GUIDELINES FOR AUTHORS OF CONTRIBUTIONS ACCEPTED FOR <u>REGULAR ORAL</u> PRESENTATION

Congratulations on having your abstract accepted! Before preparing your presentation, please take a few minutes to read the following guidelines.

For this virtual event, all oral presentations will be presented as a pre-recorded videos. In order to prepare your video file you may use any software you choose, providing that you will send the organizers an mp4 file. Helpful tips on how to record a presentation with audio and video are provided by several webinar applications as well as the latest version of MS PowerPoint (for instructions click HERE: https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c
To record your presentation a camera and a microphone are required.

The oral presentations will be pre-recorded and all authors will be requested to send their recorded presentations within the deadline given below. During the conference each session will be allocated time in the programme for displaying the pre-recorded presentations. This will be followed by the live Q&A and discussion, moderated by session chair. Speakers will be asked to take active part in their session to address the questions and participate in the discussion. Please note that it will not be possible to present the presentation live. Technical support will play the relevant videos from the uploaded pre-recorded talks.

Few days before the event all participants will be provided with a link to access the event platform (PINE Tool) in the invitation e-mail sent from PINE. All participants will be asked to set-up an account to access the sessions, providing e-mail address and creating a password.

Preparing and uploading a pre-recorded presentation to the Conference resources:

1. Each presentation cannot exceed the time allotted, 12 minutes.

2. If possible, presenters are asked to record their presentations in a 16:9 format ratio.

3. The required file format is a file with the mp4 extension (an MPEG-4 video file format).

4. Audio and video have to be recorded together with the presentation in slideshow mode.

5. Presenters are asked to name their file using their first name, last name and presentation reference number (NUM) with the format given below:

   presentation reference number (NUM)_Surname_Firstname.mp4 (example: C.1.1_Doe_John)

   Presentation reference number (NUM) can be found at
   https://www.european-mrs.com/meetings/2021-fall/symposia-program
   Should you not be able to find it, please write to emrs@pw.edu.pl.

6. **Please follow this LINK to upload your mp4 file:**
   https://www.dropbox.com/request/iCsjY4hGeesQYmlLIOoT

7. The **deadline for uploading presentations is 30 August 2021**.
   Presentations not uploaded by the designated date may not be included in the programme.

General recommendations for preparing a presentation

1. Speakers are entirely responsible for the presentation content (e.g., slide order, graphics).

2. While recording a presentation avoid bright lights and windows in the background. Front-facing natural light works best.

3. Please, avoid a cluttered and distracting background.

4. Presenters are asked to wear proper attire for the recording.

Should you need further assistance as far as your presentation preparation is concerned, please contact our technical staff at emrsfall@nobell.pl