

GUIDELINES FOR PARTICIPANTS

GUIDELINES FOR POSTER PRESENTATIONS

General Instructions

- If your abstract was selected for a poster, **you must create a poster file and an accompanying 3-minutes recorded presentation** based on your submitted abstract and according to the guidelines given below.
- Please be informed that it is **NOT possible** for you to bring your poster with you onsite. A screen will be available to view each contribution throughout the event.
- It is mandatory to use the official MODENERLANDS poster format (CA20109_SWBochum_Template_Poster.pptx)
- Name your poster using the following format: Name_LastName (e.g. Ana_Smith.pptx)
- Please create two **QR codes** (see poster template) to allow the participants to download:
 - Your poster in PDF
 - Your recorded poster presentation
- Submit your poster to: info@modenerlands.eu
- Deadline for poster submission is **19th August 2024**.

GUIDELINES FOR ORAL PRESENTATIONS

General Instructions

- If your abstract was selected for ORAL presentation, **you must create a PPT presentation** based on your submitted abstract.
- It is mandatory to use the official MODENERLANDS presentation format (CA20109_SWBochum_TemplatePPT.pptx)
- Name your presentation using the following format: Name_LastName (e.g. Ana_Smith.pptx)
- Prepare a 15 min presentation including 3 minutes for questions at the end.
- Submit your presentation to: info@modenerlands.eu
- **Deadline** for presentation submission in pptx format is **26th August 2024**

GUIDELINES FOR POSTER VIDEO Recording

- Below you can find detailed instruction on how to record your poster video using PowerPoint.
- You can use the template provided for presenters (CA20109_SWBochum_TemplatePPT.pptx) or for posters (CA20109_SWBochum_Template_Poster.pptx) to record your video.
- Name your poster recording using the following format: Name_LastName (e.g. Ana_Smith.m4a)
- Recordings must be submitted as separate files from the poster via WeTransfer or a similar tool to info@modenerlands.eu – please don't keep them included in your poster file.

POSTER RECORDING HELP

- Submitting a recording with your poster is mandatory. You can present your work with a couple of slides (and/or your poster file). Please read [this explanation by Microsoft](#) for more detailed information. **Depending on your version of PowerPoint, explanations on how to record may differ from what is explained below.**
- Some step-by-step guides/examples can be found in the following videos: [VIDEO 1](#)

1. Technical Equipment

- Please make sure that you have a **microphone and camera connected** to your computer:
 - Test them before recording your final recording
 - For a better audio quality, it is strongly advised to use a headset or external microphone
- Record your presentation in a quiet area
- Make sure to speak slowly and clearly to be easily understood
- You can't change which device to record from or set volume levels for the microphone inside PowerPoint, so make sure that it's ready for recording before you dive into PowerPoint

2. Step-by-step

1. **Open your presentation in PowerPoint**
 - Go to the tabs and select "Slide Show"
 - Then "Record Slide Show" to launch the recording options.
2. **Start recording:** your PowerPoint will open in full screen.
 - In the top left you will see the options to "start/stop recording".
 - On the right you have settings: check that the correct microphone and webcam are selected.
3. **Check you are ready before you start recording.** As soon as you click on the record button, a "3-2-1" timer will appear on your screen before the recording starts.
 - **Remember that your recording should be 3 minutes maximum, which is 180 seconds maximum.**
4. **Save as video:** once the recording is done, save your PowerPoint file (including your recording) as a video.
 - Go to File > Export > create a video
 - *Note that it can take a while before the video is fully saved. (see step 5)*
5. **Name your file:** Name your poster recording using the following format: Name_LastName (e.g. Ana_Smith.m4a).
 - *Note: The icon of the saved file will then appear on your desktop (or in the folder in which you saved it), but you won't be able to open it immediately. It will take a while before the video is fully compressed. Allow 10-15' for the process to complete.*

6. **Final steps:** when your recording has been saved as a video, please make sure that you do not keep it in PowerPoint file.
7. **Send your recording** via WeTransfer or a similar tool to info@modenerland.eu