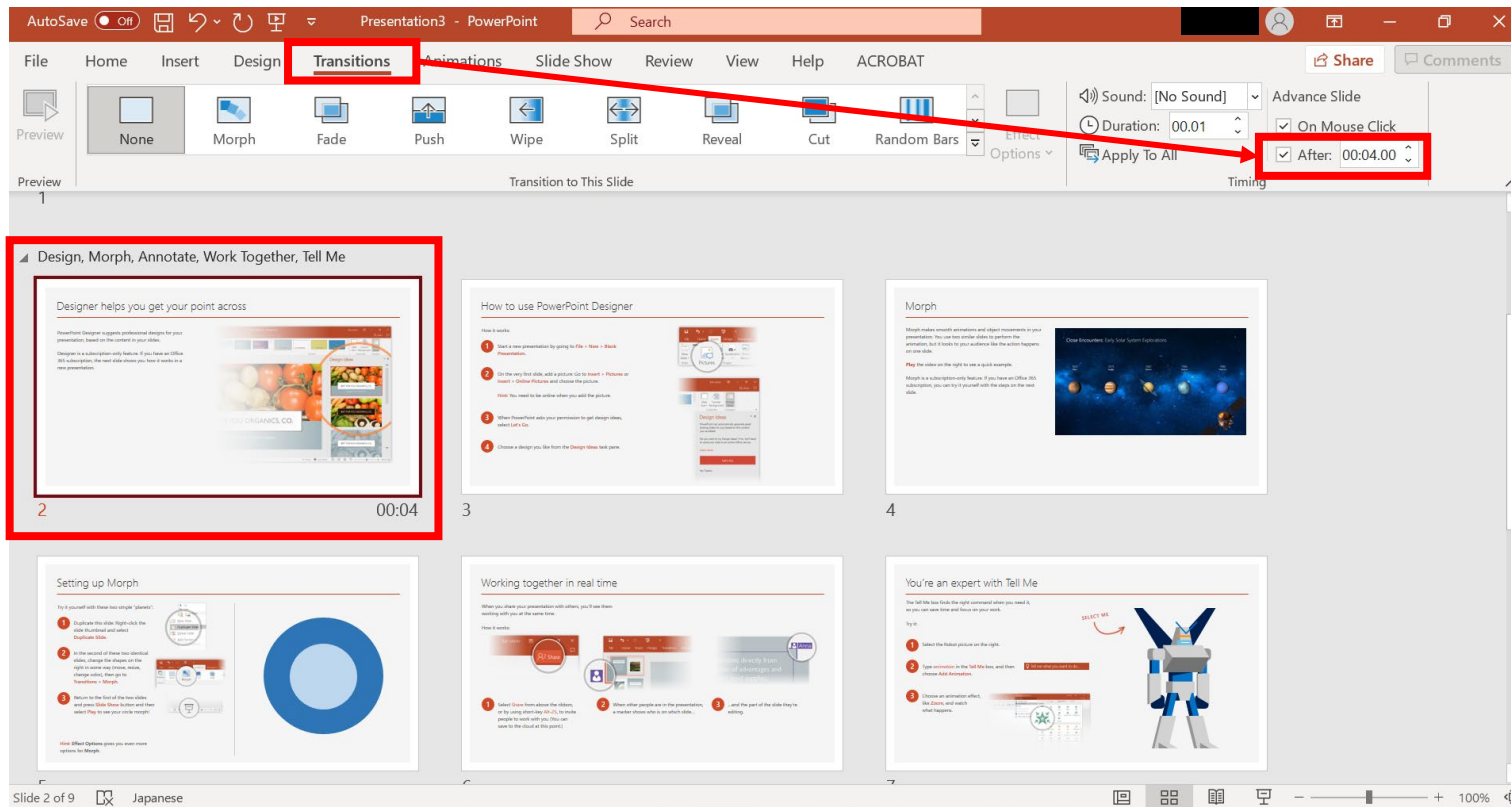
- If there is a number shown, please uncheck the box of "After" in "Transitions" tab.

PowerPoint 2019, PowerPoint 2016, Microsoft 365 (Office365)

1. Click the "Slide Show" tab
2. Click "Record Slide Show" button and click "Record from Beginning"
   *Audio may start recording automatically if you have an older version of PowerPoint. It will still work, but this version offers reduced functionality.
3. Once you click "Record from Beginning", you will see standby screen for recording.
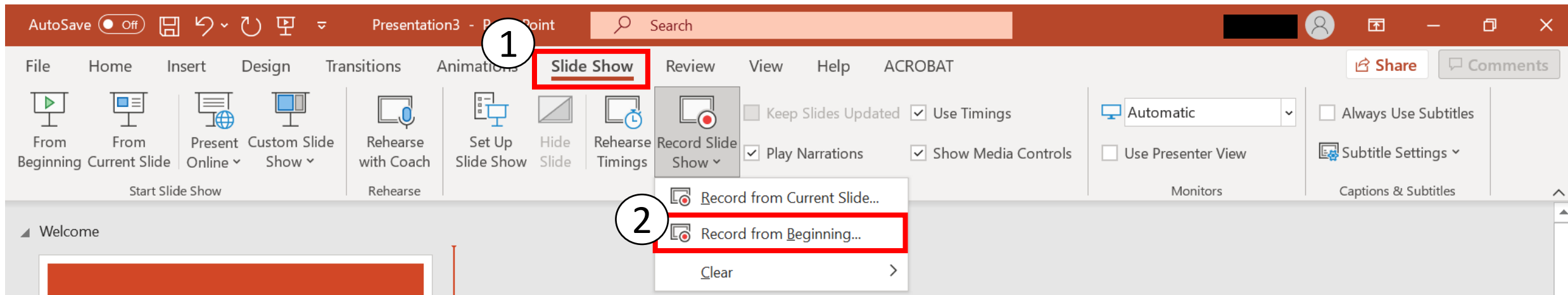
How to Add Audio to PowerPoint on Windows 10
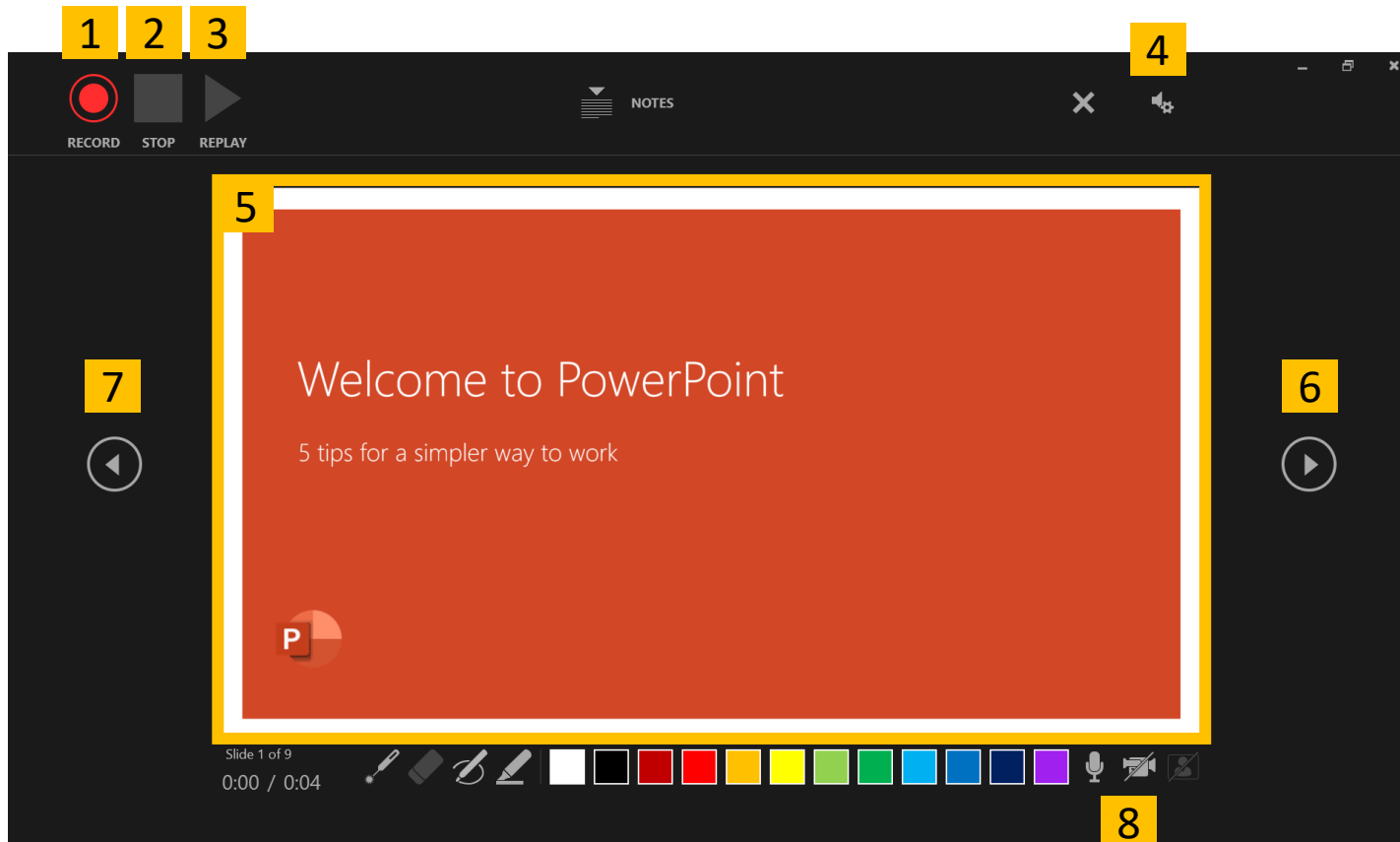
Description

1. **RECORD :** Start recording, Pause recording
2. **STOP :** Stop recording
3. **REPLAY :** Can listen to the recorded audio and ensure it was recording.
4. **SETTING :** Can select the microphone and camera for recoding
5. **PPT screen :** Picture shown here will be recoded
6. **Next Slide :** Advance to next slide
7. **Previous Slide :** Return to previous slide
   * You cannot return while recoding.
8. **Camera, Microphone ON / OFF**
   *If you turn on your camera, your camera view will be integrated into the slides. Please make sure that you remove letters or pictures where the camera view is.

4. Once you are ready, click "1. Record" to start recording narration for a slide.
5. Again, when you move on to next slide, stop speaking for a second to prevent the audio from cutting out.
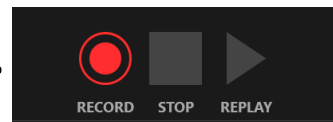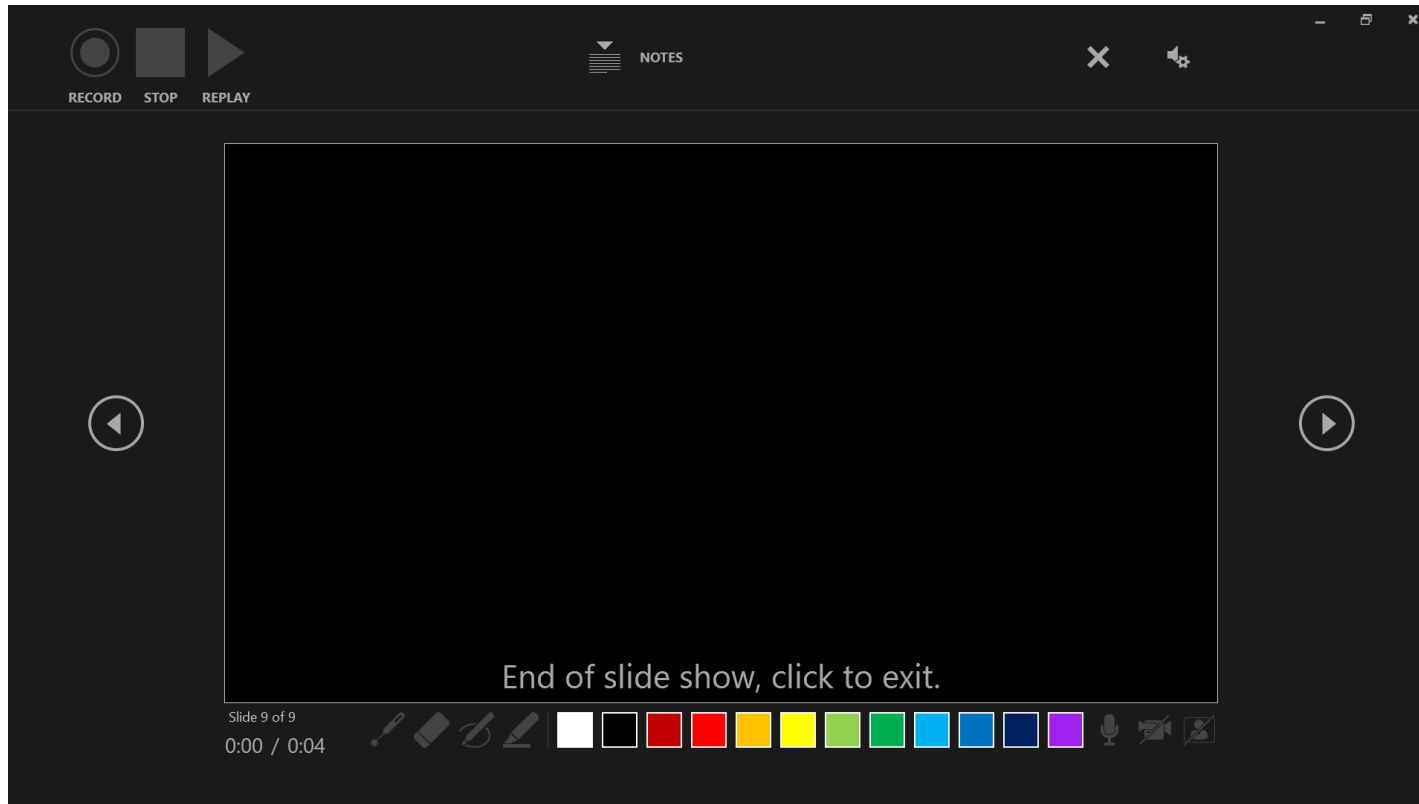
6. Press [Escape] or the 'X' button located in the top right of the screen when the audio recordings are finished. You will see a speaker icon on slides that have audio.

7. Save the file as a regular PowerPoint firstly by clicking "File" tab.
8. Please close your file once, open the file and play with "From Beginning" under the "Slide Show" tab.
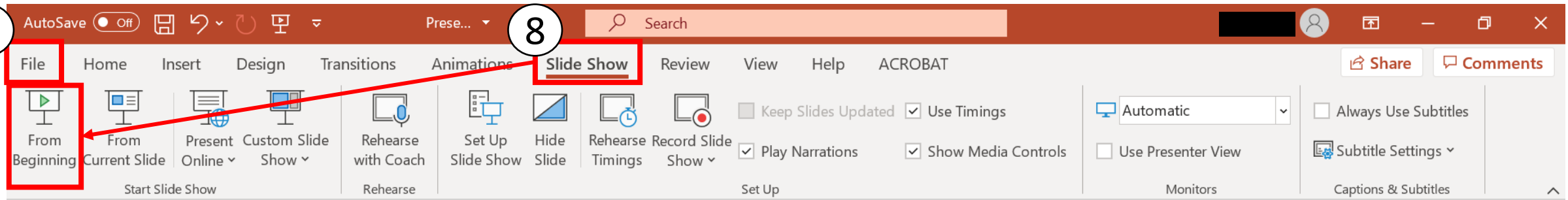
9. If you need to modify, any PowerPoint slide can be re-recorded by clicking "Record Slide Show" under the "Slide show" tab and selecting "Record from Current Slide".
10. Please press "2. STOP" in page 9 if you finish recoding.

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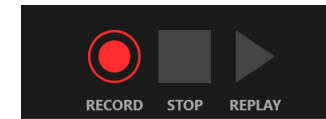
How to Add Audio to PowerPoint on Windows 10

11. Select "Export".

12. Select "Create a Video".

13. Select "HD (720p)" for the video quality; it is unlikely a higher quality is needed.
    *If you are using PowerPoint 2013, select "Internet Quality".
    If using PowerPoint 2010, select "Computer and HD screens"

14. Select "Use Recorded Timings and Narrations".
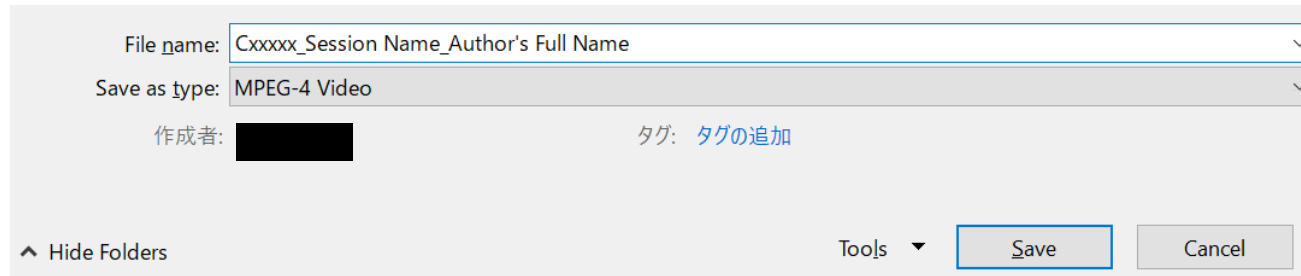
15. Select "Create Video".
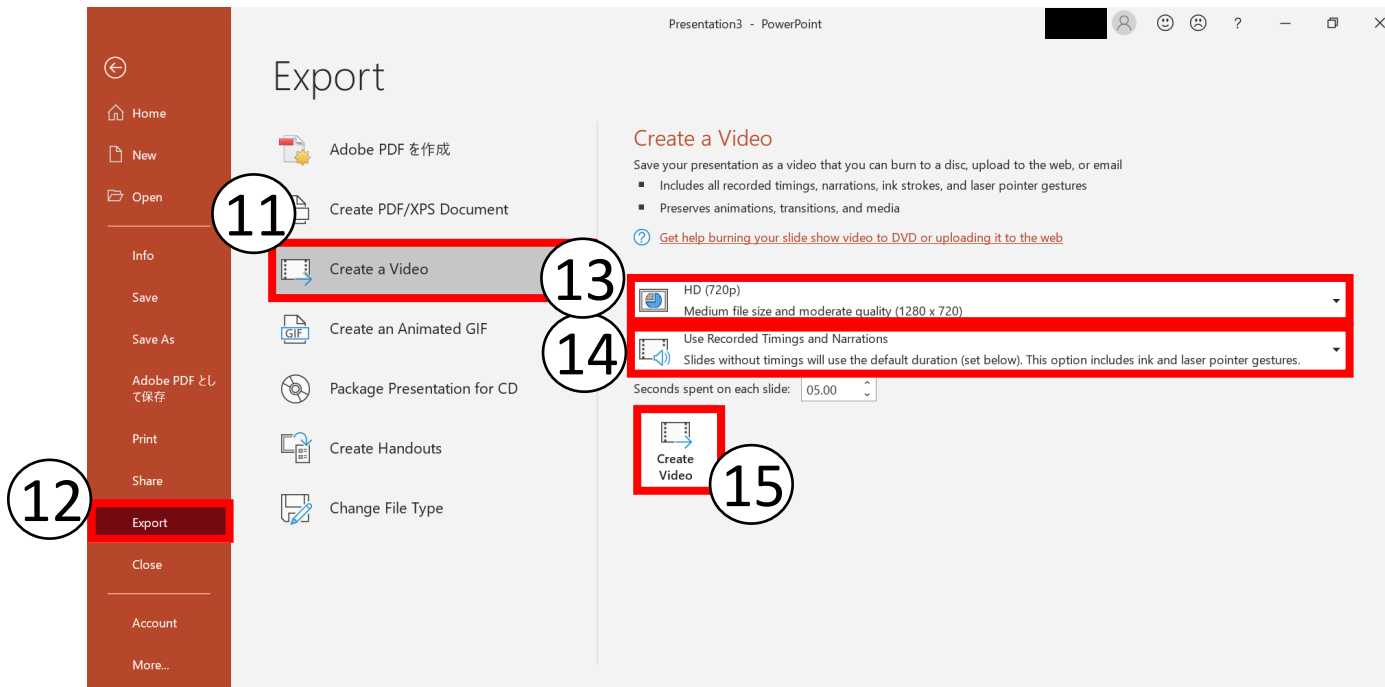
16. Please save the file.
17. Be sure that you save the type with "MPEG-4 Video" (mp4).
   *If you are using PowerPoint 2010, select "Windows Media Video"

File name:	Cxxxxx_Session Name_Author's Full Name	⌄
Save as type:	MPEG-4 Video	⌄

作成者: ████████   タグ: タグの追加

⌃ Hide Folders   Tools ▾   Save   Cancel

Play and check all your recording data including that the timing of your audio and slide matches before submitting to Secretariat.
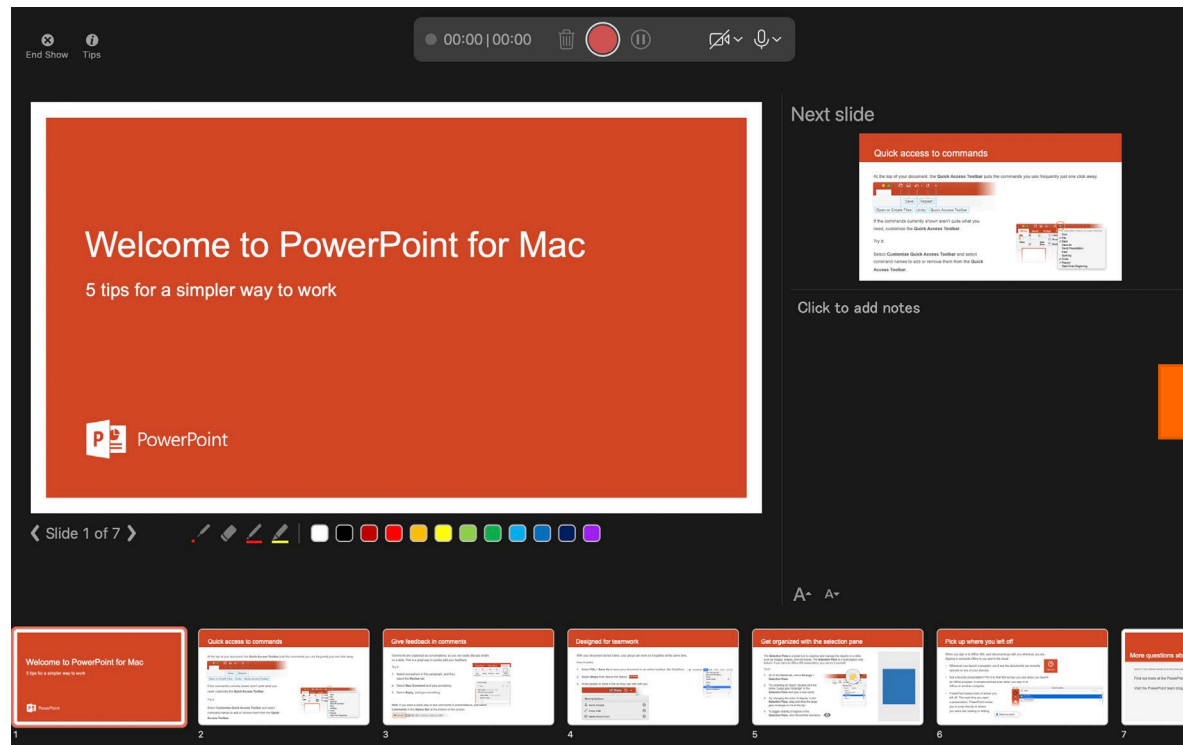
PowerPoint 2019

1. Click the "Slide Show" tab
2. Make sure that there is check to "Play Narrations" and "Use Timings".
3. Click "Record Slide Show"
   *The recording will start from the slide you have selected.
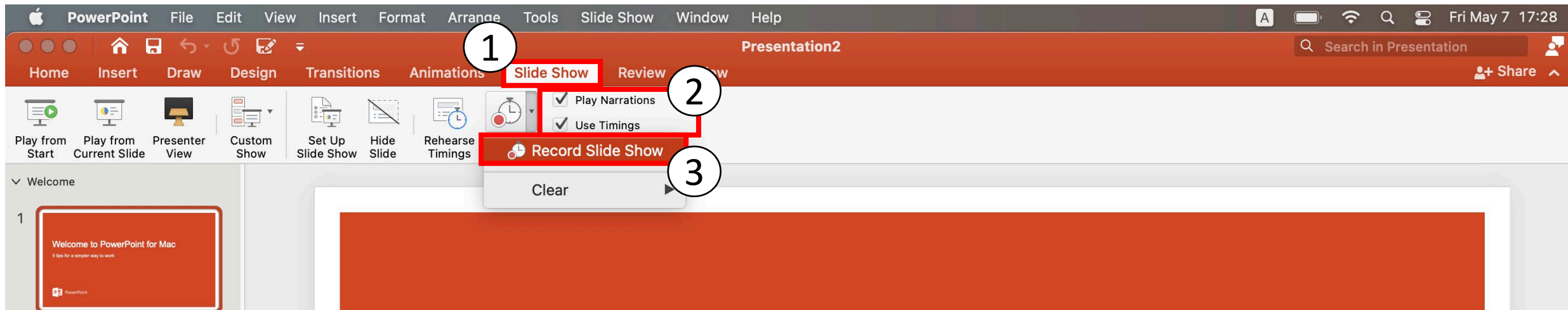
4.   After clicking the "Record Slide Show", the recoding will start.
5.   While you are recording you can use the arrow keys or the spacebar to advance your slides. You can also use the arrows below the current slide.
6.   When you have finished your slides, click the "End Show" icon in the top left.
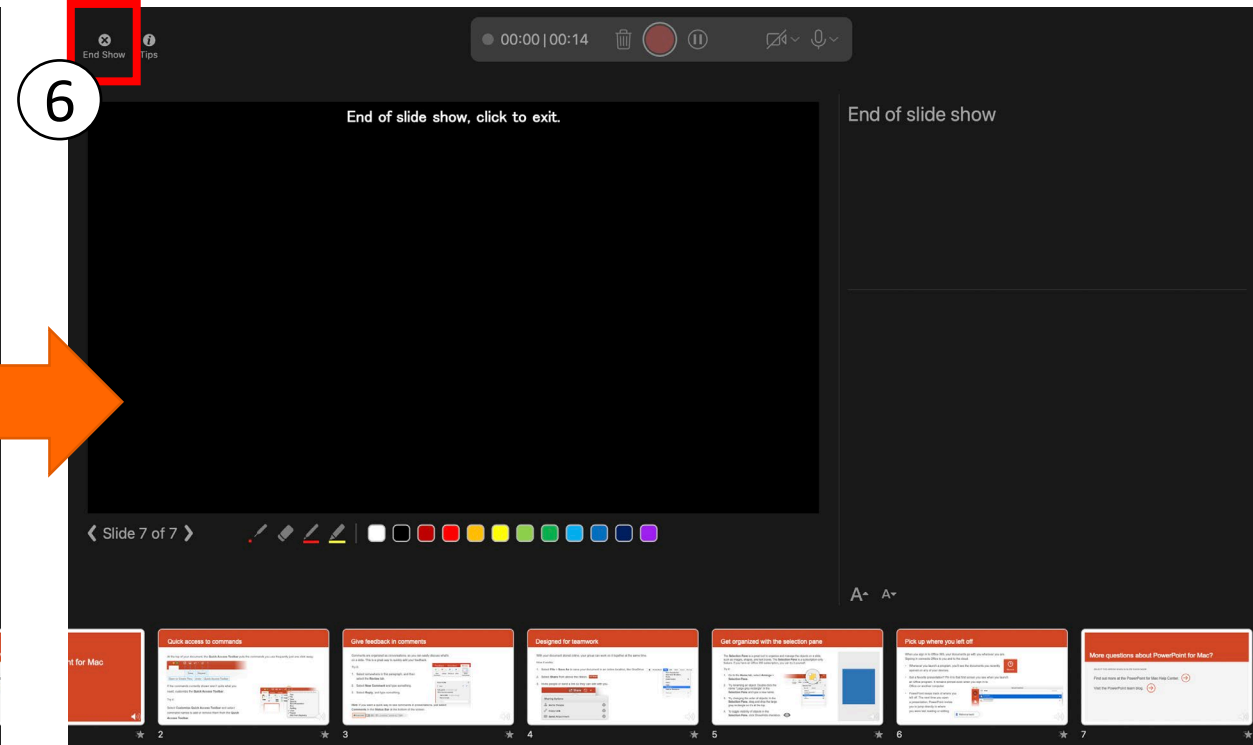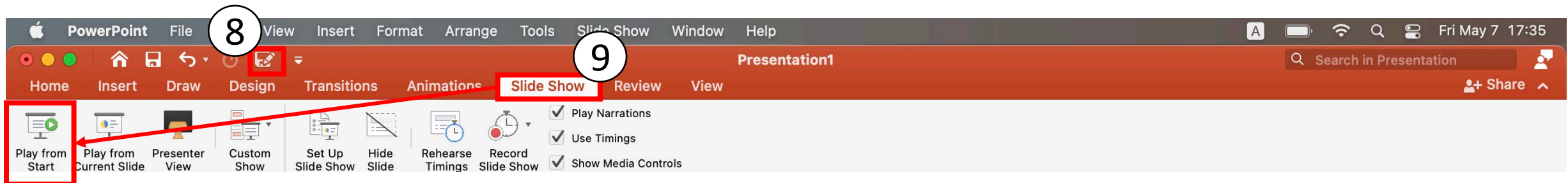
7. You will be prompted asking if you want to save these slide timings that you just recorded. Click yes, if you are done recording.
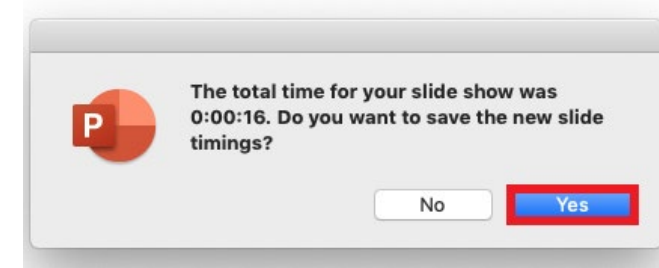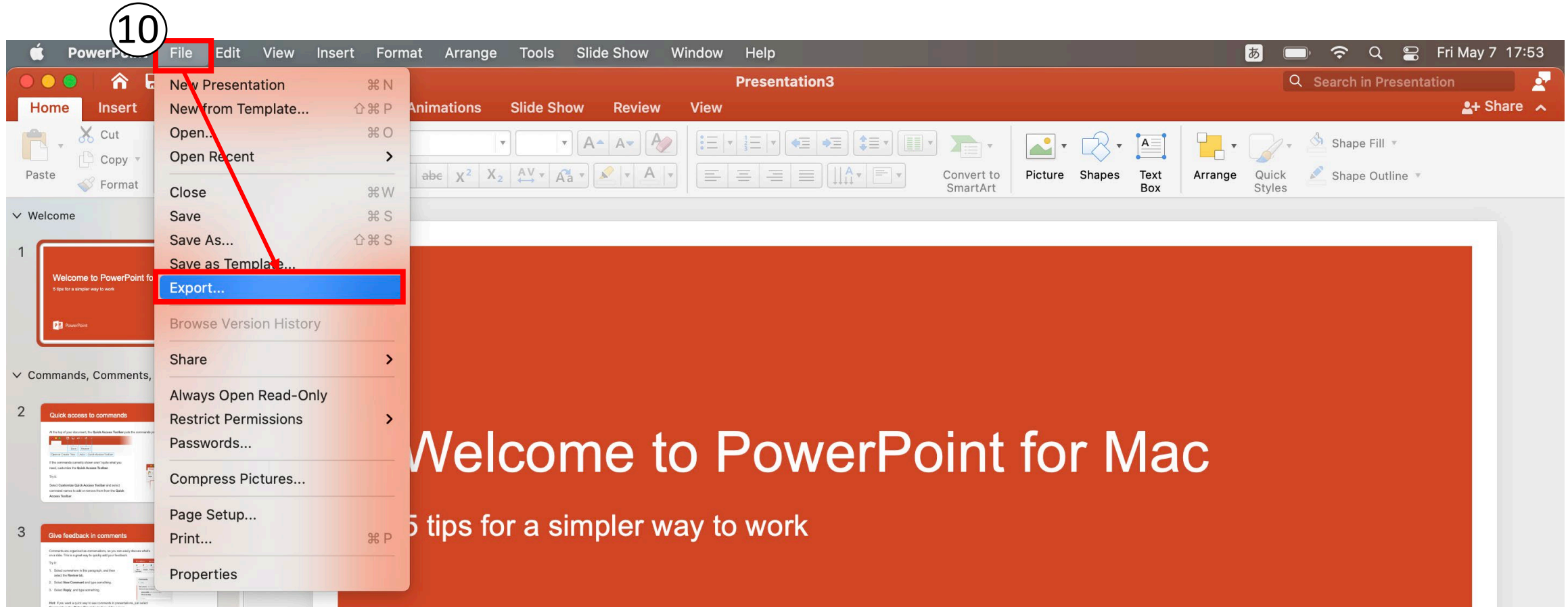

8. Save the file as a regular PowerPoint firstly by clicking the button of "Save".
9. Check the audio by clicking on "Play from Start" under the "Slide Show" tab or the presenter mode icon at the bottom of the screen.
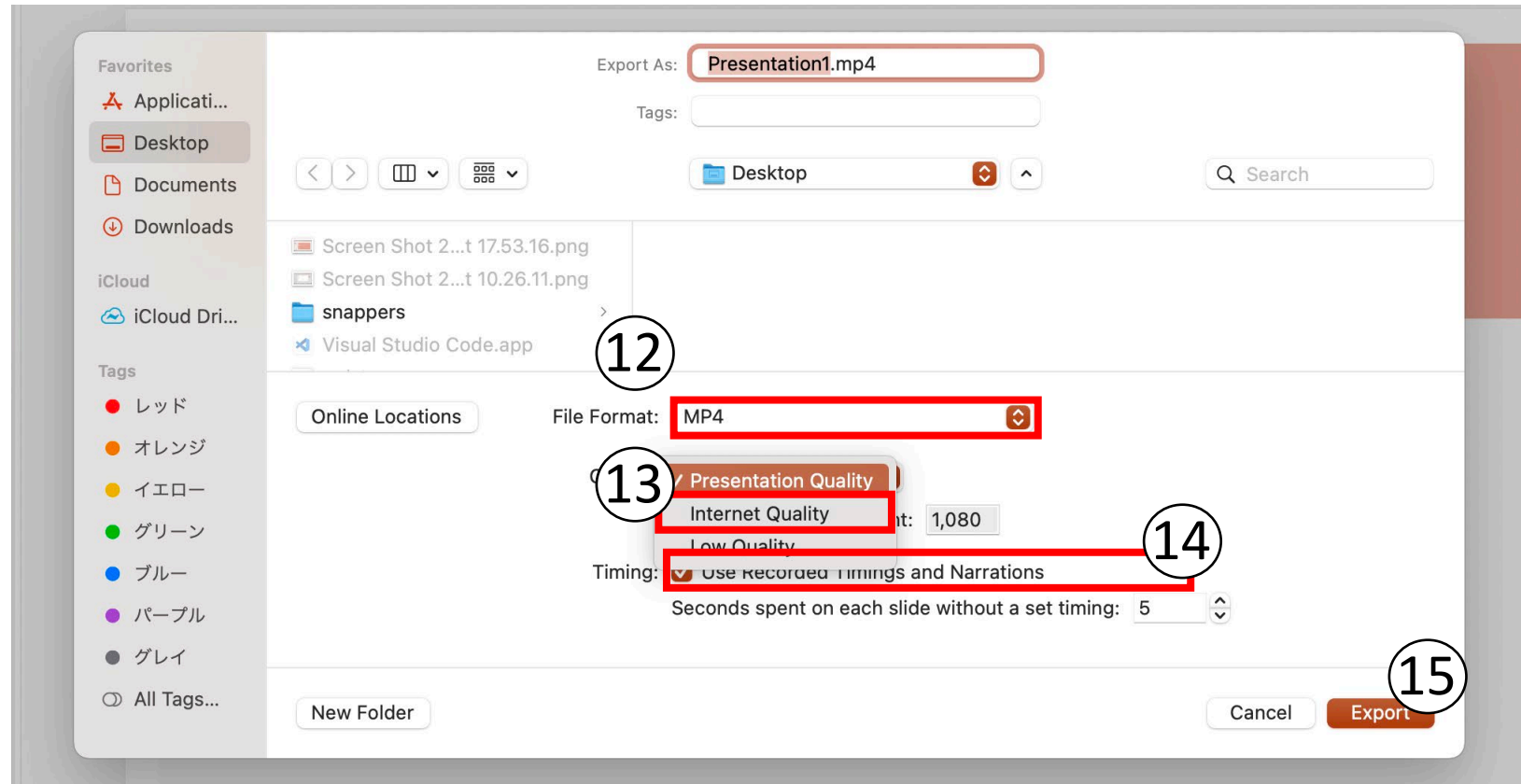

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10. To save the PowerPoint as a video, click "File" and then select "Export".

11. Fill out text boxes (Export As, Tags etc.) follow PowerPoint's prompts.
12. Select **MP4** from the File Format options list.
13. Select "Internet Quality".
14. Select "Use Recorded Timings and Narrations".
15. Select "Export".

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16. Please save the file.

Play and check all your recording data including that the timing of your audio and slide matches before submitting to Secretariat.