



Guidelines for presenters

How to create your video and poster presentations

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Submission deadline for final presentation/files:

- Pre-recorded Session - June 1, 2021, 23:59 CEST
 Instructions for uploading of video and PowerPoint presentation will be provided by email on May 24.
- Live Sessions - June 8, 2021, 23:59 CEST
 Instructions for uploading PowerPoint presentation or video presentation / will be provided by email on May 24. (uploading of pre-recorded presentation or video presentation is recommended as back-up for the live presentations. In case of any issue with a live presentation will be used the pre-recorded version)
- Poster Sessions - June 8, 2021, 23:59 CEST
 Presenters will upload their posters straight away to the online conference platform to which will gain access by June 1.



General information

This year's conference BioTech 2020 will be online. The scientific programme combines Pre-recorded and Live Sessions, and Poster presentations.

We are very pleased that you will present at the BioTech 2020 Congress, and we would like to help you prepare a successful contribution to the scientific programme. You will find our requirements and recommendations for preparing your Pre-recorded or Live Session and Posters below. We strongly recommend you read them carefully before you commence preparing your recording to follow the congress requirements for formatting. The conference staff will review all recordings and ask presenters whose recordings do not meet the formatting Guidelines to revise them.

Pre-recorded Sessions

These sessions are oral presentations in your confirmed length. A chat on the online platform will be available for each presentation and presenters are asked to check their presentation's chat on the platform during the conference to respond to questions and comments.

- By June 1, 2021, you need to have submitted your recorded presentation following the technical requirements and recommendations listed below.

MP4 video requirements and recommendations for oral presentations

TECHNICAL REQUIREMENTS

- All videos must be in MP4 format (.mp4) from 720p up to 1080p resolution. *IF YOU USE ONE OF THESE RECOMMENDED TOOLS TO CREATE YOUR VIDEO, IT WILL MEET THE TECHNICAL REQUIREMENTS: ZOOM, WEBEX, SKYPE, MS TEAMS).*
- If you use another tool than mentioned above, please follow these recommendations:
 - Do not upscale an SD video to HD resolution, as the quality would be poor.
 - The video must be formatted horizontally (i.e., landscape) The frame rate is flexible, as long as it's consistent throughout the video. These are very common frame rates: 25, 29.97, 30, 59.97, 60.
 - File size should not exceed 300MB /20-minutes presentation/, 700MB /50-minutes/ and 800MB /60-minutes/ for individual presenters.
- Follow strictly the confirmed length for your oral presentation (20, 50 or 60 minutes).



- **The recording must be provided in a single file.**
- Please use the following file naming convention: conference name_time and date of your presentation_surname_first name.
 - Examples: BioTech_14/50/16/06_Novak_Petr.MP4
- Authors retain copyright to videos.
- Ensure that you have the rights to use all the material that is contained in your submission.

VIDEO PRODUCTION

Please be sure your video(s) comply with the following instructions:

- The presentation in your video includes the title of the paper and the names of the authors. **The language must be English!**
- Make sure that you display the title slide long enough to be read (up to 5 seconds)
- Incorporate the following information when recording your video, but feel free to adapt. (Remember to speak slowly and clearly!)

“Hi! I’m [insert name] of [insert your organization name] and I am presenting [paper title] during the session [session title].”

Once you have recorded your presentation, please remember to close out your session with a thank you to the audience.

- For your slide presentation please:
 - keep the content at least 50 pixels from the screen edges,
 - use a sans-serif font (Arial, Calibri etc.) of at least 25-point size,
 - use high contrast between the background and the text colour (e.g., black text on a white background or white text on a dark blue background).
- Use a place to make your recording that is as quiet as possible, as even low levels of ambient noise will be detectable in the video. Avoid areas that have an echo or bad acoustics and use a good microphone or headset for audio. Keep the headset microphone close to your mouth BUT away from the direct line of the mouth to reduce “pops”. Avoid, if possible, using the computer’s built-in microphone.
- Close the door and windows and make sure you won’t be disturbed. Close your email program and other applications that could make sounds while you are recording. Place your mobile phone in “do not disturb” or “vibrate only” mode. Switch your laptop or mobile device to "Do not disturb" mode (on Mac or PC).
- Avoid, if possible, using the default built-in microphone on the computer. Remember to speak slowly and enunciate clearly, without pausing.



- Make sure you have good front light – ensuring that the light shines brightly on your face or up to 30 degrees off centre. If your back is to a window, close the shades. Put the camera at eye level whenever possible, you can also watch [this tutorial](#) for a better head recording production outcome.
- Your video must include the speaker in a small window. The speaker window must be in the corner of the screen and not covering your slides. The recommended tools will accommodate this requirement.
- The background should be neutral and not distracting for the audience.
- If you use your mobile device for the recording, please be sure to record horizontally and not vertically. Do not record your video in “selfie mode” (i.e., using the camera that is on the device’s screen), as this diminishes the quality of the video for most devices.
- Do a test recording of a couple of minutes and review the sound and picture quality before recording the entire presentation.
- Ensure that text graphics are legible after the video has been exported to its final format.

Additional tips:

- We encourage you to submit as early as possible and not wait until the deadline as each video will be reviewed and may require re-submission if there are any issues. Your submission may need to be re-recorded, so if we ask for another version, please make every effort to revise and resubmit as soon as possible.

TOOLS

You can use the tool you are familiar with but with the final product following the Guidelines. We are recommending some of the available recording tools; see links to their tutorials below.

- recording tutorial [Zoom](#)
- recording tutorial [Webex](#)
- recording tutorial [Microsoft Teams](#)

Note: We do not endorse or are responsible for the use of any of the software mentioned in this guide.



REVIEW

Please be sure to review your recorded presentation prior to submission and follow the checklist below.

- Do you have a title slide featuring your name, the presentation's title, session title, and all co-authors and affiliations?

- Do you orally narrate this information (name, presentation title, etc.) at the beginning of your presentation?
- Is your file saved as a .mp4 video file?
- Is your file named according to the template - conference name_time and date of your presentation_surname_first name?
 - Examples: BioTech_14/50/16/06_Novak_Petr.MP4
- Is the audio consistent and clear, free from static, hums, hisses, or interference?
- Is the audio at the right level, without having to adjust your volume very high or very low?
- Does your talk start promptly? (Your narration should begin within the first 3 seconds after the title)
- Does your recording end promptly after your closing remarks, without being cut off early or continuing for too long?
- Is there audio on every slide? Having audio on every slide ensures that each slide gets the correct timing before advancing. If a slide is self-explanatory, you can simply say, "This slide is self-explanatory."
- Do all your slides, movies, and animations appear correctly?

SUBMISSION

Once you are happy with the final product, please upload your video presentation and PowerPoint presentation according to provided instructions which will receive by email on May 24, 2021.

YOUR VIDEO RECORDING MUST BE UPLOADED BY JUNE 1, 2021 23:59 CEST.



Live Sessions

The live sessions will be supervised by chairperson(s), who will moderate all the live sessions and following live discussions. Please note that the time allotted for individual presentations will be strictly observed, so prepare your presentation accordingly, allowing for sufficient time for discussion. For both pre-recorded and live presentations, chat discussion will be available during the whole congress, you are kindly asked to monitor and answer the chat questions.

For presenting Live, the authors will have to prepare a PowerPoint presentation, we strongly recommend to upload it according to provided instructions by June 8th, 2021.

YOU WILL BE PROVIDED WITH THE INSTRUCTIONS BY EMAIL ON MAY 24, 2021.

Even if you will be presenting live, we highly recommend creating a pre-recorded presentation for the case of any technical or personal/health issue. For that please follow the guidelines for Pre-recorded Presentations.

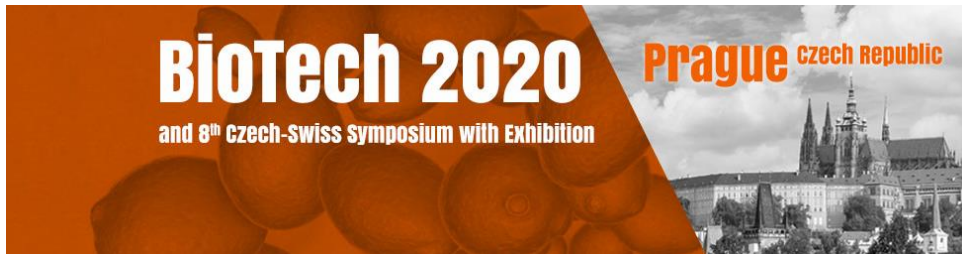
Poster Sessions

- Your poster will be presented via the Biotech 2020 online conference platform. See below for details for your poster preparation.
- During the Poster Session, all poster presenters are required to be available for an online live chat on the conference platform to answer the questions from the audience.
- Posters can ONLY be submitted as a single page PDF file with a maximum file size of 10MB. You may include a hyperlink to other materials in the PDF document (e.g., a YouTube video describing the poster, additional supporting materials).

Requirements for poster presentations

- The file must be a single page in PDF format.
- Use only a 16:9 aspect ratio with landscape or portrait orientation.
- File size up to 10 MB.
- Please use the following naming convention:
 - conference name_poster_surname_first name
 - Examples: BioTech_poster_Novak_Petr.pdf
- Authors retain copyright to presentations and you must have the rights to use all the material that is included in your submission.
- Please check useful links for instructions for [Converting Microsoft PowerPoint to PDF](#) and converting [Google Slides to PDF](#).

For any questions please contact us at helpdesk.biotech2020@gmail.com



- Formatting recommendations to maximize the accessibility of your poster
 - Contrast - Use high contrast between the background and the text colour (e.g., black text on a white background or white text on a dark blue background).
 - Colour - Use indicators other than just colour for marking or highlighting items in your presentation such as asterisks or underlining.
 - Text alignment - Use left-aligned text when multiple lines of text are being presented.
 - Alternative (alt) text - Provide a short 1-2 sentence description of any visuals (e.g., images, photos, equations, graphs) that cannot otherwise be read by a screen reader. Because the presentation slide will be converted to PDF, the best option for ensuring the readability of alt text is to include the description in a text box below the image.

YOUR POSTER MUST BE UPLOADED IN THE REQUIRED FORMAT BY JUNE 8, 2021 23:59 CEST TO YOUR ONLINE CONFERENCE PLATFORM ACCOUNT.

YOU WILL BE PROVIDED WITH ACCESS BY EMAIL ON JUNE 5th.