



بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

PERSATUAN PERUBATAN ISLAM MALAYSIA

**Islamic Medical Association of Malaysia**

PPM-001-10-08011990

No. 1-2, Jalan SP1, Selayang Point, 68100 Batu Caves,

Selangor, Malaysia

Tel no: 6019 - 228 0223

### Oral Presentation

- You are given **7 minutes** for the recorded presentation. Please ensure that you prepare your presentation slides on a **standard 4:3** page size.
- All PowerPoint slide recordings should be submitted as a .mp4 file
- Please check that the audio quality is crisp and clear before submission.
- 5 finalists will be chosen for a live video presentation during the conference, with an additional live **3-minutes Question and Answer** session.
- The oral presentation recordings will also be available on our Video on Demand platform.

**Quick guide to do voiceover recording for PowerPoint presentation using PowerPoint version 2013 (you may use other methods you are familiar with)**

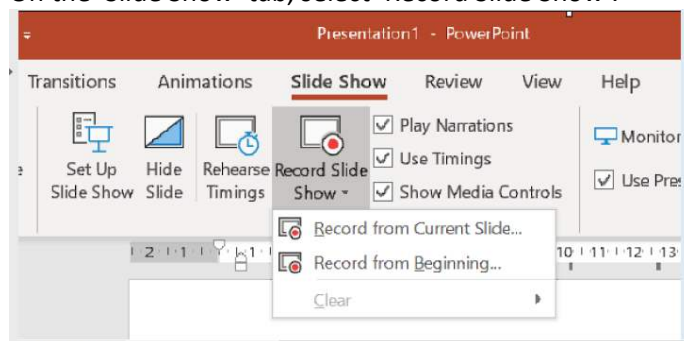
### PREPARATION

The audio recording function in PowerPoint is available in PowerPoint version 2013 onwards. If you are using an older version, you may want to download the latest version from Office 365.

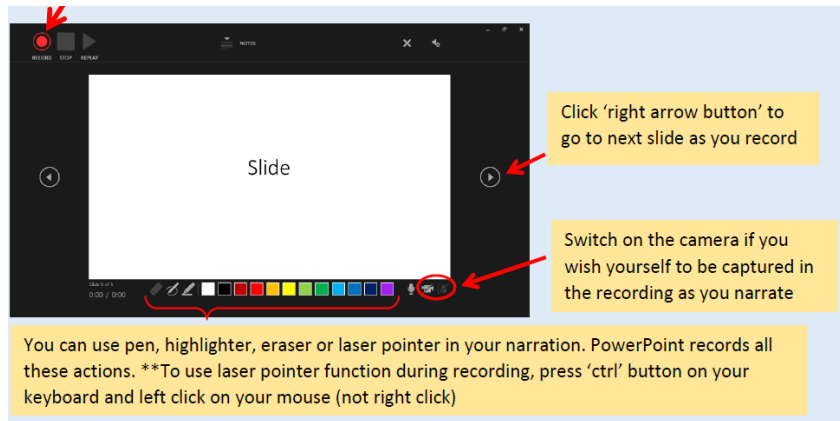
Ensure your built-in microphone is working. For better audio quality, you may use a headset with a microphone. If using a headset with a microphone, please check to ensure it is set as the input device (You may check this in your sound setting).

### STEPS

1. Ensure your microphone is working.
2. Open your PPT file.
3. On the 'Slide Show' tab, select 'Record Slide Show'.



4. You may choose 'Record from Current Slide' or 'Record from Beginning'
5. Click 'Record' button when you are ready to record your narration.



6. Recording will automatically stop at the last slide or you can press stop button (or pause button if needed to pause).
7. Remember to save your PPT file if you are satisfied with your recorded voiceover. There will be no prompt message to remind you to save your file when the recording ends.
8. A speaker icon will appear on the bottom right corner of the slides if your voiceover is successfully recorded.

## TIPS

- Not satisfied with your recorded voiceover for ALL your slides.
  - Go to 'Slide Show' > 'Record Slide Show'.
  - Select 'Clear'. Choose 'Clear Narration on All Slides'
  - Start recording again from the beginning slide. Follow STEPS (3) to (6)
- Not satisfied with one or selected slide(s).
  - Go to the selected slide
  - Select 'Slide Show', go to 'Clear'
  - Choose 'Clear Narration on Current Slide'
  - This option will clear the narration of the chosen slide only.
  - You may record the voiceover for the slide again following STEPS (3) to (6)

- After recording, you can still rearrange the order of your slides without having to re-record. The recorded voiceover is added on per-slide basis. You can also insert new slide and record voiceover for that new slide (choose 'record for that current slide' option)
- PowerPoint doesn't record audio during transitions between slides. Therefore, do not speak while you click the arrow button to move to the next slide. Allow a brief buffer silence at the beginning and end of each slide.
- Save your presentation as PowerPoint Presentation (.pptx) if you wish to close your file and continue the voiceover recording later.
- If you are satisfied with your voiceover recording and ready to send it your students, you may now save your presentation as MPEG4 video file (.mp4)