EuCAP 2021 – Upload Information and technical guidelines for presenters

Part One: **Regular and Convened Oral Sessions**

Following our previous email we would like to provide further information and guidelines about the uploading process, as well as how the live sessions will operate.

Please note that for each oral paper that you are presenting we require
   a) a pre-recorded video of your oral presentation
   b) a copy of your presentation slides.

We require the pre-recorded video for two reasons. Firstly, given the on-line nature of the conference, many non-European delegates will be unable to attend the sessions live. The uploaded presentations will be available to all delegates to view on-demand, in the Online Conference Platform (OCP) in the "On Demand Library". They will be viewable from the opening of the platform, approx. 3 days prior to the conference start until 3 months after the conference. Secondly, in the event that technical problems make an acceptable real-time live presentation impossible, the author's pre-recorded presentation will be shown instead.

Presenter Information:

The paper presenter will be our main contact when setting-up the OCP (importing the programme and specifying presenter information) and so it is important that a presenter is identified for each paper in advance. **The presenter must be registered for the conference.**

We ask that you update the EDAS page for your paper with presenter information as soon as possible but before March 8, 2021. Thank you to those who have already done this.

Where possible the presenter's e-mail address in EDAS should be the same as the one he/she used in the registration process. This is necessary in order to set all links and connections between registration, abstract tool and OCP.
If this is not the case, please change the email address in EDAS or contact support-eucap@luxav.de

Uploading Overview:

For our On Demand Library, we ask that you provide us with your pre-recorded presentation and slides in advance by uploading them to the upload storage reserved for you on the cloud portal of our technical service provider. **In the coming days we shall provide you with a link to your personal oral session upload area.** This link will be valid for all files pertaining to your oral papers (for technical reasons posters will be uploaded to a separate upload area – see below). Within this area there will be a separate folder for each oral paper that you are presenting.

After successfully navigating to the upload website, you can either drag and drop your files onto the website or click on the round + symbol in the top left corner, click on the menu item "Upload file" and then select the files you want to upload from your computer. If you encounter problems during the upload of your files, please send us an email describing your problem to support-eucap@luxav.de. More detailed instructions and technical guidelines are given below.

The deadline for submitting your recording is March 16, 2021.

Upload Instructions and Technical Guidelines for Presentation Slides

For use in your live EuCAP presentation we kindly ask you to prepare slides in pdf or Powerpoint (preferred) format and upload them to your personal upload areas as described above.

Please submit a complete set of slides for your presentation. In the event that you have several oral presentations please upload a separate set of slides for each paper into the appropriate subfolder within your oral sessions upload area. Make sure that any videos used in the presentation are embedded in the presentation and are not sent/uploaded separately. Make sure that all files are named clearly. The name should include the EDAS ID of the paper.

All common PowerPoint-presentation formats including version 2019 will be supported. The image format is **16:9.** Please make sure that the font size is between 20 and 36.

The deadline for submitting your slides is March 16, 2021.

Upload Instructions and Guidelines for Pre-Recorded Video

Please submit a pre-recorded video of your presentation. In the event that you have several oral presentations please upload a separate video for each paper into the appropriate subfolder within your oral session upload area. Make sure that all files are named clearly. The name should include the EDAS ID of the paper.

Please submit each recorded presentation as one complete, finished video file.

The event will be streamed in **16:9 image format** and in full HD resolution. Optimum quality is achieved if your presentation video is also available in this form. Contributions that are available in a lower resolution or are not in 16:9 image format will still be accepted by us and presented as is.

We prefer to accept video files in the formats MP4 (H.264 codec) or Windows Media (WMV). Different video formats are checked and used by us if they can be played back without errors. Should problems arise, we will contact you by email.

Tips for Pre-Recording of Presentations

As a very simple way of recording your presentation with voice and optionally also a camera image, we recommend the recording function provided by **Microsoft PowerPoint®**. It is included as standard in all popular PowerPoint versions for Microsoft Windows and Apple MacOS (with some restrictions).

Please that make sure that having completed each slide you wait 2 seconds before clicking to the next one. And after changing slides you should wait another two second before starting the new slide. Otherwise, your voice will not be recorded.

Recording of Mouse Movements in PowerPoint (only via Laser Pointer and only when using Windows)
We would particularly like to ask you to use the integrated laser pointer function when recording your presentation with PowerPoint so that the movements of the mouse pointer are also recorded, and the resulting video makes it easier to understand which part of the picture is being talked about. Unfortunately, the recording of the mouse pointer is only available under PowerPoint for Windows version 2016 or later and only when the PowerPoint laser pointer is activated.

Alternative for MacOS
If you use PowerPoint for MacOS, please use the option of highlighting image sections with animations (e. g. fading in of coloured borders) to compensate for the lack of mouse pointer recording.

Recording of a Camera Image (only in PowerPoint for Windows)
In PowerPoint for Windows version 2019 or later, the image of a connected camera (webcam) can optionally also be included in the recording.
Unfortunately, this function is currently not available in PowerPoint for MacOS either.

Activation of the Laser Pointer in PowerPoint for Windows
As of version 2016 of PowerPoint for Windows, the laser pointer can be activated during a slide show by either holding down the CTRL key together with the left mouse button (until released) or by pressing the key combination CTRL + L (until CTRL + L is pressed again).

Explanatory Videos for Recording a Presentation with PowerPoint
On the following website you will find videos (with sound) which exemplarily explain the procedure for a screen recording with subsequent creation of a finished video: https://info.luxav-cloud.de/?page_id=188

Microsoft Support Pages
A detailed description of the procedure can also be found on the Microsoft support pages.

Record a Slide Show with Narration and Slide Timings:
https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c?ui=en-us&rs=en-us&ad=us

Turn Your Presentation into a Video:

https://support.microsoft.com/en-us/office/turn-your-presentation-into-a-video-c140551f-cb37-4818-b5d4-3e30815c3e83?ui=en-us&rs=en-us&ad=us

If you have difficulties recording your slide show and exporting it as a video, please send us an email describing your problem to support-eucap@luxav.de

Technical Briefing:

In order to guarantee a smooth running of the presentations during the virtual EUCAP 2021 Conference we would like to invite you to a technical briefing. This briefing will be organized via Zoom and during this 30-minute-briefing we would like to familiarize you with the technical procedure of the sessions and the functions within a zoom webconference.

We offer the following time slots (Central European Time MEZ/UTC+1):

March 16:   from 9:00-9:30 and from 9:30-10:00
(preferably provided for speakers from Asia)
from 12:00-12:30 and from 12:30-13:00
from 18:00-18:30 and from 18:30-19:00
(preferably provided for speakers from the US/Canada/Latin America)

March 17:   from 9:00-9:30 and from 9:30-10:00
(preferably provided for speakers from Asia)
from 12:00-12:30 and from 12:30-13:00
from 18:00-18:30 and from 18:30-19:00
(preferably provided for speakers from the US/Canada/Latin America)

March 18:   from 9:00-9:30 and from 9:30-10:00
(preferably provided for speakers from Asia)
from 12:00-12:30 and from 12:30-13:00
from 18:00-18:30 and from 18:30-19:00
(preferably provided for speakers from the US/Canada/Latin America)

The links to the Technical Briefings will be communicated on March 12, 2021.

Live-Presentation during EuCAP 2021:

Technical information

- The web conferencing tool used for EuCAP 2021 is Zoom Webinar.
- Before the conference you will receive an email with the access link(s) to your session(s). **Please use the link(s) in the email and not the session links in the program overview** since you have been registered as a speaker in the respective Zoom session and, thus, you have certain rights (e.g., turning on and off your microphone and camera) which regular participants of the session do not have.
- Audience questions shall be posted via the Q&A function (preferred) or chat function, during or after the talk, and collated by the chairs. The chairs will then pose selected questions to the speakers to be answered orally.
- If any technical questions arise during the session, you can always address the technician of the session via chat or by using your microphone

Part Two: Poster Sessions

Following our previous email we would like to provide further information and guidelines about the uploading process, as well as how the sessions will operate.

Please note that for each poster paper that you are presenting we require
   a) A single page pdf of your poster
   b) An audio file containing a short description of your poster.

Presenter Information:

The poster presenter will be our main contact when setting-up the OCP (importing the programme and specifying presenter information) and so it is important that a presenter is identified for each paper in advance. **The presenter must be registered for the conference.**

We ask that you update the EDAS page for your paper with presenter information as soon as possible but before March 8, 2021. Thank you to those who have already done this.

Where possible the presenter's e-mail address in EDAS should be the same as he/she used in the registration process. This is necessary in order to set all links and connections between registration, abstract tool and OCP. If this is not the case, please change the email address in EDAS or contact support-eucap@luxav.de

Here are the instructions for the upload of your e-poster:

Uploading Overview:

We ask that you provide us with a one-page pdf of your poster and a summarising audio file in advance. These are to be uploaded to the upload storage reserved for you on the cloud portal of our technical service provider. **In the coming days we shall provide you with a link to your personal poster upload area.** This link will be valid for all files pertaining to your poster papers (for technical reasons oral session presentation files will be uploaded to a separate upload area – see above). Within this area there will be a separate folder for each poster paper that you are presenting.

After successfully navigating to the upload website, you can either drag and drop your files onto the website or click on the round + symbol in the top left corner, click on the menu item "Upload file" and then select the files you want to upload from your computer. If you encounter problems during the upload of your files, please send us an email describing your problem to support-eucap@luxav.de. More detailed instructions and technical guidelines are given below.

The deadline for submitting your poster and audio file is March 12, 2021.

Upload Instructions and Guidelines for Poster pdf

For the E-Poster Online Gallery we kindly ask you to provide a one-page pdf of your poster. Every e-poster will be displayed on the OCP, together with the name of the poster presenter and his/her contact information (e-mail, chat, video chat). Additionally, we would like to add a 3 minute-audio file recorded by the poster presenter. In

this audio file you should give brief information about the content of the poster. The E-Poster Gallery will be available for 3 months after the Conference.

Technical specifications for the poster pdf:

- PDF-format
- Resolution: at least 3840 x 2160 pixel
- 150 dpi
- Portrait Format
- Data volume: 5 MB maximum
- A0 size

Please submit your poster-pdf by uploading it to the upload storage reserved for you on the cloud portal of our technical service provider.

The deadline for submitting your pdf is <mark>**March 12, 2021.**</mark>

Upload Instructions and Guidelines for Poster Audio File

You are open to choose the format of your audio file. The recording should not exceed the duration of 3 minutes. Please use the same upload link as for the poster-pdf upload.

The deadline for submitting your pdf is <mark>**March 12, 2021**</mark>.

Instructions and Guidelines for Uploading

In the event that you have several posters please place a separate poster and audio file in each of the appropriate subfolders within your poster upload area. Make sure that all files are named clearly. The name should include the EDAS ID of the paper.

If you encounter problems during the upload of your files, please send us an email describing your problem to support-eucap@luxav.de

Poster Sessions

The virtual poster sessions will take place on March 23, 24 and 25 from 11:40-13:40 in a virtual networking area. To enter this area, you choose the menu button "Poster Session", then you confirm the access conditions and proceed to the box with your poster topic. The poster session is an interactive session, where the presenter can share his own monitor and microphone. Attendees can choose the poster they are interested in and directly get in touch with the poster presenter by approaching her/him in this networking tool.

All poster presenters must be present for the whole duration of the poster session. For the poster presentation we kindly ask you to present your one-page pdf by sharing your screen.

Technical Briefing

In order to guarantee a smooth running of the Poster Sessions we will offer a technical briefing, one week before the event. More information will follow shortly.