

## On-site Presenter Guidance

### Poster + Recorded 1' Pitch Presentation

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All posters will be accessible to participants in an online showroom, accompanied by a pre-recorded 1' pitch. They will also be displayed full-size in the on-site exhibition space and given special attention during dedicated poster sessions following the corresponding oral sessions, introduced by the session chairs. The poster exhibition space is located in front of the conference rooms, where participants will circulate during coffee and lunch breaks.

#### Your poster

- **Size:** [A0 portrait](#) (the file submitted for online presentation may be smaller)
- **Content:** title, author and affiliation, objectives, methodology, results and conclusions.
- **Appearance:** focus on illustrations, prefer graphs over tables, text minimum 6 mm and supporting illustrations rather than stand-alone. Presentation from left to right, top to bottom.
- **Submission** with your 1' pitch presentation (see below) between **15 July and 25 August** through the [CISBAT Conference Management Tool](#).
- **Display:** please take along your A0 poster and display it on your arrival until the end of the second conference day, on the panel that bears the number of your contribution given in the program.
- **Unforeseen absence:** if for any reason you cannot attend the conference in person, please inform us as soon as you know. Empty poster display panels are not nice to see and take up valuable space!

#### Your 1' pitch presentation

Use Zoom - or any tool you are used to - to **record** your 1-minute presentation in MP4 format, then submit it through the conference management tool <https://www.conftool.com/cisbat2023/> between **15 July and 25 August** with your poster. Please make sure that your presentation is no longer than 1 minute. We recommend showing just 1 slide.

#### Your slide

Remember that the audience will be watching your presentation on their laptop rather than a big screen so visual and large fonts for data and not overloading the slide is vital. Your slide does not need to tell the full story, it only needs to catch the public's interest. Your poster will be available for more information.

#### Recording with ZOOM (of course you may use any other tool you are familiar with)

Note: in order to record your presentation, you are required to download and install the Zoom client: <https://zoom.us/download> and to create your own zoom account.

1. Open Zoom. In your profile, click "Settings", then "Recordings". Select "Local Recordings" to avoid loss of quality.
2. Select "Host a Meeting" / "Host a meeting with video on", then follow the instructions and wait for the meeting to generate.
3. Join with Computer Audio, but do test if speaker and microphone work beforehand.
4. Do not use a virtual background, since this will reduce the recording quality; instead find a suitable place for presenting.
5. Before you record, check your options: select the arrow next to the video or microphone symbol to open the settings window. Recordings: select "Record video during screen sharing" and "Place video next to the shared screen in the recording". Video: select HD.
6. Select "Share Screen", then press the "Record button" and begin your presentation. You can pause both the recording and the screen sharing if you wish.
7. As a reminder, your presentation must not exceed 1 minute.
8. Once you have finished your presentation, select "Stop Record" and then end the meeting, which will stop the recording. It will begin to convert your video into mp4 and store it in the place you defined. Allow time for this; do not turn off the computer.
9. Please test your video before submitting it.