

## Creating a video overview of the application

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

### [Content]

(i) Outline of your research and research plan

(The value and positioning of your research, what you will actually do, and your plan for the next three years)

(ii) Efforts to promote the development of your research (e.g., joint research, interdisciplinary research, and so forth.)

(iii) Activities to help you reach your career goals

### [Creation Method]

1. Five 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 5: 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.

3. Make sure to include the face of the person giving the presentation, not just the sound.

4. 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.

5. The file name should follow the format below:

**mov (Application Number) For example; mov(A240012345)**

### [Notes]

1. The review panel members may not be teachers of your major field. Avoid using technical terms as much as possible 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.

(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. Videos need to convey the main points accurately so that they can be understood in a short time.

4. Your voice of explanation should be clear and loud enough.

5. English speakers may write in English and explain in English.

6. If these preparation precautions are not followed, your application will not be reviewed

## How to Make a narrated PowerPoint on Windows

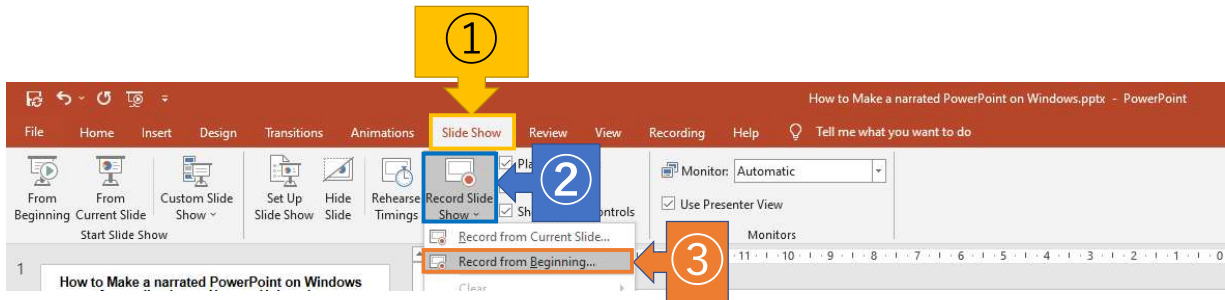
- This is for applicants to show how to record audio in Microsoft Office PowerPoint 2019.
- Please note PowerPoint version in this guideline is Microsoft Office 2019.

**\*This manual is just an example; it can also be created using the recording function of an online conferencing system such as ZOOM.**

## Guideline for making an application presentation

- Make it within 5 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>, 4<sup>th</sup> and 5<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

Recording in Progress

### 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)

Slide 2 of 11  
0:13 / 0:25

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 STOP REPLAY

NOTES CLEAR SETTINGS

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)

Slide 2 of 11  
0:00 / 0:00

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

① Click 「File」

② Click 「Save As」

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

## 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>