

EMHFC@home – Virtual Presentation Guidelines



Dear EMHFC@home presenter,

We are very much looking forward to all your presentations at the first online EMHFC. Here, we will explain to you how to (digitally) prepare for your presentation and the conference. All uploaded presentations, posters and talks, will be available throughout the conference in our cinema room.

Poster presentations

If you present a poster, the following two files are needed:

- A **pre-recorded video** of at most **4 minutes**. The video should summarize the study objective, methods, results and conclusions. **Please note:** the video will be 'on demand' from your virtual poster stand, so that attendees can visit your poster even when you are not available.
- A **PDF** of your presentation or an actual poster for the live poster session.

Talks

If you give a talk, a **pre-recorded video** of your presentation of at most **13 minutes** duration is needed.

How to Create, Record and Upload a Video Presentation

Step 1: Create a PowerPoint Poster Presentation


- Please include an introductory slide, comprising the title of your talk, your name and affiliation at the beginning of your presentation. Remember to take a moment at the start of your talk to introduce yourself, in lieu of a chair.
- We recommend to include a window showing you, the speaker. When creating your slides, ensure that you allot space on each slide to present this window (e.g., leave upper right corner on each slide empty).

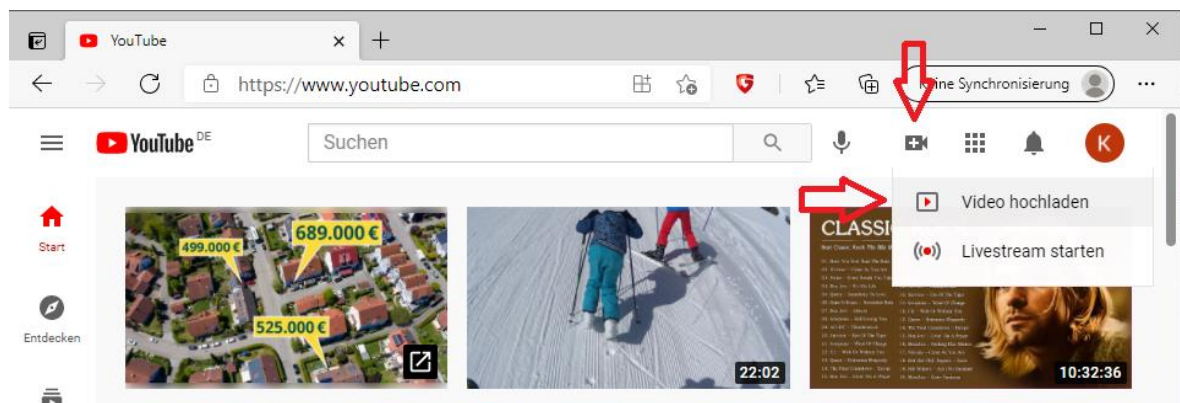
- Practice your talk to confirm that the timing (i.e., 4 min for posters, 13 min for talks) is accurate.
- Ensure that font and figures are large enough to be viewed on a screen.
- You may consider including a contact email address and/or twitter handle in your final slide, to make it easy for attendees to contact you with any follow up questions during or after the event.
- **For poster presentations only:** Please create a PDF version of your presentation. Make sure the title of the PDF includes the number of your poster (can be found in the program), your last name and your title using this format: A01_Pavlov Conditioned Reflexes.

Step 2: Record a Video

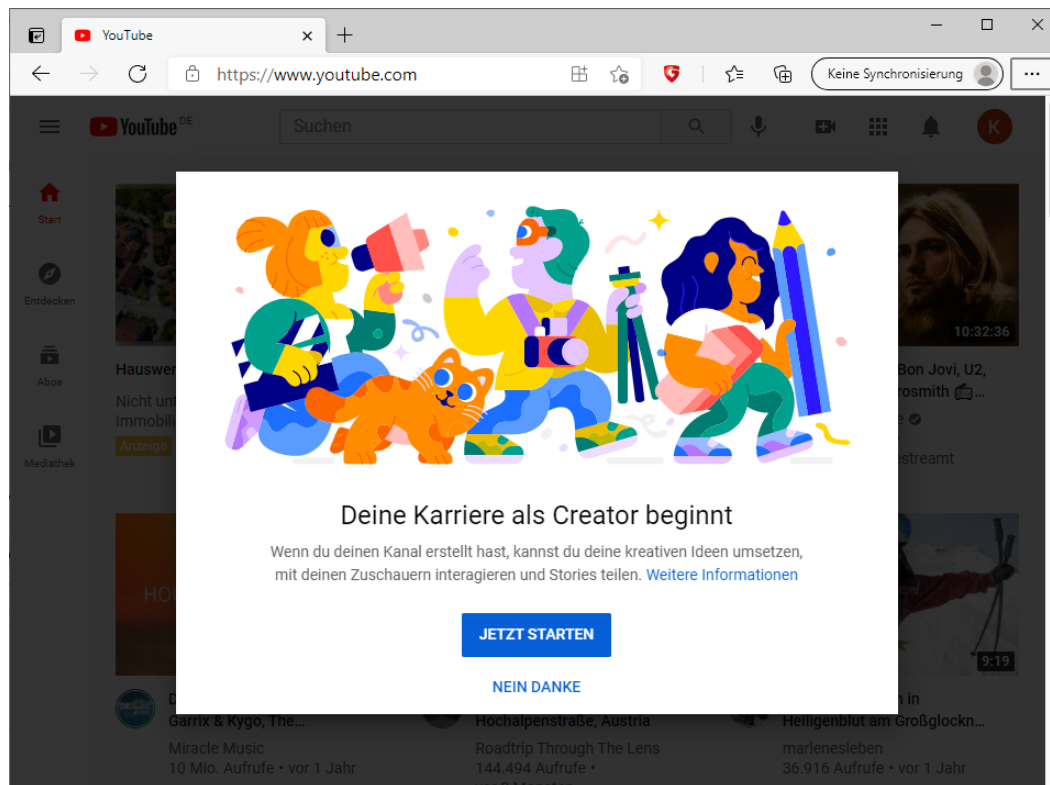
- To record your presentation, you are welcome to use any platform you feel comfortable with as long as the final file is in mp4 format. We have outlined instructions for three options (Zoom, PowerPoint, and Loom) on our [homepage](#). All options are user-friendly and free of charge.

Step 3: Upload your Video to YouTube

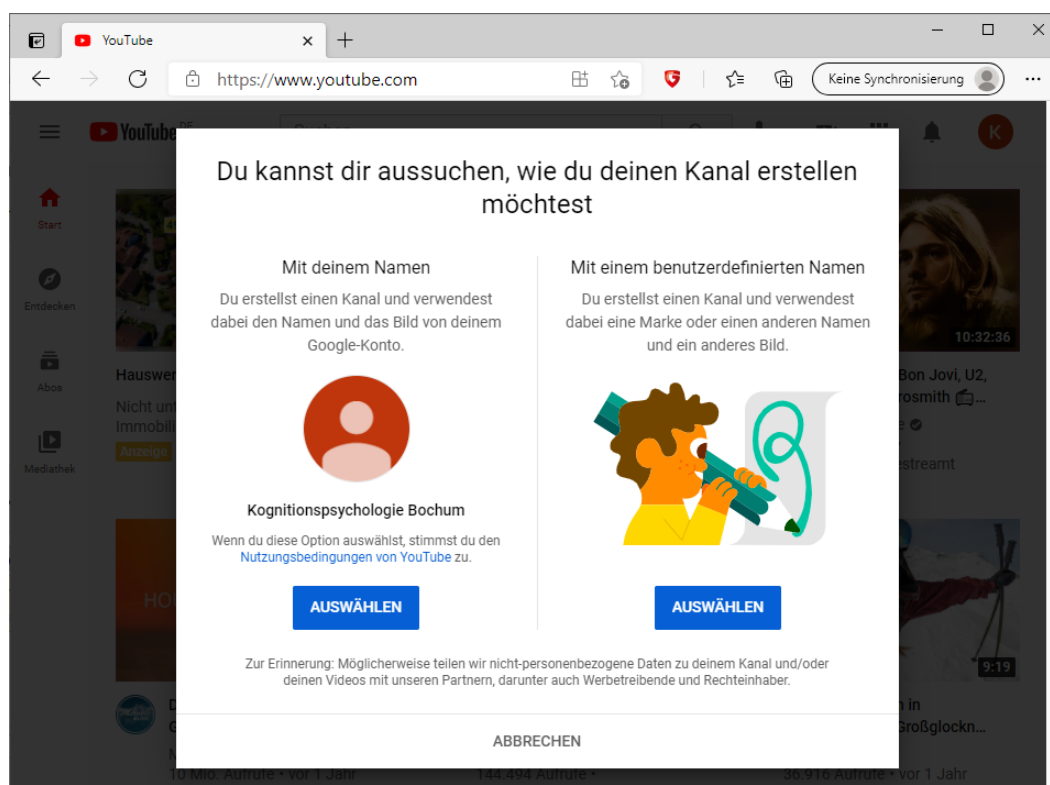
- First, you will need a YouTube account to upload the video. If you do not have one you can create one for free at www.youtube.com.
- When you are signed in, you can upload a video by clicking on the  button in the right upper corner, and then choosing “Upload Video”.



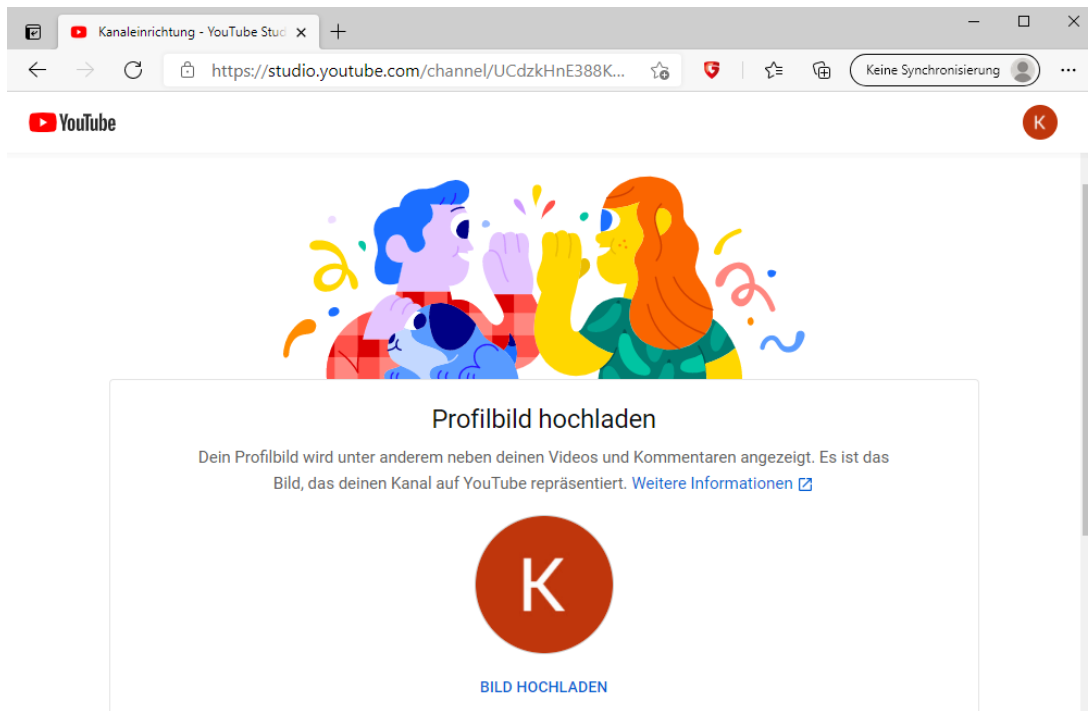
- Next step is to create a video channel also if only one video is to be uploaded, which is not public.



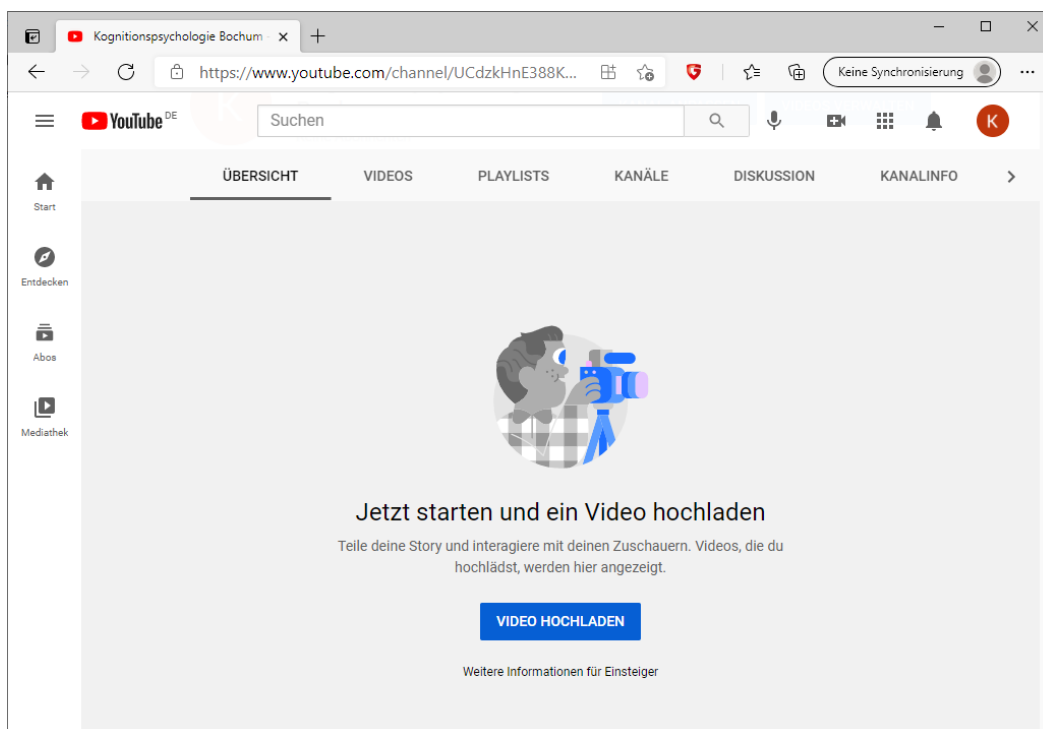
- Choose a name of your choice: either the name of your google account or a user defined name.



- Google now needs some information about your video channel.
 - You don't have to upload an image
 - Add a short description if you do it for the conference only

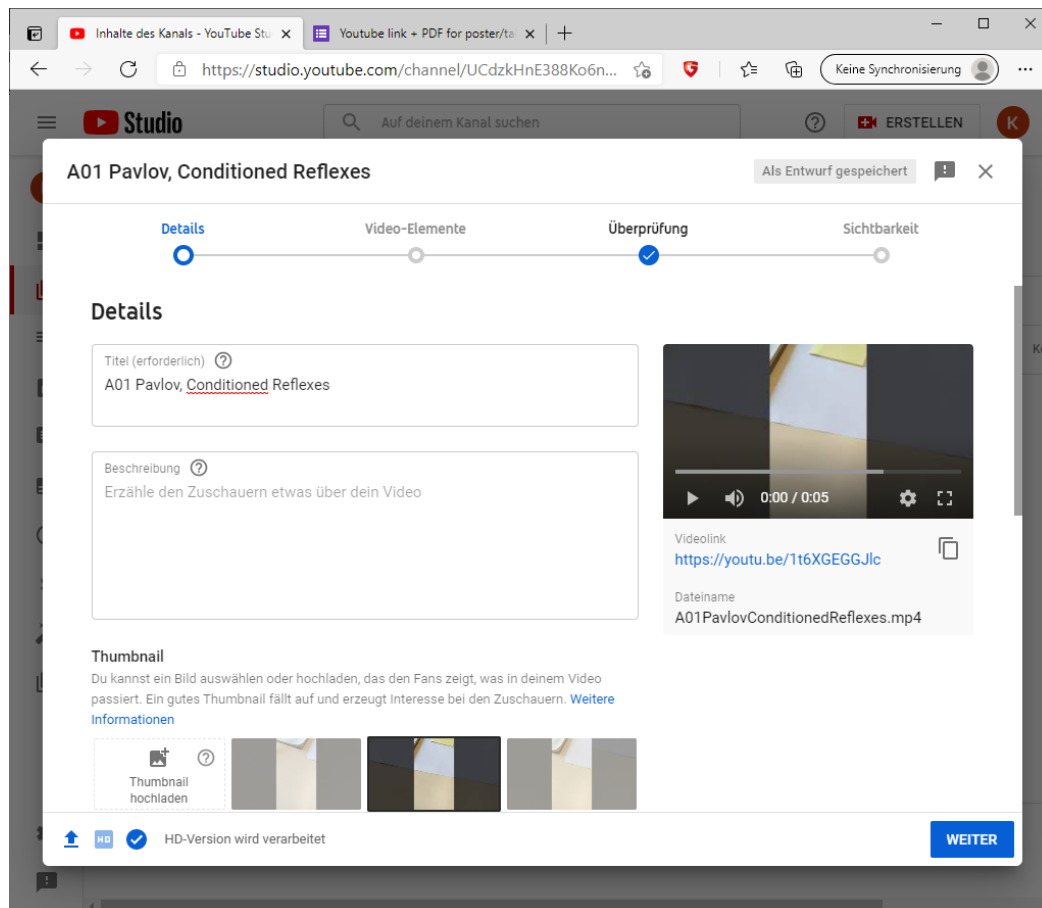


- You can now select your video from your files.

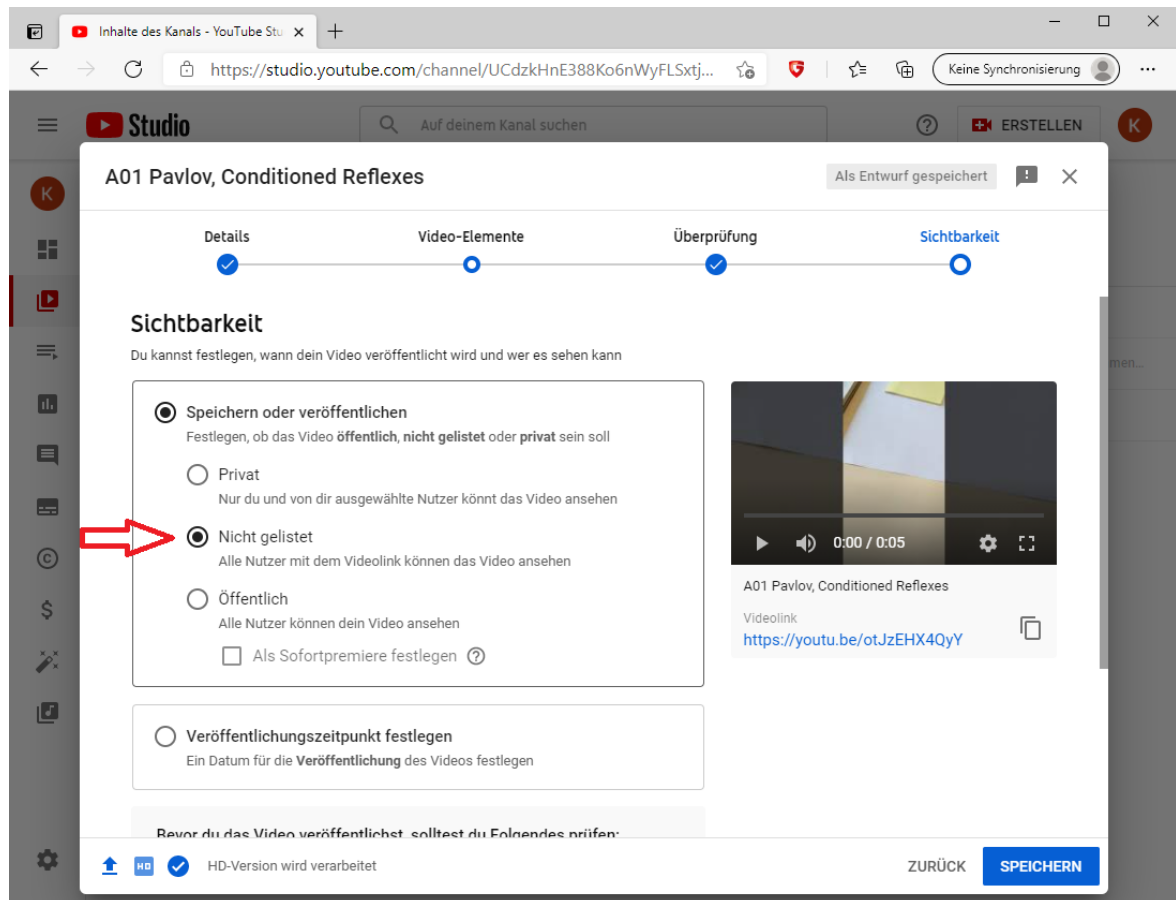


- For detailed instructions on how to upload videos click [here](#).

- Make sure the title includes the number of your poster/talk (can be found in the [program uploaded on the homepage](#)), your last name and (the beginning of) your title (YouTube allows only up to 100 characters) using this format: A01 Pavlov, Conditioned Reflexes.
- You can change the thumbnail to make sure the still of the video is the title slide of your presentation.



- Make sure to set your video settings (under visibility) to **unlisted**. This ensures your video can only be viewed with a link, which you should save.



Step 4: Inform us

- Fill out the following [form](#) (you need a google account to use the form) to send us your YouTube link, don't forget to also attach your poster as PDF in the same form.

Please make sure to upload your talk/poster and fill out the form at latest by April 30th, 2021!

Feel free to contact us if you have any questions!