9th World Congress of Biomechanics
2022 Taipei

Oral Preparation Guidelines

1. Oral sessions will be streamed through our virtual congress platform

2. All presenters (including plenary speakers) must **submit a prerecorded video** of their presentation by **June 10th 2022** (for on-demand playback on our virtual congress platform)

This Guide will give general guidelines on:

- Preparing your slides
- Recording your presentation
- Uploading your pre-recorded video via the online submission system

Slide Preparation

Slide Preparations

The length of your presentation(s) is as follows:

Session	Approx. Length of Talk / Pre-Recorded Video
Plenary Speech	**40 min**
Invited Talk	**12 min**
Oral Presentation	**8 min**
Award	**12 min,** or otherwise instructed by individual sessions
Special Sessions	**12 min,** or otherwise instructed by individual sessions

#1 **Font sizes in your slide**
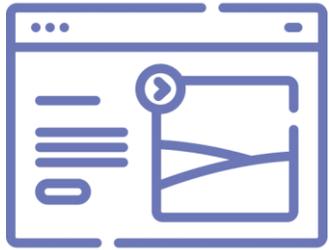
For optimal visibility, we recommend the following font sizes:

- 36-44 or larger for titles
- 24-28 or larger for text

24↑

#2 **Presentation Aspect Ratio**

16:9
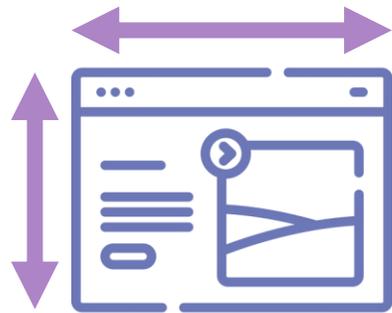
Please ensure that your slide is formatted in **16:9 (Widescreen)** to use the maximum available space during the presentation

Pre-Recorded Video

- Please ensure the pre-recorded video is the same length as your presentation

- Save the pre-recorded video as a mp4 in the following naming format:

  - PresentationID_LastNameFirstName.mp4 (e.g., O-12345_AdachiTaiji.mp4;

    O-54321_ChouLi-Shan.mp4;

    O-45321_SmithTom.mp4)

*note: Please DO NOT use your Abstract ID

TIPS Reminders when recording your presentation

Make sure your mobile is on **Silent**

Make sure there is no background or ambient noises while recording your presentation

Time Yourself!
Set up a **timer** (without sound) to make sure you do not run out of time

Lighting
Set a tall lamp next to the computer or on the side of your face for the best visibility.

Use the congress **background** provided in the following slide or another background of your choice and **position yourself in the middle of the frame.**

Uploading Your Video

Uploading Your Presentation Materials

Login to Upload

- Click this link to navigate to the upload page
- Please "**Login**" with your registration account

Upload website

Important Notices

1. To upload your presentation materials, please click **"Files Upload Dashboard"** button above.
2. Before uploading, please read the Preparation Guidelines of your respective presentation carefully.
   - I. Oral Presentations: Please ensure the pre-recorded video is in mp4 format and the same length as your live presentation.
   - II. ePoster Presentations: The ePoster should be in PDF format. The audio for your ePoster should be in mp3 format and should be no longer than 1-minute in length.
   - III. Please check the file(s) are named correctly according to the format specified in the guidelines.
3. The deadline for uploading your presentation is **10th June at 23:59 (UTC+8)**. Please submit your presentation as early as possible to avoid the likely network congestion towards the closing deadline. For detailed guidelines and to download slide templates, please click the following links:

Oral Preparation Guidelines

Using Zoom (For First-Time Users)

ePoster Preparation Guidelines

ePoster Presentation Template (with banner and Background)

ePoster Presentation Template (with banner only)

Privacy   Terms of use   © Awesomeet 2022

Click "Files Upload Dashboard" to upload your presentation materials
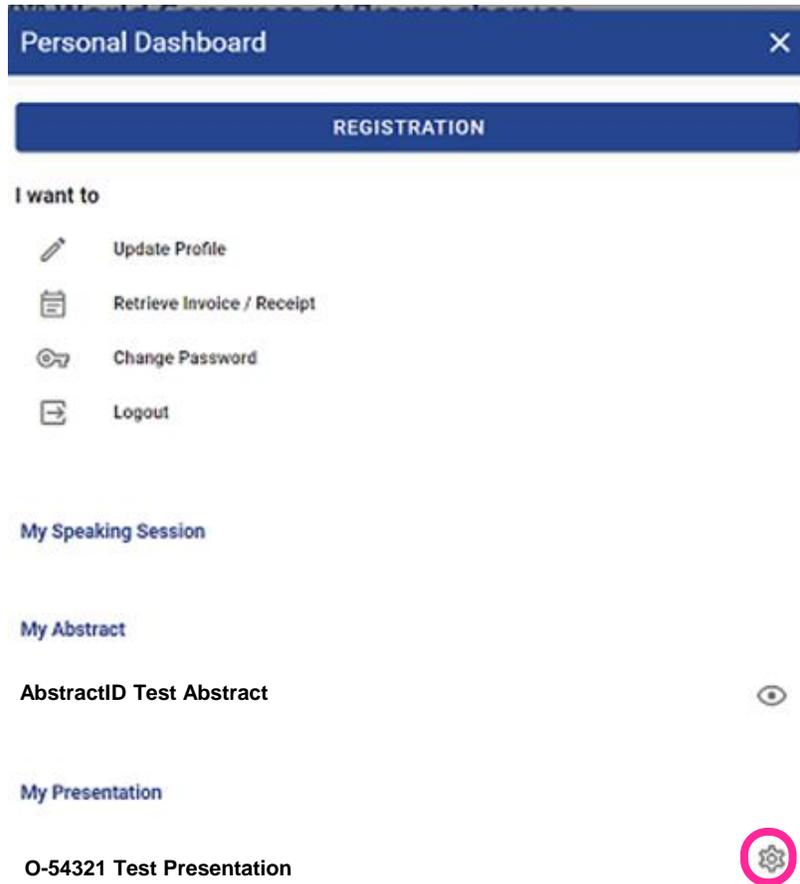
Upload Your Pre-Recorded Presentation

Access the Upload Menu

- Navigate to the "My Presentation" section
- Click settings icon to enter the upload menu

Upload Your Pre-Recorded Presentation
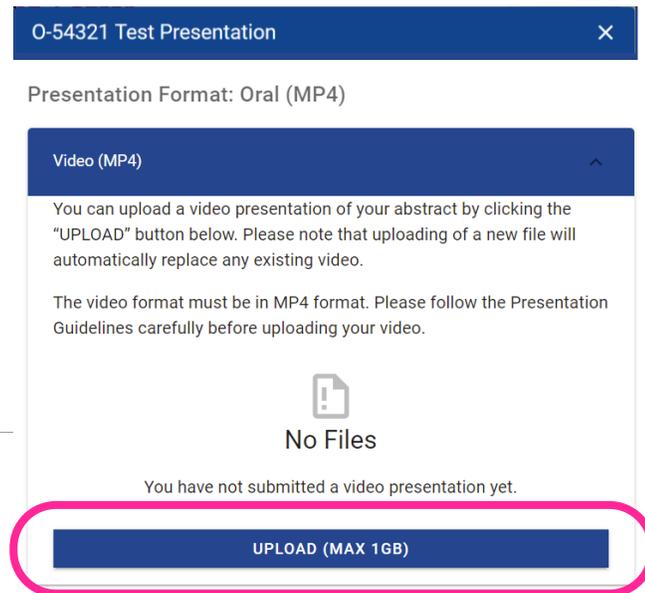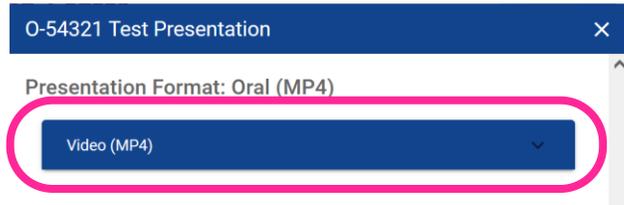
Upload Your Presentation Video

- Click the Video (MP4) Tab
- Click "UPLOAD" to upload your presentation Materials

Upload Your Pre-Recorded Presentation

O-54321 Test Presentation ✕

Presentation Format: Oral (MP4)

Video (MP4) ˄

You can upload a video presentation of your abstract by clicking the "UPLOAD" button below. Please note that uploading of a new file will automatically replace any existing video.

The video format must be in MP4 format. Please follow the Presentation Guidelines carefully before uploading your video.

Video File
O-54321_LastNameFirstName.mp4

UPLOAD (MAX 1GB)

Confirm Your Upload was Successful

- Check the name of the file under "Video File" is correct and formatted according to the guidelines above

- Or click the cloud icon to download the uploaded file to re-confirm

Last-Minute Checklist

❑ Please check that the video file is the same length as your live presentation

❑ Please check that the file name of the uploaded video presentation is formatted correctly (e.g., O-12345_SmithTom.mp4)

❑ Please check the name of the uploaded file to ensure the correct file was uploaded

❑ Please re-check the uploaded file through the cloud download icon

Copyright Policy

- Consent to Record and Use Your Talk

  - We would like to request consent to record your talk and use your pre-recorded presentation video

- Copyrighted Materials

  - Please do not include materials that may be subject to pending patents and other intellectual property rights

  - We also request that you acknowledge the sources properly when citing appropriate references for figures, charts and other materials which are not your original work