virtual-posters.com
optimise your reach

Virtual Poster Presentation Guidelines

We recommend that you include the following on your page to ensure maximum exposure:

1. *BETTER POSTER We recommend your presentation is clear for the reader to understand and further urge you to adopt the #betterposter principle **template here**. This will allow interested parties to quickly and easily identify if your poster is of interest to them. (MAX SIZE 2MB)*
2. *FULL VERSION OF YOUR POSTER AS A PDF /HANDOUT(MAX SIZE 10MB)*
3. *VIDEO/AUDIO PRESENTATION (GUIDELINES BELOW) (MAX SIZE 100MB)*
4. *YOUR ABSTRACT (100-200 WORDS)*
5. *YOUR CONCLUSION (250-400 WORDS)*
6. *REFERENCES (150-250 WORDS)*
7. *BIOGRAPHY*
8. *PHOTO (AVATAR)*
9. *PREFERRED EMAIL ADDRESS FOR VIEWERS TO CONTACT YOU*

Guidelines for Recording your Poster Presentation:

We recommend one of the following options to add a short video or audio file (max 5 minutes) to accompany your poster presentation:

1. **Zoom:** Record audio and video synced with your presentation file in Zoom
2. **Microsoft PowerPoint:** Record audio to your presentation in Microsoft PowerPoint
3. **MP4 on mobile device:** Record audio file/video on your mobile phone

For all recordings using a phone please try and use landscape orientation -

virtual-posters.com
optimise your reach

Option 1: Zoom (favoured format):

Record Audio (up to 5 minutes) and Video Synced with Poster

1. Install the **http://zoom.us** software or application on your computer or device. Once the application has installed, click **Sign In** (for existing account users) or **Sign up free** to create an account.

2. From the main Zoom window, click **Meetings** in the top navigation menu.

3. In your **Personal Meeting** window, click **Start.**

4. Join Audio by either using a microphone or headset through your computer

5. With the Zoom meeting window open, hover your mouse over the bottom of the window. You should see the menu bar below.

6. Click the **Start Video** button to capture yourself on video while speaking.

7. Click the **Record** button to start your audio and video recording. If you see an upward triangle, that indicates you have additional options. Make sure you select **Record to this Computer**. Your presentation should be maximum of 5 minutes.

8. You can pause or stop your recording at any point during the presentation. Clicking **End Meeting** will stop the recording as well.

9. Either before or after you start your recording, select **Share Screen** to select and start sharing the screen with your poster. Once you start sharing your screen, the menu will move to the top of your screen. You can start your recording after sharing your screen by going to **More** and selecting **Record**.

10. To stop your audio/video recording, click **Stop Recording, then Stop Sharing your Screen.** After your recording is complete, go to **Meetings (1)** at the top of the Zoom window. To see your recordings, click on the tab labelled **Recorded (2)**. After you select the presentation you want to view, click **Open (3)**. This will open the folder where the recording is saved. By default, the recordings are saved in your **Documents** folder in a sub-folder called Zoom.

11. Please rename the "Zoom" file (MP4 format) to "VP_yourfullname"

Troubleshooting Common Issues in Zoom:

• **Audio Issues:** Before starting your presentation, test the audio by selecting **Test Speaker and Microphone**, and
follow the instructions on the screen.

• **Video Issues:** Make sure your camera is turned on, plugged in, and selected in Zoom by choosing the video icon. If it is not, use the drop down to select the correct camera. If the camera is turned on, make sure nothing is blocking the camera view. If using an external web camera, try connecting it to a different USB port and repeat steps.

virtual-posters.com
optimise your reach

[Option 2: Microsoft PowerPoint:](#)

Record audio to your poster in Microsoft PowerPoint

1. Setup Your Microphone: Before you start to record audio inside PowerPoint, start off by making sure that your microphone is plugged in and ready to record. Whether you're on Windows or macOS, you'll want to access the audio device settings and set your default microphone.

2. To record narrations in PowerPoint, start off by finding the **Slide Show** tab on PowerPoint's ribbon. Click on the **Slide Show** tab to change the available options.

3. Make sure that you start on the first slide in PowerPoint to record audio and timings for the entire presentation. Click **Record Slide Show** and a new window will pop up with two options to set before you start recording:
o **Slide and animation timings:** Leave this option checked if you want to setup the timings for your slides. This option allows you to sync up your narration with slides. Recommendation is to leave this on.
o **Narrations, ink, and laser pointer**: Leave this option checked to record audio narrations, even if you don't plan to use ink or the pointer to add illustrations.

Leave both options checked to record audio narrations and synchronize slide change timings.

4. Make sure you're ready before you press Start Recording. As soon as you click on it, PowerPoint will begin to record your screen and audio. **Your presentation must be maximum of 5 minutes.**

5. Once you start recording, PowerPoint will go into a full screen presentation view. It also begins recording audio from your microphone.

In the upper left corner of the window, you'll see a Recording window with a runtime counter and other buttons. Use this to keep track of the length of your presentation.
When you're finished, click on the **X** button in the upper right corner of the Recording window to complete the audio recording.

6. Export Presentation as a Video: Once your presentation is complete, export the PowerPoint as a video. The "Use Recorded Timings and Narrations" option is the most important. Name the file: "VP_yourfullname"

Option 3: Record Audio on your phone to accompany your poster:

Save the file as "VP_yourfullname"

Best Practices and Tips When Recording

The better quality your audio/video file is the more professional it will appear.

- Find a quiet place where you can control the environment.
- If using video, ensure you have an appropriately lit room
- Mute computers, phones, etc.
- Avoid public areas where background noise may be present.
- Be prepared and relax, don't forget you can start again if you are not happy with the outcome
- Maintain the same distance from the mic/camera throughout your recording

For all recordings using a phone please try and use landscape orientation –

Poster Guidelines

- virtual-poster layout should be in landscape (horizontal) format
- maximum file size is 5MB
- We recommend your landing page is clear for the reader to understand and further urge you to adopt the #betterposter principle https://www.youtube.com/watch?v=SYk29tnxASs
- You can use hyperlinks, but we suggest avoiding links to websites containing blatant product advertising. If you intend adding a QR, AR or a text key code to your poster, please add the following disclaimer notice: "Copies of this e-poster obtained through QR, AR and/or text key codes are for personal use only and may not be reproduced without written permission of the authors."
- **It is strictly mandatory that you dedicate a section on your e-poster outlining any first author conflicts of interest, even if to confirm that he/she has nothing to declare. Conflicts of interest of other co-authors are not mandatory but can be added.**
- **If the study has received funding, this must also be acknowledged on your virtual-poster: "Study sponsored by…"**
- We suggest that you include the email address of the first author and/or the corresponding author at the bottom of your e-poster.

I have a query about my submission:

For any questions please contact us:

submissions@virtual-posters.com

virtual-posters.com
optimise your reach