# Please provide the following

Poster Title:

Presenter Name:

Contact Email:

*To be included in the poster display during the virtual event.*

## Submission deadline: December 21st, 2020

### Submit all poster PDF files to GoogleDrive

### or WeTransfer to suzie.meyer@labroots.com

**You can also submit optional mp4 poster presentation the same way,**

Please indicate which file selections you will be submitting:

☐ Poster as a PDF (required) – in landscape format: The level of detail is at the discretion of the presenter, these files will be downloadable by attendees. (Example)

☐ Poster as an MP4 (optional, additional) – poster visual in landscape format, and a recording of your summary as an MP4 that is no more than 5 to 6 minutes long. This can be created in PowerPoint or Zoom, whatever platform you have available, with or without webcam - Visual can be static or more presentation-like. (Example)

### Please use the following naming convention:

Firstname_Lastname_FinalPoster.pdf (.mp4 for optional video files)

Email suzie.meyer@labroots.com with any questions.

LabRoots Support: Email Link

## GUIDELINES FOR POSTERS AND ORAL PRESENTATIONS

· Posters should be created in landscape view as *a one page file - please no vertical posters*

   • open MS PowerPoint and select Standard (4:3) or Widescreen (16:9) size

· Content on posters should be readable without the need for observer to use the zoom function when viewed at full-screen width/mode.

**Guidelines to audio recordings, for narrated presentations**

· Insert audio from MS PowerPoint, and create a slideshow with audio

   https://support.microsoft.com/en-us/office/add-or-delete-audio-in-your-powerpoint-presentation-c3b2a9fd-2547-41d9-9182-3dfaa58f1316?ui=en-us&rs=en-us&ad=us

· Create a narrated presentation on MS PowerPoint displayed as a video

   https://support.microsoft.com/en-us/office/turn-your-presentation-into-a-video-c140551f-cb37-4818-b5d4-3e30815c3e83

· Create a narrated presentation using Screencast-o-Matic displayed as a video

   https://screencast-o-matic.com

· Final slideshow speed presentations must be created in MS PowerPoint and recorded in your own time with an output of an mp4 video.

**Recording tips**

· It is recommended that you use a microphone with a headset as these generally produce the best audio quality.

· Perform a brief test audio before you start recording your full length presentation to assess volume and quality. Adjust these if necessary.

· Record your presentation from a quiet location to avoid background noise.