

## Virtual E-Poster Guide

This guide is an overview for E-Poster presentations at ADC 2020. Presenting an E-Poster presentation this year will be quite different, and we have a range of tools and features that you can use to leverage your E-Poster presentation.

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Please read through [this document](#) for tips on how to pre-record your E-Poster presentation and how to manage all the technical aspects.

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### Pre-Recorded Presentations

The time allowed for each E-poster presentation will be 3 minutes (pre-recorded), each presenter can present their work over 3 PowerPoint slides with a voice-over recording. Delegates will be able to view the E-posters at their leisure and can contact the presenter if they have questions. All E-Posters presentations will need to be sent in by **Monday 19 October 2020**.

#### **IMPORTANT: How to name and send your recordings**

Please name your recording in the following format:

FullName\_EPosterPresentation\_SubmissionID

Example: SimoneBouton\_EPosterPresentation\_123

Once saved with the correct name please upload to this link:

<https://www.dropbox.com/request/URsydXqIrMpR0DFWjrsV>

Please ensure you have your full name and presentation name on your title slide

#### **How to record your E-Poster presentation (PowerPoint slides and voice-over only)**

##### **Option 1 – Using PowerPoint to record your presentation**

1. Open your existing PowerPoint file and go to the 'Slide Show' tab
2. Select 'Record Slide Show' and then select 'Start Record from Beginning'
3. Once you start recording, begin speaking and go through your slides at your own pace. Presenters can mark-up their slides if necessary using the options on the screen (i.e. to highlight a word or picture on the slide)
4. Once you have finished recording, the program should prompt you to save the recording
5. Save the file as a video or MP4 and save the file as per the specific instructions above (FullName\_EPosterPresentation\_SubmissionID).
6. Once saved in the correct format, upload your presentation to the Dropbox link provided by **Monday 19 October 2020**.

Please click on the below link and watch the video demonstration on how to record your presentation in PowerPoint.

<https://support.microsoft.com/en-us/office/video-record-a-presentation-2570dff5-f81c-40bc-b404-e04e95ffab33>

**IMPORTANT: Remember to check the presentation audio before the file is uploaded to the Dropbox link provided.**

If you are having any issues pre-recording your presentation, please don't hesitate to get in touch with us.

## Information & Tips

Presenting a pre-recorded presentation can be a new experience for people, without an audience or interaction it can feel very different to presenting in-person.

Some helpful hints for presenting an E-Poster presentation:

- Speak clearly and loudly
- Keep a good pace
- Make sure your energy level
- is high, even if the delegates cannot see you

### Speaking to the Audience

Delegates will be able to hear your voice during the presentation and see any content you share, so the calibre and professionalism of your presentation is the same as you would be presenting on stage with a microphone and lectern.

Things to do:

- Be alone in the space, away from loud noises
- Check your microphone and speakers before starting your recording

Things to avoid:

- Have any animals or people in the background
- Have any background noises in your surroundings
- Be in a public location or open plan office
- Present in a conference room where the audio or video quality is not suitable. Presenting on your own device is a much better result

### Sharing Content

If you are wanting to share content, make sure you have a 'clean' computer workspace. Remember that whatever you share is seen by the Audience, and we do mean everything! If something is shared, it's been shared, there is no way to 'undo' something that has been broadcast to an audience.

Some things to remember/check for:

- Only share what you absolutely need to. For PowerPoint/Keynote, share your entire Desktop to ensure the audience can see your content
- Make sure to "Share Computer Audio" if you have video clips or other multimedia content with audio the audience needs to hear
- If you are sharing your entire desktop, hide any desktop icons or other clutter
- If sharing a web browser, share a NEW window without any extra tabs

- Double check you don't have any private or confidential information that could accidentally be shared, this includes images, content, applications etc. that may have sensitive materials. This is absolutely critical!
- Don't share anything unless you absolutely want it to be public knowledge. Once the information is broadcast, everyone watching the presentation will have seen it!

### **Presentation Content**

If you are presenting a PowerPoint or Keynote presentation, you will be required to share your screen as a Full screen PowerPoint and click through the slide as you give your presentation.

Some hints for your presentation:

- People will be watching on a range of devices, they might be watching it on a desktop monitor, laptop, or even a mobile device. Less information is often more!
- Use text sparingly, highlighting key points of information
- Use graphics where possible, a picture paints a thousand words... and is much easier to engage with
- If you are needing to present a text-dense slide, split it over multiple slides, or simplify the language where possible
- Use high contrast colours, make it easy for Attendees to read
- Don't use any copyrighted materials you don't have permission to use
- If you are presenting medical information, double check you have hidden all personal information and faces!

If you have any issues or concerns about presenting and the above information please don't hesitate to contact the Conference Office.

### **Conference Office**



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