Instructions for Free Communications Presenters

During the Conference

The format for your presentation during the virtual conference will be as follows:

- 1 minute: Present the key take-home points in a single PowerPoint slide
- 3 minutes: Q&A by judges (and participants if time permit)

Only the presenting author should be doing the presentation in the video and addressing the queries during the Q&A segment at the conference.

You will be assigned to one of the 1-hour sessions. We shall inform you of the date and time at a later date.

Prior to the Conference

Please see below regarding the items you will need to submit prior to the conference.

1. *Presentation Video [MPEG-4 (.mp4) file format]*

- In view of the online platform, presenters will need to do a pre-recording of their presentation (8 minutes for Free Communications) and send to us by 20 November 2020.

- This video will be:
  - Evaluated by judges prior to the conference. The scores will be combined with the scores from the Q&A segment during the actual conference to decide on the winners.
  - Make available for viewing by the participants throughout the entire conference accessible via the online conference platform.

- The video submitted will be deemed as final and no further change/s is/are allowed.
- Videos received after 20 November 2020 or exceed the time limit will not be considered for the awards.
- The link for the video upload page will be sent closer to the submission date.

2. *Slide on Take-Home Points [PDF file format]*

- Kindly send us one slide containing the key take-home points by 30 November 2020. This will be shared during your Q&A time at the main conference.

1. Preparing Your Pre-Recording

Free Communications presenters will have a time limit of 8 minutes presentation.

1. Your pre-recording will contain both your content slide(s) and a voice-over. The presentation must be recorded in 720p

2. You may embed a video of yourself presenting the content [picture-in-picture (PiP)]. This PiP will appear at the bottom of each slide. The minimum dimensions for the video frame are height of 720 px and width of 1280 px

3. Presentation slides should be in English, landscape orientation

4. Slide dimensions - In MS PowerPoint, go to Design -> Slide Size -> 16:9 (widescreen)

5. Text used for the PowerPoint should be no smaller than font size 24

6. The presentation should have a title slide and the following sections: Introduction, Methods, Results, Discussion, Conclusion

7. The title slide should contain the following: Name(s), department(s), institution(s) and country of author(s) should be stated clearly, directly below the title. Name of the presenting author in bold

8. Presenters should avoid overloading their slide with text, or images with small elements to allow for better reading

Saving Your Presentation

You will need to save the file in MPEG-4 (.mp4) format:

For PowerPoint

- o Select "File" from the navigation bar at the top of the screen, followed by "Export".
- o Choose to "Create a Video".
- o Select the MPEG-4 (.mp4) option from the drop-down menu. It is extremely important that you do not save your video in any format lower than Internet quality.
- o Select the Create Video button.
- o Files should be saved in the format:
  - o Abstract ID_Presentation type (i.e. Free Comm)_First name_ Last name
  - o E.g. 1000_Free Comm_Matthew_Tan

2. Preparing Your Take-Home Points Slide

1. The one slide should be in English, landscape orientation
2. Slide dimensions - In MS PowerPoint, go to Design -> Slide Size -> 16:9 (widescreen)
3. Text used for the PowerPoint should be no smaller than font size 24
4. It should contain the following at the top: Name(s) and affiliations should be stated clearly, directly below the title. Name of the presenting author in bold