

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

Zoom Video Recording Manual

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

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.

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 by yourself, 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



↑ Name ↑ Affiliation Presenter's photo →

Workshop slides

WS-3 ← Please make this large

↑ Presentation number

[Workshop Title]

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



↑ Name ↑ Affiliation Presenter's photo →

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

↑ Name ↑ Affiliation

Presenter's photo → 

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

↑ Name ↑ Affiliation

Presenter's photo → 

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

To be checked beforehand

Please read the following precautions prior to recording

	Precaution	Note
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	Hyperlinks to videos cannot be used. If you use a video, please embed it into the slide.	
⑨	It is possible to insert videos of animal experiments, etc. in the presentation slides. After converting it to MP4, please make sure the video is working properly.	
⑩	The size of the video file should not exceed 500MB	
⑪	Presentation time is 5 to 10 minutes for general abstract presentations (oral presentations). The workshop lasts 40 minutes.	
⑫	Please make your presentation in the specified language (Japanese or English).	

① Initial Preparation before recording in Zoom

1) Using Zoom for the first time

- a) Download Zoom to your computer
- b) Create a Zoom account on the 'Settings' screen in the application or from the homepage



From the Zoom homepage, select **[Sign up for Free]** and create an account. If you already have an account, please see the next page for recording instructions.

2) Preparation of presentation slides

Please prepare your own presentation slides (PowerPoint, etc.) for your presentation.

3) Preparation of recording tools

Please make sure that the computer you are using has a built-in camera and microphone. In the case of laptops, the camera is often located in the top centre of the screen. Desktop computers may need to be connected to a separate external web camera.



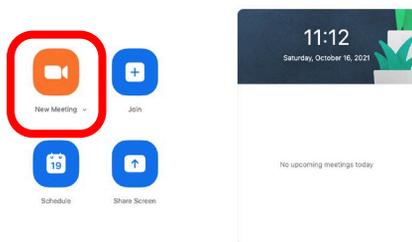
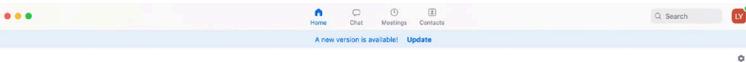
② How to record videos using Zoom

Please make sure you have a stable internet connection

1) Recording with ZOOM

Launch Zoom and select [\[New Meeting\]](#).

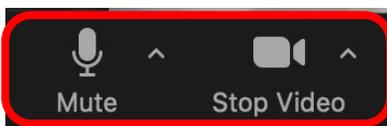
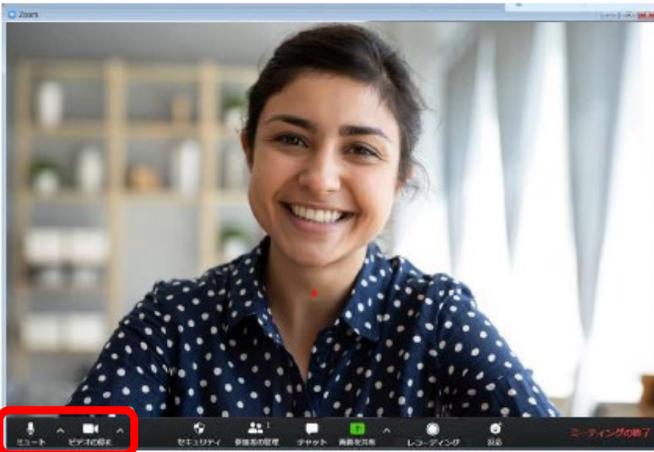
Next, select [\[Join with Computer Audio\]](#).



Automatically join audio by computer when joining a meeting



2) Audio and Video



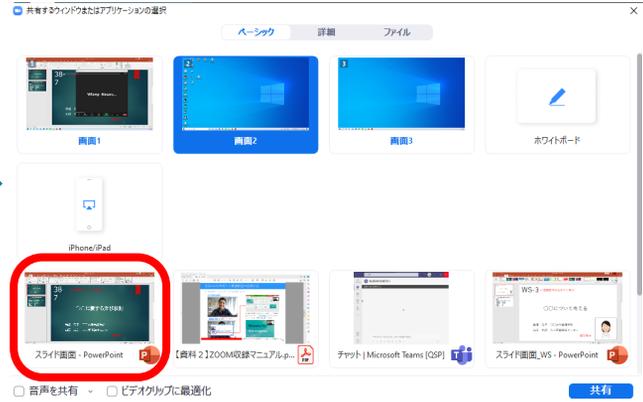
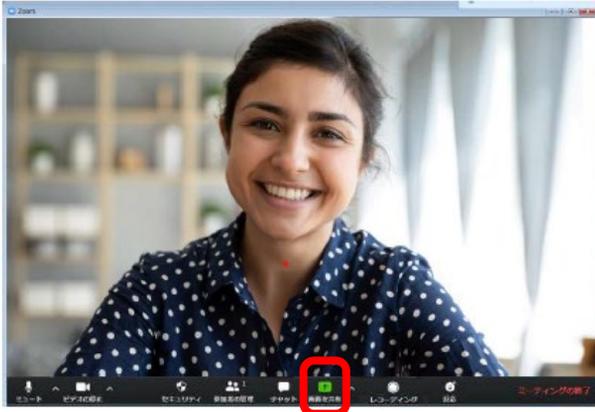
Microphone →ON
Video →ON

② How to record videos using Zoom (cont.)

3) Preparation for screen sharing and recording

Open the slides for your presentation.

Next, go to [Share Screen] and select the presentation slideshow.



You will see your presentation slides and yourself on the screen



If you set your presentation mode to 'slideshow' or 'present', it will be displayed in full screen

This screen will be recorded and saved as a MP4 video when recording is finished.

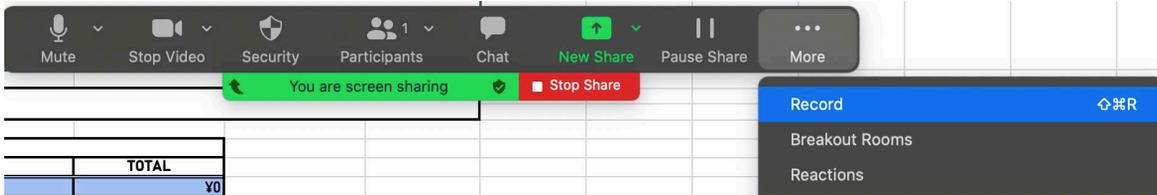
Using the mouse, you can move, enlarge, or shrink the Zoom window showing your face.



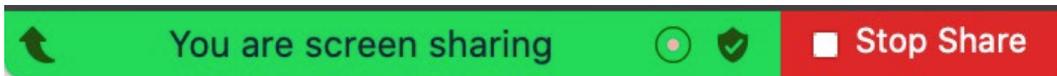
② How to record videos using Zoom (cont.)

4) Start of recording

Select [Record] from [More] on the menu bar to start recording.



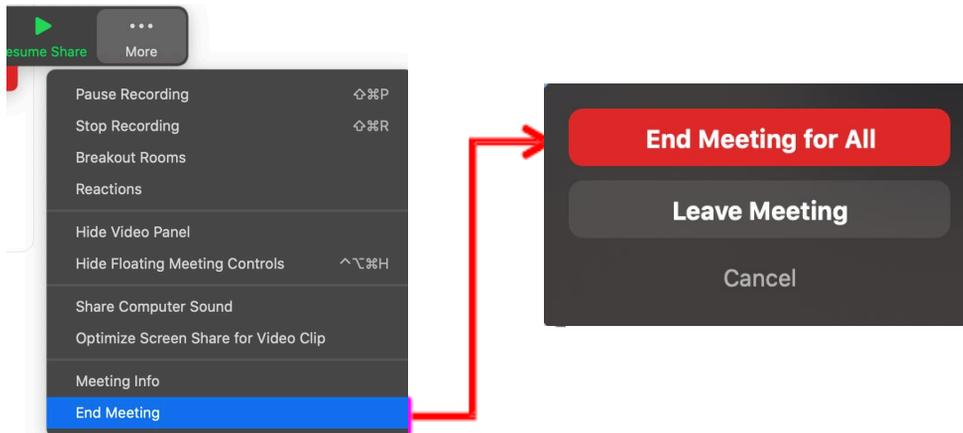
Please make sure that the recording button is displayed, as shown below



5) Ending the recording

When the presentation is finished, select [End] and [End Meeting for All].

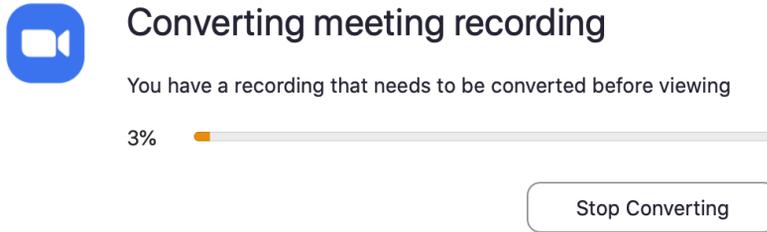
This is the end of the Zoom recording



When you exit the meeting, Zoom will automatically start downloading the MP4 video.

③ How to save the recording (MP4)

(1) After following instructions up to the previous page, Zoom will close, the following screen will appear, and the recording data will automatically start to be saved.



2) A folder containing the files should open automatically.

For a single video, three types of files are saved.

If you record multiple times, multiple files will be generated: "Zoom_1", "Zoom_2", etc. Please find the appropriate file.

2021-07-28 21:13:37 Personal Meeting Room 7713588427				
Name	^	Date Modified	Size	Kind
audio_only_1.m4a		July 28, 2021 22:01	2.2 MB	Apple...-4 audio
audio_only.m4a		July 28, 2021 22:00	601 KB	Apple...-4 audio
meeting_saved_chat.txt		July 28, 2021 22:00	117 bytes	Plain Text
playback_m3u		July 28, 2021 22:01	205 bytes	M3U Playlist
zoom_0.mp4		July 28, 2021 22:00	2.9 MB	MPEG-4 movie

(3) Changing the file name

The file name should be "PresentationNumber_PresenterName".

For example, "38-7_FlorenceNightingale"

4) File type

Please make sure that [MP4] is selected as the file type and save the file.

Final Check

- ✓ Please be sure to preview your video beforehand.
- ✓ Please confirm whether conflicts of interest have been disclosed. If you have any information for disclosure, please post it on the second page.
- ✓ Please make sure that there are no problems with the timing 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 upload only the video file (MP4 file). The file size should not exceed 500MB.