



PRESENTATION LENGTH & FORMAT

You have been accepted as a digital poster presenter; inclusive of a PDF portrait poster and a 3-minute pre-recorded video that acts as the oral presentation.

Your poster will be always available to delegates on-demand, including before and after the Congress. Delegates will be able to view your poster and post questions on the Q&A in the platform at any time. We encourage you to check your poster intermittently to see if you have been left any questions.

There will also be dedicated times in the program where delegates are encouraged to visit the poster gallery. Please make yourself available to interact with interested delegates during these dedicated poster sessions (see program for up-to-date timing).

PREPARING YOUR DIGITAL POSTER – DUE 23 FEBRUARY 2022

Posters will be available for viewing throughout the event in an online Poster Gallery.

- All posters must be submitted in **portrait PDF format**. We recommend digital posters are created in PowerPoint and converted into PDF format.
- You are limited to a **maximum of 5 pages/slides within the single .pdf file**.
- **JPEG or PNG** is the preferred file format for inserted images. Please be mindful of any copyright of photos or other images/diagrams used when creating your poster.
- **Slide transitions and animations are not recommended** due to the conversion from PowerPoint to PDF.
- Audio will **not** be available on posters.

PRESENTER CHECKLIST

1. All presenting authors will be required to **register and pay for the Congress by the author registration deadline of 19 January 2022** to ensure that their abstract(s) are included in the final program.
2. **You will need:** A PC/laptop, webcam, microphone, and stable internet with 5-10Mbps bandwidth.
3. Please submit your PDF portrait digital poster and 3-minute pre-recorded video to aso2022perth@arinex.com.au by **23 February 2022**.
4. Please submit a headshot and a biography (150 words maximum) to aso2022perth@arinex.com.au by **23 February 2022**.

HOW TO PRE-RECORD

Recording your presentation using Microsoft PowerPoint:

1. Go to the "Slide Show" tab.
2. Click on the "Record Slide Show" button and select "Record from Beginning".
3. Use the "Settings" button on the upper right corner allows you to select your microphone and camera.
4. If you do not wish to be visible in the recording, you can turn off webcam recording using the little camera icon below your slides on the lower right corner.
5. Click "Record" on the upper left corner. PowerPoint will start a 3-second countdown and then start recording. The recording will automatically stop after your last slide.
6. Select "File" -> "Export" -> "Create a Video" to save your recording on your hard drive (We recommend a resolution of 1080p to make sure the quality is high enough. Please do not go lower than 720p).

Recording your presentation using Zoom:

1. Start a new Zoom meeting. “Exit Full Screen” if the meeting window has covered your whole screen.
2. If you are using a slide deck, open it in a new window. In PowerPoint, you can set the slide show to begin in a window (instead of taking up the whole screen) by following these steps:
 - o Go to the “Slide Show” tab.
 - o Click the “Set up Slide Show” button.
 - o Select “Browsed by an Individual Window”.
 - o Click the “From Beginning” button to begin the slide show.
3. In the Zoom toolbar, click “Share Screen” and select the “PowerPoint window”.
4. Click Alt+R or “Record” in Zoom (it may be under the “More” button). The recording will begin immediately. Go through your presentation. When you are done, click the “Stop Recording” button, or the Alt+R key combination again.
5. End your meeting. Wait for the recording to be processed. It will be saved on your computer, and Zoom will open the folder with the recording.

Recordings need to be provided to in **MP4 format**. Should your presentation be received in a format other than MP4 you will be asked to resubmit in an MP4 format.

VIRTUAL PLATFORM

You may use the virtual platform on either **desktop** or **tablet**. We highly recommend using the latest version of **Google Chrome** to access the platform. [Download Google Chrome here](#). You will be provided with more information on how to access the virtual platform shortly.

QUERIES

For technical enquiries about presentation formats, the virtual platform, digital posters and rehearsals, please contact the Congress Managers, aso2022perth@arinex.com.au.