

Instructions for presentation of oral session

1. Structure of the sessions

- Each oral session consists of max 7 presentations for a total of 90 minutes.
- The presentation material is within 10 Power Point slides and the author has up to 8 minutes presentation excluding Q&A.
- In oral session, each presentation is made in succession. After that, Q & A and discussions are held for about 30 minutes.
- The session programme will be announced at a later date.

2. Creating materials

- You have to create the following two files.
File1: pptx presentation WITHOUT VOICE-OVER
File2: mp4 video WITH VOICE-OVER

File2 is a backup file that takes into consideration system troubles such as poor communication on the day of the presentation. Two Files have to be made by all authors, no matter if they are joining the symposium in-person or online.

3. File naming rules

- You need to name the file according to the following rules:
File1: Paper Number (e.g.C000XXX) _oral.pptx
File2: Paper Number (e.g.C000XXX) _oral_WITH_VOICE-OVER.mp4

4. Submission of materials

- You need to upload File1 and File2 to Box (cloud storage) by March 18th.
- The size of File2 must not exceed 140MB.
- The URL link for Box will be sent to you by Notification of final acceptance email on February 21th.
- If you cannot access Box due to security reason, please contact us at the email address below.
cigre2022@nta.co.jp
- We will not replace the presentation materials on site.



Reference

One of ways to create mp4 video WITH VOICE-OVER

Step1: You use the template (Oral_Session_Presentation_Template.pptx) to create File1 (pptx presentation WITHOUT VOICE-OVER).

Step2: In File1, you record the narration using the PowerPoint slide show recording function.*1

Step3: You create an mp4 video using the PowerPoint export video creation function.

You should set the video presentation quality to Internet quality (1280 x 720).*2

The file size of mp4 video must not exceed 140MB.

•*1 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>

•*2 Turn your presentation into a video:

<https://support.microsoft.com/en-us/office/turn-your-presentation-into-a-video-c140551f-cb37-4818-b5d4-3e30815c3e83>