



Instructions for Short Communications (On Demand) Presenters

During the Conference

Your pre-recorded presentation video (see below) will be made available for viewing by the participants throughout the entire conference accessible via the online conference platform.

No actual presentation or Q&A is required at the actual conference.

Prior to the Conference

Please see below regarding the items you will need to submit prior to the conference. Only the presenting author should be doing the presentation in the video

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

- In view of the online platform, presenters will need to do a pre-recording of their presentation (4 minutes for Short Communications (On Demand)) and send to us by the date indicated in our email.
- This video will be made 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 is allowed.
- Videos received after the date indicated in our email or that do not conform to the guidelines (including time limit and number of slides used) may not be uploaded to the conference platform.
- The link for the video upload page will be sent closer to the submission date.

1. Preparing Your Pre-Recording

Short Communications presenters will have a time limit of **4 minutes** to share their presentation in a **SINGLE** slide.

1. Your pre-recording will contain both your content slide 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 the slide. The minimum dimensions for the video frame are height of 720 px and width of 1280 px
3. Presentation slide should be in English and 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 14
6. Title is to be stated at the top of the slide
7. 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. The slide should contain the following headings: Introduction, Methods, Results, Conclusion
9. 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

- Select “File” from the navigation bar at the top of the screen, followed by “Export”.
- Choose to “Create a Video”.
- 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.
- Select the Create Video button.
- Files should be saved in the format:
 - Abstract ID_Presentation type (i.e. Short Comm OD)_First name_ Last name
 - E.g. 1000_Short Comm OD_Matthew_Tan