

Instructions for E-Poster

E-posters provide viewers high-quality resolution of images and text. Like traditional posters, e-posters provide a concise snapshot of your work, but instead of a physical poster pinned to a board, e-posters are a single slide presentation which is viewed on a computer.

E-poster presenters have the option of submitting a PDF version of their poster **OR** an mp4 version with an audio recorded file (maximum of 5 minutes) to accompany their e-poster presentation. We recommend using the recording feature through PowerPoint.

Instruction

1. Prepare your e-poster as an electronic version replicating what a physical poster would look like
2. No animation or embedded video are permitted
3. We recommend using PowerPoint to prepare your e-poster. Your e-poster should be created on a single slide (one slide only)
4. There is no required e-poster size. However note the PDF or mp4 file size limit: 300 MB
5. Poster orientation can be either horizontal or vertical.
6. Include title, author, and institutional affiliation at the top of the e-poster.
7. A brief but clearly worded “Instruction” as well as “Conclusions” are key features for understanding the data presented.
8. Text and legends for figures should be short. Make sure to use large, clear, easy-to-read print for text and legends.
9. The use of color adds emphasis and draws interest to the presentation.

Duration of each Presentation

E-poster presentation viewing will have a specific date and time. E-poster presenters please prepare an mp4 version with an audio recorded file (maximum of 5 minutes)

Please note:

- For e-poster presentations we only require slides with a Voice Over recording.
- If you were preparing to present a poster, you may choose to send a recorded presentation or simply the PDF of your poster.

Submit your recorded presentation to this google form link:

<http://ipb.link/icnf2020videosubmission>

The deadline to submit your recorded presentation is on November 10th 2020.

Rehearse and Record Your Presentation with PowerPoint

Rehearsing Slide Show Timings:

Rehearsing timings can be useful if you want to set up a presentation to play at a certain speed without having to click through the slides yourself.

1. Go to Slide Show tab, then click the Rehearse Timings command.
2. Practice presenting your slide show When you're ready to move to the next slide, click the “next” button on the recording toolbar in the upper left corner
3. When you reach the end of the show, a dialog box will appear with the total time of your presentation. If you're satisfied with your timings, click Yes.
4. If you need more than one try to get the timings just right, the Recording toolbar can be used to take a break or start over on a slide.

Recording Audio:

1. From the Slide Show tab, select the Record Slide Show drop-down arrow, then choose either Start Recording from Beginning or Start Recording from Current Slide.
2. A dialog box will appear, select the desired options, then click Start Recording.
3. Your presentation will appear in full-screen view. Perform your slide show, make sure to speak clearly into the microphone.
4. When you're ready to move to the next slide, click the Next button on the Recording toolbar.
5. When you reach the end of the presentation, PowerPoint will close the full-view screen.
6. Your slide timings and narration are now part of your presentation. The slides with narration will be marked with a speaker icon in the bottom-right corner.

Saving Your Presentation

1. Save your file name as the following: Paper ID_lastname (eg: P077CO_Navratilova).
2. Save your presentation under MP4 format.

How to join the conference online

1. Find your paper ID and meeting ID on the conference program (Different sessions have different meeting IDs)
2. Open the ZOOM, click the join, paste the meeting ID, then you can join the conference.
3. Click the share screen when it's your turn to do the presentation (Please open your video or powerpoint before clicking the share screen)
4. Click the stop share after you finish your presentation.