
GUIDELINES FOR DIGITAL POSTER PRESENTATIONS

The ICED 2021 Organising Committee welcomes your contribution to the 2021 Congress.

Please take the time to **read these guidelines ahead of time** to ensure your digital poster presentation is prepared successfully.

Note there are two (2) components for your digital poster.

1. The digital poster itself
2. A six (6) minute video presentation to accompany your poster.

REGISTRATION DETAILS

Prior to the Congress

All presenters are required to register and pay for the Congress. If you have not done so already please visit the website [here](#) and complete the registration form.

PROGRAM ENQUIRIES

If you have any questions regarding the program or your presentation please contact the Congress Managers via iced2021@arinex.com.au or +61 9265 0700.

1. Digital Poster Preparation

DIGITAL POSTER PREPERATION

Digital posters will be available for viewing on the ICED 2021 Virtual Platform. Audio is not supported with your poster presentation. We request a separate 6-minute video to accompany your poster. Attendees can zoom in or out and swipe to view more slides. Attendees can also contact you via the system to engage in a conversation about your poster.

Digital posters are created as PowerPoint presentations and uploaded into the digital poster portal located in the same portal you used to submit your abstract. This system converts your poster presentation into an interactive format for viewing. Delegates can access digital posters through the Virtual Platform to:

- Browse, search and visualise other authors' digital posters on their own device.
- Contact authors to arrange private presentations or to make comments.
- Download your digital poster at your discretion (you may nominate this when uploading your poster via the online system).

Digital posters must be submitted using the template which is available for download from the Congress website [here](#) or the submission page via the online portal (further details are below).

All digital posters must be uploaded to the online portal by **23:59 AEST on Monday 7 June 2021**.

When creating your digital poster, please follow these guidelines:

- Download the template from the Congress website [here](#). The template on the Congress website has been designed to display properly on the Virtual Platform.
- All digital posters must be submitted in either .PPT or .PPTX format.
- All digital posters must be submitted in 16:9 portrait orientation using the digital poster template
- If you would like to do so, you are limited to a maximum of 3 slides within your digital poster, organised as you wish (e.g. one for Title, Introduction & Methods, two for Results and one for Summary & Acknowledgements). Posters that consist of only a single slide can still have embedded animations and/or multimedia.
- JPEG or PNG is the preferred file format for inserted images. Please be mindful of any copyright issues of photos used when creating your poster
- Each submitted poster file in .PPT or .PPTX format must not be larger than 1GB
- Font – Calibri, Verdana, Times New Roman and Arial are recommended
- Font size – 72-80pt for Titles/Headings and size 24-44pt for text blocks are recommended.

Support for multimedia:

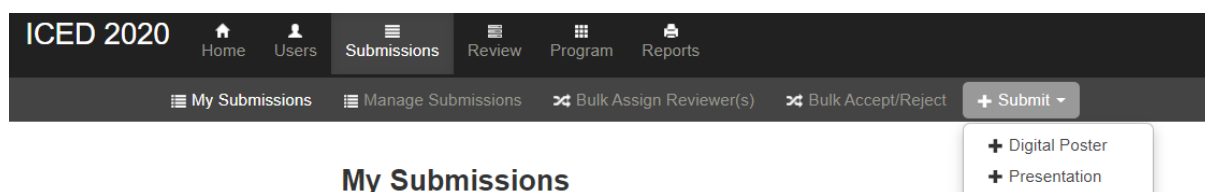
- Slide transitions and animation is supported
- Embedded videos are supported. Ensure the video is embedded into the presentation file, as you will be unable to upload the video separately. The following formats are supported:
 - Video: AVI, WMV, MPG, MP4
- Audio will not be available on the digital posters.
- Interpreting will be available in Auslan and International Sign for your accompanying poster presentation video (more details below).

READY TO UPLOAD YOUR DIGITAL POSTER

This is done via the [online portal](#). All digital posters must be uploaded to the online portal by **23:59 AEST on Monday 7 June 2021**. Please refer to the digital poster guidelines above and follow the steps below to upload your poster to the online portal:

Please follow the below steps to upload your digital poster to the online portal

1. Log into the online portal using you author login details: <https://iced2020-c10000.eorganiser.com.au/index.php?r=site/login>
2. Click on “Submissions” near the top of the screen and then select’ “+ Submit” and “+ Digital Poster” as per the screenshot below:



3. Select your abstract from the drop down that has been accepted as a digital poster and then click the “Submit Digital Poster” button.
4. Ensure you follow the online guidelines provided within the portal.

5. Upload your digital poster file using the digital poster template in .PPT or .PPTX format.
6. Select whether you allow delegates to download your digital poster in PDF format.
7. When you are ready to submit your poster, select the blue “Submit” button at the bottom of the screen.
8. Once your digital poster has been submitted if you select the “Digital Poster” tab the status will show as “Under Review”.
9. You will receive a poster submission confirmation via email once your digital poster has been processed and converted into a display-friendly format. The email confirmation will also contain a link where you can review your digital poster.

In the weeks prior to the Congress, the Congress Managers will ensure all accepted digital posters are submitted correctly and ‘approved’ for viewing at the Congress. Should you require assistance uploading your digital poster, please email us at iced2021@arinex.com.au

If you do not have PowerPoint installed we recommend downloading a free software such as OpenOffice which will enable you to save or create presentations in .PPT and .PPTX format.

Please [click here](#) to download OpenOffice.

Please [click here](#) for further information on using OpenOffice.

2. Six (6) Minute Presentation

PRESENTER CHECKLIST

1. You will need:
 - a PC/laptop
 - webcam/ camera
 - microphone
 - and stable internet with 5-10Mbps bandwidth, [click here](#) to check your internet speed.
2. Submit your video presentation by **30 April 2021**.

PREPARING YOUR PRESENTATION

Recording your video presentation

- You can record your presentation on Zoom and save/convert it to a MP4 file format. Please view the below instructions.
- Your Poster will be available for attendees to view prior to your presentation. You will *not* need to share your screen or poster whilst presenting.
- Once you have completed your recording, you can upload it to eOrganiser.

Using Zoom to Create an Easy Screen Recordings

1. If you already have Zoom, open the Zoom application on your computer. If not, visit arinex.zoom.us and click on ‘Download Client’ at the bottom of the screen, then download ‘Zoom Client for Meetings’ and install it.

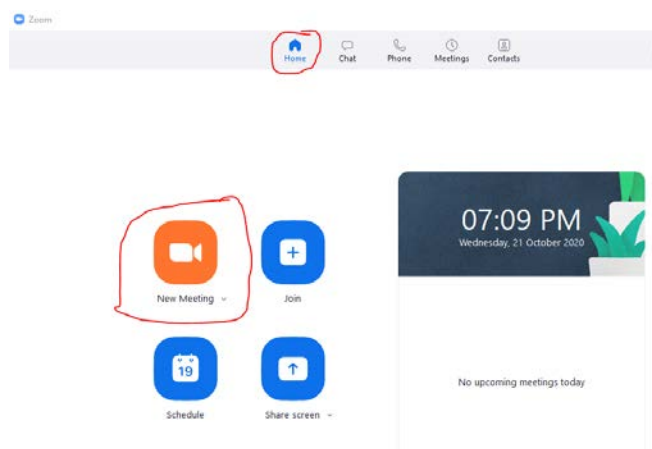
Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download

Version 5.3.2 (53291.1011)

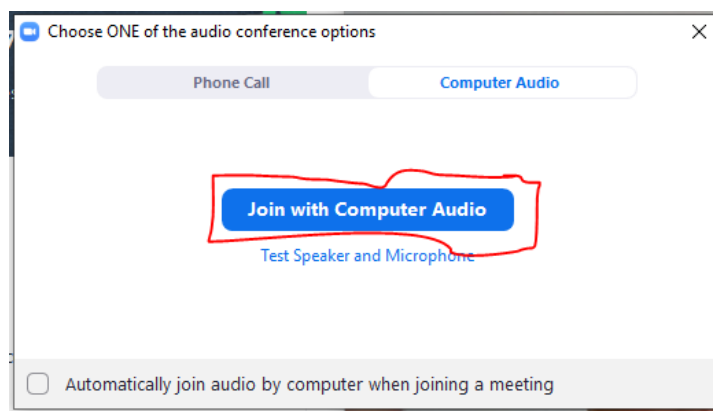
- Click on the **'Home'** tab, then click **'New Meeting'**.



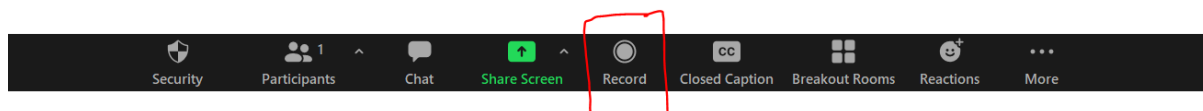
- You MUST have your video visible for the ICED Congress. If you are unable to see your video, ensure to click **'Start Video'** at the bottom of the screen.



- When prompted, click on **'Join with Computer Audio'** so Zoom will connect to the microphone on your computer. If you require audio in your presentation, we recommend using a microphone and headset for the best quality audio.



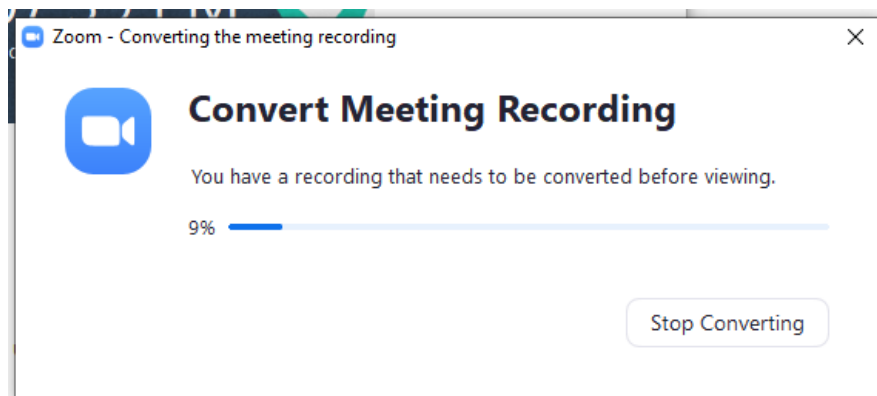
- Now you have started a meeting with yourself as the only participant and you are ready to record! Select **"Record"** at the bottom of the Zoom meeting. You can select **"record on this computer"** to have it save to your chosen location on your computer at the end of the meeting. There will now be an indicator on the notification bar verifying that the meeting is now being recorded. We recommend you making a brief test recording first to confirm that your equipment is working as expected.



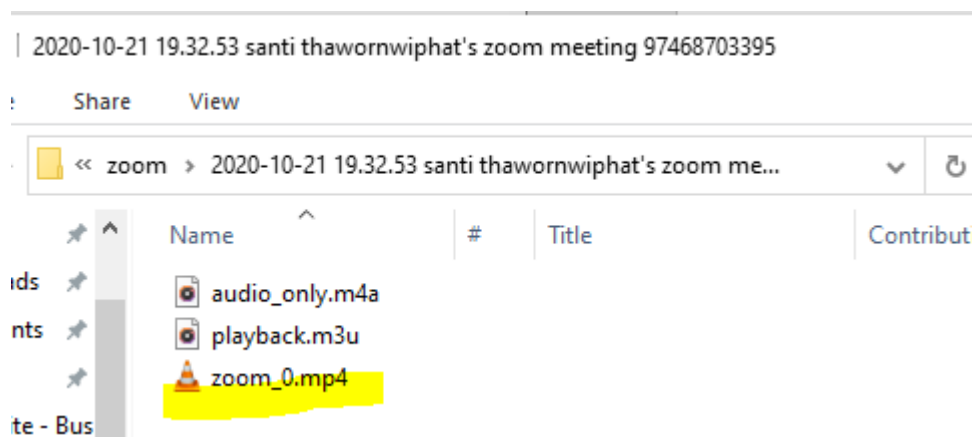
6. When you are done recording, click “**Stop recording**”. You can then select “**End**”, to end your meeting, and save the recording.



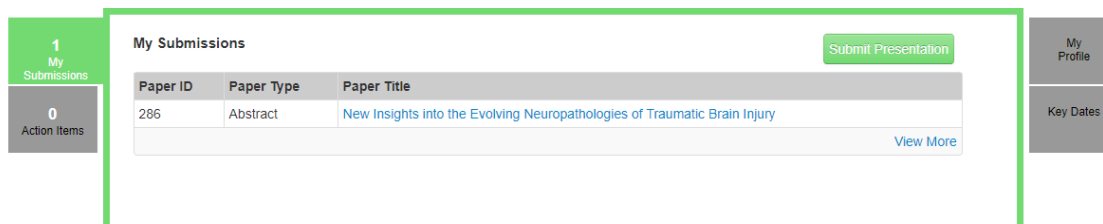
7. The Zoom app will begin compressing the screen recording and save it on your computer.



8. Once compression is completed, windows explorer will be pop up for you. The recording file that we are interested in is ‘**zoom_x.mp4**’.



UPLOADING YOUR RECORDING TO EORGANISER



Paper ID	Paper Type	Paper Title
286	Abstract	New Insights into the Evolving Neuropathologies of Traumatic Brain Injury

1. Select your submission title from the dropdown 'Select Submission' list, and then choose the abstract for which you wish to upload your recording. Then click the green 'Submit Presentation' button to proceed.

My Submissions

Select Submission :

2. Once you are taken to the new screen, you can upload your presentation **.mp4 file** by 'Drag and Drop' or by selecting the 'Add files' button.

Presentation File *

Drag & Drop files here

or

Presentation file must be a .mp4 file.

3. Once the file has been successfully uploaded, scroll to the bottom of the page and click the green 'Submit' button.

OFFICIAL LANGUAGE OF ICED 2021

The official languages of ICED 2021 are English, Auslan (Australian Sign Language) and International Sign for presentations and interpreting. Presenters wanting to present in their national sign language must organise a sign to voice (spoken English) interpretation of their video which must be embedded in the video submitted. Arinex will organise for all videos to be captioned.

HOW TO MAKE YOUR PRESENTATION ENGAGING

Recording your presentation for viewing online is very different to presenting to a live audience.

- PRACTISE your presentation to get comfortable with presenting and sticking to your time limit.
- Only highlight key takeaways/points on your slides.
- Tell stories to make your presentation authentic, entertaining and move away from a lecture style.
- DO NOT read verbatim from notes.
- Make sure your pace is appropriate for the audience and the interpreters, don't go too fast!
- Think about appropriate pedagogy for deaf/hard of hearing learners.
- Be animated! You can be slightly exaggerated as it will appear normal on camera.
- Stand up if possible when presenting.

Thank you for your help in making the ICED 2021 a success.
For further details or assistance, please contact the Congress Managers.