

10th Annual Meeting of the Japan Academy of Public
Nursing (10th Anniversary Meeting) and
6th International Conference of the Global Network of
Public Health Nursing
Joint Conference

Manual for Keynote Video Production for Mac

Although Japanese examples are provided, please prepare all slides and materials for your GNPHN presentation in English.

① Introduction

We recommend that you test your recording beforehand to ensure that the sound quality and volume is audible when you save it as an MP4 file. The audibility of voice recording is determined by equipment (computer and microphone), the environment, and the volume and quality of the speaker's voice at the time of recording.

If you are using Zoom's recording feature, please try to record with the camera on. If this is not possible, please paste a photo of the presenter's face on the first slide (see image below). Please note that when you create a video with the camera on in Zoom, your face may cover the slide in the upper right or lower right corner. Please be careful not to obscure the text on the slide.

[Recommendations for recording your video]

- Trial test the recording beforehand.
- Record so that you can be heard even at medium volume on the computer. Check if the volume of the test video is easy to hear, or ask someone else to.
- Use a headset attached with a microphone.
- Record in a quiet environment.

We accept videos recorded with alternative methods, as long as they are HD (720 p, 1280 x 720), MP4 or WMV, and less than 500MB. Please note that we will not be able to deal with any unexpected problems arising from these alternative methods.

Title slide Samples

General Presentation slides

38-7

← Please make this large

↑ Presentation number

[Presentation Title]

Hanako Kango ___ University, Nursing Department
Taro Yamada ___ Insurance and Welfare Centre

↑ ↑ Presenter's photo →

Name Affiliation

Workshop slides

WS-3

← Please make this large

↑ Presentation number

[Workshop Title]

Hanako Kango ___ University, Nursing Department
Taro Yamada ___ Insurance and Welfare Centre

↑ ↑ Presenter's photo →

Name Affiliation

To be checked before making the recording

Please read the following precautions prior to recording

	Precautions	Notes
①	The screen size of your presentation slides should be 16:9. You can also record in 4:3, but there will be a blank space on the left and right sides of the screen.	
②	Please make a copy of the original recording when making your presentation and save with a different name to avoid losing your original version.	Be careful not to use the master copy for the presentation
③	Presentation slides should be prepared in the following structure. First page: Title page Second page: Conflict of Interest (COI) Third page and beyond: Oral presentation	
④	Please set up your computer to record audio (check the connection between the computer and the microphone/headset). If your computer is not equipped with a microphone, please connect an external microphone.	
⑤	Recording should be done in a quiet place with no background noise. Also, please note that if the microphone is too far away, the audio may be faint.	
⑥	Please note that the sound is recorded for each slide, and is not recorded when the slides are in transition. Please make sure that the next slide is showing before resuming recording.	
⑦	If you do not hide the slide thumbnails, all slides will be included in the video. If you do not want slides to be included in the video, set them as hidden slides.	
⑧	Before recording, check the slide list in PowerPoint to make sure that the slides are not switching automatically	Follow the procedure on pg. 5
⑨	Hyperlinks to videos cannot be used. If you use a video, please embed it into the slide.	
⑩	It is possible to insert videos in the presentation slides. After converting it to MP4, please make sure the video is working properly.	
⑪	Please be sure to save the PowerPoint file (slides with sound) after the recording is finished. Please convert the file to MP4 or WMV format and upload it to us.	The file should not exceed 500MB
⑫	Presentation time is 5 to 10 minutes for general abstract presentations (oral presentations). The workshop lasts 40 minutes.	
⑬	Please make your presentation in the specified language (Japanese or English).	

② Conflict of Interest

All presenters who give oral and poster presentations at the Japan Society of Public Health Nursing are required to disclose any COI at the time of their presentations.

Please indicate whether or not there is a COI to be disclosed on the page following the title slide.

❖ If there is no COI to be reported:

First Slide: Title slide

38-7 ← Please make this large


↑ Presentation number

[Presentation Title]

Hanako Kango University, Nursing Department
Taro Yamada Insurance and Welfare Centre

↑ ↑ Presenter's photo →

Name Affiliation



Second Slide: No COI disclosure

Japan Society of Public Health Nursing COI Disclosure

Name of first author
Affiliation

The first author has completed a COI self-report to the Japan Society of Public Health Nursing
There are no companies, organizations, groups, etc. in a COI that should be disclosed in relation to the following presentation

❖ If there is a COI to be reported:

First Slide: Title slide

38-7 ← Please make this large

↑ Presentation number

[Presentation Title]

Hanako Kango University, Nursing Department
Taro Yamada Insurance and Welfare Centre

↑ ↑ Presenter's photo →

Name Affiliation



Second Slide: indicate COI disclosure

Japan Society of Public Health Nursing COI Disclosure

Name of first author
Affiliation

Companies in a COI relationship that should be disclosed in relation to the following presentation

- ① Officers, Advisors AAA Company
- ② Shareholding and profit BBB Publishing Company
- ③ Patent royalties CCC Corporation
- ④ Corporation Lecture fee UUU
- ⑤ Manuscript fee XXX

③ Preparing the voice recording

Select “**Documents**” > “Audio” in the upper right corner of the window

Click the **Record** button on the slideshow to record (1)



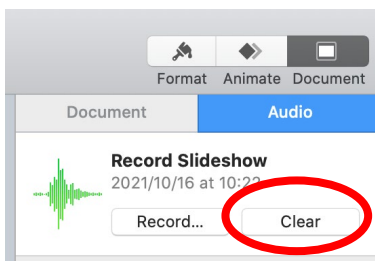
④ Voice Recording

This page describes how to record from the first page.
After recording, you may modify each slide.



Press "●" to start recording the audio.
When you have finished recording, click "●" again.
Recording will stop.

When you have finished recording, save your Keynote file.
Open the file again and go to "Play" > "Play recorded slideshow" to check if there are any problems with the synchronisation of the audio and slides.

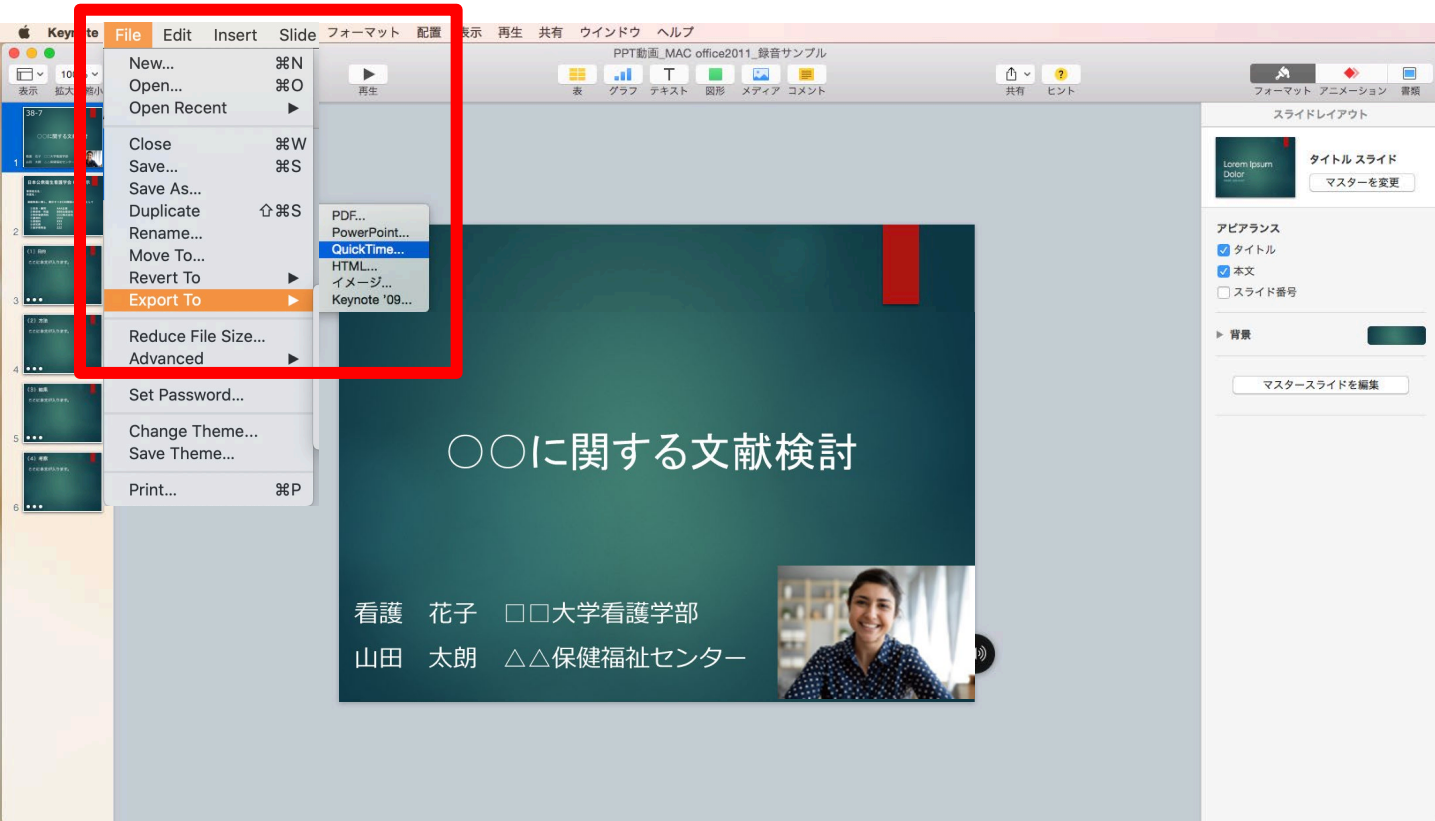


If you want to record again, click
"Clear" in the upper right corner and
record again.

⑤ Exporting a Video File

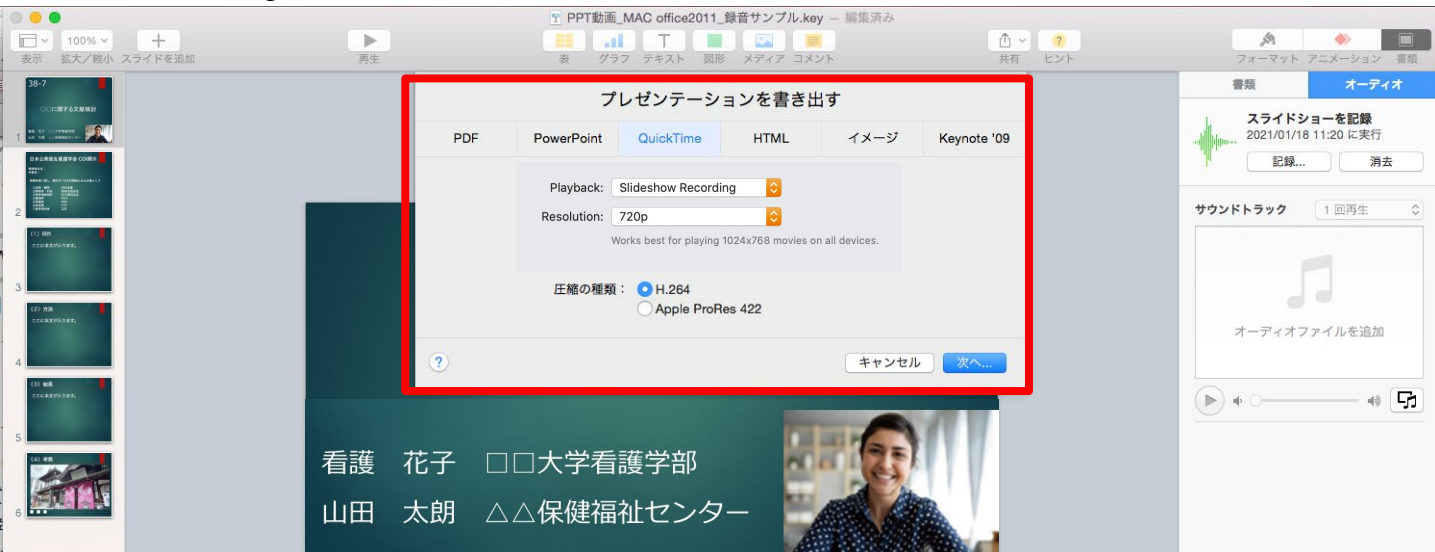
① To create the video recording, go to “File” > “Export” > “Create Video (QuickTime, etc.)”

The notation may differ depending on the version.



② Playback > “Slideshow Recording”

The size should be 1024 x 768 for 4:3 or 720 pixels for 16:9. Then press the blue button at the bottom right corner (“Next”)

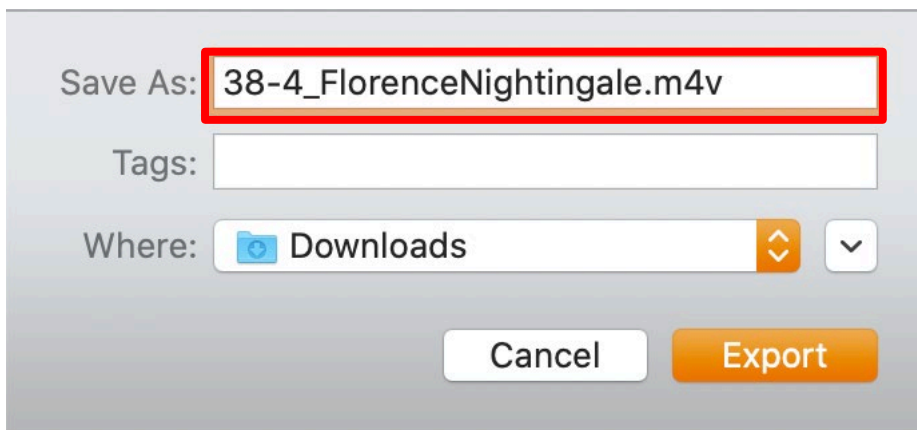


⑤ Exporting the Video File

Please save the file in a folder.

The file name should be “PresentationNumber_Presenter Name”.

Make sure that the file type is “.mp4 or .m4v” and export it.



Final check

- ✓ Please be sure to preview your video beforehand.
- ✓ Please confirm whether conflicts of interest have been disclosed on the second slide, if applicable.
- ✓ Please make sure that there are no problems with the synchronisation of the audio or slides, that they can be played back, that the volume is sufficient, and that there is no background noise.
- ✓ After you finish recording, please save the presentation file. Please note that you can only upload only video files (MP4 file/WMV file). The file size should not exceed 500MB.