

## Remote Presenter Guidance

### Poster + Recorded 1' Pitch Presentation

All posters will be accessible to participants in an online showroom, accompanied by a pre-recorded 1' pitch presentation. They will also be displayed on-site on paper (A2 for remote participants, A0 for on-site presenters). During the on-site poster sessions, virtual meeting rooms will be open for exchanges.

#### Your poster

- Size: min. A3 portrait (submit in PDF format)
- Content: title, author and affiliation, objectives, methodology, results and conclusions.
- Appearance: focus on illustrations, prefer graphs over tables, text should support illustrations rather than stand alone. Presentation from left to right, top to bottom.
- **Submission** with pitch presentation **between 1 July and 25 August** through the CISBAT Conference Management System.

#### 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 July 1<sup>st</sup> and **August 25<sup>th</sup>**. 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. Use Computer Audio, but do test to see 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.