

9th World Congress of Biomechanics 2022 Taipei

ePoster Preparation Guidelines



Your ePoster will be displayed in two formats throughout the congress:

- On-demand on our virtual congress platform
- As an interactive presentation during poster sessions in <u>Gather</u>
- We ask all poster presenters to submit all presentation materials (ePoster + Audio) by June 10th, 2022

This Guide will give general guidelines on:

- Preparing your ePoster for display
- Recording your 1 min audio presentation for on-demand playback on both the virtual congress platform and on Gather

On-Demand on the Virtual Congress Platform

The Virtual Congress Platform

- Our Virtual Congress Platform allows for on-demand viewing of images and audio
 - Your ePoster will be exhibited online through this platform on all days of the congress (see example below)
 - To help viewers better understand your research, we ask that all presenters submit a **1 min pre-recorded audio** introduction

The Virtual Congress Platform



Gather Interactive ePoster Presentations

Interactive Poster Sessions on Gather

- Our interactive ePoster sessions allows attendees to interact with their peers through video conferencing
 - During one of three **90 min Poster sessions**, poster presenters would be asked to log on to Gather to answer questions and interact with other attendees live (see examples below)
 - Attendees would also be able to view listen to the posters ondemand

Interactive Poster Sessions on Gather





All poster presenters must submit their ePosters (PDF) and a 1 min prerecorded audio (mp3) by June 10th, 2022 to be included for viewing on both the virtual congress platform and Gather

ePoster Preparation

ePoster Preparations

- The poster will be a single slide pdf
- Please choose one of the backgrounds available in the following slides or in the poster template file and follow the guidelines within for optimal visibility

PresentationID Presentation Title (Italicized White Text)



First Author¹, **Presenting Author (Bold)**², Third Author¹ Fourth Author¹, and Fifth Author¹ ¹Institution One, City, Country ²Institution Two, City, Country

Main Content

- Place the bulk of your research content here
- Only the Presenting Author is boldfaced
- This template is set to 16:9 please do not resize it
- Keep font size greater than 8 pt
- Save the slide as a pdf in the following naming format:

PresentationID_LastNameFirstInitials.p df (e.g., P-1234_LeePA.pdf)

- Place your take home message or research highlights in this area (using white text)
- This slide and a 1-minute audio introduction should be submitted via the online submission system before **June 10th 2022**
- Please do not include copyrighted materials in the slide
- One figure or table is preferred for maximum visibility



- Additional Content
- Leave a little more detail for readers that would like more information
- Feel free to add additional graphs, tables, figures, or explanations to allow readers to better understand your methodology and findings

- Additional Content
- Additional space for exposition or data
- Alternatively, contact information, or a QR code to your institution website can be added here also

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- Additional space for exposition or data
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#1 Font sizes in your slide



#2

For optimal visibility, we recommend the following font sizes:

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

ePoster Aspect Ratio



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

- Please ensure the ePoster is one page only
- As an additional reminder, please save the ePoster as a pdf in the following naming format:
 - PresentationID_LastNameFirstInitials.pdf
 (e.g., P-1234_LeePA.pdf)

Recording Your 1 min Audio Presentation



Reminders when recording your 1 min 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

Recording Your 1 min Audio Presentation

- Please ensure the 1 min audio presentation is saved as a mp3 in the following format:
- PresentationID_LastNameFirstInitials.mp3 (e.g., P-1234_LeePA.mp3)



Login to Upload

- Click this <u>link</u> 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:

Click "Files Upload Dashboard" to upload your presentation materials



Perso	nal Dashboard	×			
	REGISTRATION				
I want t	0				
õ	Update Profile				
Ē	Retrieve Invoice / Receipt				
©7	Change Password				
∋	Logout				
My Speaking Session					
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P-1234 1	Tester Poster	\$			

Access the Upload Menu

- Navigate to the "My Presentation" section in the pop-up dashboard
- Click settings icon to enter the upload menu

P-1234 Tester Poster

Presentation Format: E-poster (PDF) + Audio (MP3)

E-Poster (PDF)	~
Audio (MP3)	~

P-1234 Test Poster	
Presentation Format: ePoster (PDF) + Audio (MP3)	
E-Poster (PDF)	
You can upload an ePoster presentation of your abstract by clicking the "UPLOAD" button below. Please note that uploading of a new file will automatically replace any existing file.	
The ePoster has to be in PDF format. Please follow the Presentation Guidelines carefully before uploading your ePoster.	
UPLOAD (MAX 20MB)	
!	
No Files	
You have not submitted an ePoster presentation yet.	
Audio (MP3)	-

Upload Your E-Poster

 Click the E-Poster (PDF) Tab to upload your E-Poster PDF

P-1234 Tester Poster Presentation Format: E-poster (PDF) + Audio (MP3)

E-Poster (PDF)	~
Audio (MP3)	~

P-1234 Test Poster	×
Presentation Format: ePoster (PDF) + Audio (MP3)	^
E-Poster (PDF)	
Audio (MP3)	
UPLOAD RECORDING	
"UPLOAD" button below. Please note that uploading of a new file will automatically replace any existing file, including your previously recorded audio.	
The file format has to be in mp3 format. Please follow the Presentation Guidelines carefully before uploading your recording.	
UPLOAD (MAX 20MB)	D
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No Files	
You have not submitted an audio presentation yet.	

Upload Your Presentation Materials

 Click the Audio (MP3) Tab to Upload your audio recording

Recording Your 1 min Audio Presentation Through the Website (Optional)



Access the Recording Menu

- Click on the Recording Tab to
- Click on the "Start Recording or Stop Recording" Button to begin recording your presentation audio

Upload Your Pre-Recorded Presentation

P-1234 Test Poster	×		
Presentation Format: ePoster (PDF) + Audio (MP3)			
E-Poster (PDF)			
Audio (MP3)			
UPLOAD RECORDING			
You can upload an audio presentation for your abstract by clicking the following button. Please note that uploading a new file will replace any existing file or your previously recorded audio.			
The file format has to be in mp3 format. Please follow the ePoster Presentation Guidelines carefully before uploading your recording.			
UPLOAD (MAX 20MB)			
Current Audio P-1234_LastNameFirstName.mp3			
	~		

Confirm Your Upload was Successful

- Check the name of the file under "Current Audio" 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 file name of the uploaded ePoster is formatted correctly (e.g., P-1234_SmithTom.pdf).
- □ Please check that your audio recording does not exceed 1 min
- Please check the file name of the recorded audio is formatted correctly (e.g., P-1234_SmithTom.mp3)
- 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 presentation and audio
- 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