

## Creating a video overview of the application

[Common Instruction to both the Interdisciplinary Frontier Fellowship and the Interdisciplinary Frontier Next Generation Researcher]

Please follow the instructions below to create a video as part of the application materials.

### [Content]

1. Explain both your research content and an outline of your research plan in the application form in a way that someone in a completely different field of expertise can understand.
2. You must include in your explanation the value and positioning of your research, what you will actually do, and your three-year plan.
3. In addition, please briefly mention the following points.
  - In the case of the Fellowship, an image of the target researcher and the activities to be implemented for it.
  - In the case of the Researcher, the purpose of the interdisciplinary research, your activities for that purpose, and activities to become a person who can be active in Japan and overseas

### [Creation Method]

#### 1. **Four or fewer PowerPoint slides**

Slide 1 should include: **Application Number**, Title of Research, Affiliation, Year, Name (Please use the same notation as the application form.)

Slides 2 to 4: The above noted content

2. **Under 3 minutes in length**. Data must not exceed **30 MB in size**. Using elaborate animations or large photos will increase data size. Please keep it simple for the sake of clarity.
3. How you record is up to you. Here are some examples.
  - When recording with face and sound on in PowerPoint's "Record Slide Show," save the video in "mp4" format. (Please refer to the second and subsequent pages for instructions.)
  - When recording with Zoom, or a video camera or smartphone, make sure that PowerPoint slides are clearly visible.
4. The file name should follow the format below: If you cannot comply with this, your submission may not be reviewed.  
**mov (Application Number) For example; mov(A210012345)**

### [Notes]

1. The review panel members may not be teachers of your major field. Avoid using technical terms as much as possible, and replace them, for example, with higher level words to make your explanation understandable to everyone.
2. The video will be used for the following two purposes.
  - (1) To understand the outline of the application written by the applicant. If this video is hard to understand, it will be difficult to understand the application form.
  - (2) **If you pass the document screening, this same video will be used as material for the interview**. Therefore, the interview session will be dedicated solely to questions and answers. You will not recreate a new video for the interview.
3. The review panel will conduct a large number of reviews. The panel may not be able to re-watch videos or take time to read each application carefully. Videos need to convey the main points accurately so that they can be understood in a short time. Embedding several PowerPoints on a single sheet, for example, is too much information and may not be easily understood by the panel.
4. Your voice of explanation should be clear, loud enough, and confident.
5. English speakers may write in English and explain in English. However, since the review panel members are faculty members outside of your field of expertise, you need to explain things in a way that is easy to understand.
6. If these preparation precautions are not followed, your application will not be reviewed.

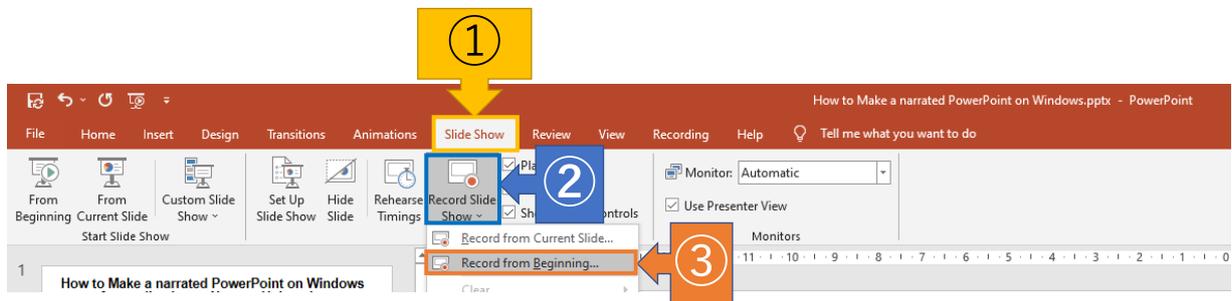
## **How to Make a narrated PowerPoint on Windows**

- This is for applicants to show how to record audio in Microsoft Office PowerPoint 2019.
- Please note PowerPoint version in this guideline is Microsoft Office 2019.
- Please refer to the URL at the end of this guideline.

## **Guideline for making an application presentation**

- Make it within 4 slides
  - a) you need to put your information as followed on the 1<sup>st</sup> slide.  
application No., title of your research, affiliation, grade and name\*  
\*The name should be the same as on the application form.
  - b) Refer to the file named “about making a video summary of the application” for the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> slides.
- Presentation time: Within 3 minutes (Please keep the time)
- File size: 30MB or less
- File format: MP4
- File name: mov(application number) e.g.: mov(A210012345)

## How to record narration



- ① Click the **Slide Show** tab
- ② Click **Record Slide Show**
- ③ Click **Record from Beginning**

## How to record narration

**Guideline for making an application presentation**

- Make it within 4 slides
- a) you need to put your information as followed on the 1<sup>st</sup> slide.
  - application No., title of your research, affiliation, grade and name\*
  - \*The name should be the same as on the application form.
- b) Refer to the file named "about making a video summary of the application" for the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> slides.
- Presentation time: Within 3 minutes (Please keep the time)
- File size: 30MB or less
- File format: MP4
- File name: mov(application number) e.g.: mov(A210012345)

④ In the lower right corner, there is a button to turn on/off the microphone and camera, please **turn on** the microphone and camera.

## How to record narration

**Guideline for making an application presentation**

- Make it within 4 slides
- a) you need to put your information as followed on the 1<sup>st</sup> slide.  
application No., title of your research, affiliation, grade and name\*  
\*The name should be the same as on the application form.
- b) Refer to the file named "about making a video summary of the application" for the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> slides.
- Presentation time: Within 3 minutes (Please keep the time)
- File size: 30MB or less
- File format: MP4
- File name: mov(application number) e.g.: mov(A210012345)

⑤ When you turn on the camera, a frame will appear in the lower right corner of the screen, so make sure your face is visible.

**RECORD**

⑥ Click **[RECORD]** to start recording narration for a slide after 3 seconds.

**Guideline for making an application presentation**

- Make it within 4 slides
- a) you need to put your information as followed on the 1<sup>st</sup> slide.  
application No., title of your research, affiliation, grade and name\*  
\*The name should be the same as on the application form.
- b) Refer to the file named "about making a video summary of the application" for the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> slides.
- Presentation time: Within 3 minutes (Please keep the time)
- File size: 30MB or less
- File format: MP4
- File name: mov(application number) e.g.: mov(A210012345)

⑦ Record your narration into the microphone.  
 ※The slides can be advanced at any time.

## How to record narration

Click **[PAUSE]** to pause the recording.  
 Click **[STOP]** to end the recording.

Click this  (or clicking on slide or enter key) to advance to the next slide.

You can see the page number of the slide and recording time can be checked.

Slide 1 of 12  
 0:11 / 0:11

## How to record narration

When you move to the next slide on the last slide, you will see this screen.

⑧ Click here  to finish

End of slide show, click to exit.

Slide 10 of 10  
 0:02 / 1:35

## Making videos of slides

①Click 「File」

②Click 「Save As」

③File name: mov(application number)  
Please save as **mp4**.

File name: mov(application number)  
Save as type: PowerPoint Presentation (\*.pptx)

作成者:  
PowerPoint Presentation (\*.pptx)  
PowerPoint Macro-Enabled Presentation (\*.pptm)  
PowerPoint 97-2003 Presentation (\*.ppt)  
PDF (\*.pdf)  
XPS Document (\*.xps)  
PowerPoint Template (\*.potx)  
PowerPoint Macro-Enabled Template (\*.potm)  
PowerPoint 97-2003 Template (\*.pot)  
Office Theme (\*.thmx)  
PowerPoint Show (\*.ppsx)  
PowerPoint Macro-Enabled Show (\*.ppsm)  
PowerPoint 97-2003 Show (\*.pps)  
PowerPoint Add-in (\*.ppam)  
PowerPoint 97-2003 Add-in (\*.ppa)  
PowerPoint XML Presentation (\*.xml)  
**MPEG-4 Video (\*.mp4)**  
Windows Media Video (\*.wmv)  
GIF Graphics Interchange Format (\*.gif)  
JPEG File Interchange Format (\*.jpg)  
PNG Portable Network Graphics Format (\*.png)  
TIFF Tag Image File Format (\*.tif)  
Device Independent Bitmap (\*.bmp)  
Windows Metafile (\*.wmf)  
Enhanced Windows Metafile (\*.emf)

## Reference : Creating a narrated video in Power Point

<https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>

## For those who don't have PowerPoint

### Tokai National Higher Education and Research System Account

- Nagoya University students can use their Tokai National Higher Education and Research System account to download Microsoft Office 365 desktop applications (including PowerPoint).
- For more information on how to use your organization account, please see below URL.

<https://translate.google.com/translate?sl=ja&tl=en&u=https://icts.nagoya-u.ac.jp/ja/services/thersac/>

- Please note that the web version of PowerPoint that can be used with the old account (account with a university-wide email address) has limited functionality and cannot be used to create videos.

If you have any questions about this account, please contact us at the following URL.

<https://translate.google.com/translate?sl=ja&tl=en&u=https://thersac.icts.nagoya-u.ac.jp/hc/ja>