GUIDELINES FOR AUTHORS OF CONTRIBUTIONS ACCEPTED FOR <u>POSTER PRESENTATION</u>

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 posters will be presented as a pre-recorded videos or graphic files. In order to prepare your file you may use any software you choose, providing that you will send the organizers an mp4 file or PNG file or JPEG file. For pre-recorded talks, 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.

Posters will be either in a form of pre-recorded movies or PNG / JPEG graphic files. All authors will be requested to send their file within the deadline given below. During the conference poster session will be allocated time in the programme for displaying the pre-recorded presentations or graphics. Authors will be able to address the questions posted on chat by the interested attendees.

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. File format:

   <u>for pre-recorded talks:</u>

   ✓ the presentation cannot exceed the time allotted, 3 minutes.;

   ✓ if possible, presenters are asked to record their presentations in a 16:9 format ratio;

   ✓ the required file format is a file with the mp4 extension (an MPEG-4 video file format);

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

   <u>for PNG / JPEG files:</u>

   ✓ the format shall be 1920 x 1080 pixels, ☐ **landscape oriented**, one page;

   ✓ the required file format is a file with a .PNG or .JPEG extension.

2. Presenters are asked to name their file using their first, last name and presentation reference number (NUM) with the format given below: presentation reference number (NUM)_Surname_Firstname.mp4 or (NUM)_Surname_Firstname.png or (NUM)_Surname_Firstname.jpeg (example: C.1.1_Doe_John)

3. 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.

4. **Please follow this LINK to upload your file:**
   https://www.dropbox.com/request/nqA5sZNFSInsxmxZPsF4

5. The **deadline for uploading presentations is 30 August 2021.** Presentations

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