

Instructions for Poster Presenters

We would like to advise you to read these instructions very carefully.

Presentation:

All posters will be displayed in the online eICDAM portal. A poster presentation consist of three separate documents:

1. Abstract of your presentation – *already submitted*
2. 1-minute pitch – a pre-recorded video
3. Poster – 1 slide

During the eICDAM 2021 the participants can view your poster presentation (pitch, poster and abstract) and schedule a meeting with you or contact you directly during the dedicated poster sessions. Prior to the eICDAM 2021 you will receive by e-mail more information about the platform and how you can interact with participants.





Uploading your documents:

No later than **January 25th 2021** you need to send the following documents:

2. *1-minute pitch (.mp4):*
 - You can pitch your poster in 1 minute (see instructions below);
 - Record this pitch yourself (for example in Zoom, MS Teams, Powerpoint with recordings or other software);
 - Your recording needs to be uploaded as *.mp4* file;
 - Save the recording stating “Poster”, the family name of the presenter and the first 5 words of the title of your abstract (e.g. *Poster_family name presenter_first 5 words of title of abstract.mp4*);
 - Before uploading your presentation please check your recording for
 - Length of presentation: max 1 minute;
 - Quality of the recording (audio and video);
 3. *Poster (.pdf):*
 - The poster needs to be uploaded in pdf;
 - Landscape is advised;
 - Please use *Calibri* as Font, size 12-14, to ensure good readability;
 - Well-designed figures, graphs and tables will generally increase the attractiveness of your poster;
 - Poster titles should be identical to the title of the corresponding abstract;
 - Save the poster stating “Poster”, the family name of the presenter and the first 5 words of the title of your abstract (e.g. *Poster_family name presenter_first 5 words of title of abstract.pdf*);
 - Posters should show the names and affiliations of all contributing authors;
- Check your recording (.mp4) and poster (.pdf) before sending. You can only send the documents once;
 - Send your recording and poster no later than **January 25th 2021** via [Surfilesender](#), [WeTransfer](#) or e-mail to register.event@wur.nl stating ‘eICDAM poster presentation’;
 - Posters and pitches will be displayed throughout the duration of the conference.

Camera and audio settings:

- Place your camera at eye level, for example use a pile of books, so that you won’t have to stare down;
- Use a basic background, anything you see in the background can be distracting;
- We strongly advise you **not** to sit in front of a light source (such as a window or a bright light), make sure that the light source comes from behind your screen so that your face is well exposed;
- Use a HD camera, most of the modern laptops have one already installed;
- A headset with microphone is advised. Please be aware that participants can hear background noises if you use a headset;
- We would strongly advise you to sit in a quiet room without any distractions or noise in the background;

	<p>WRONG:</p> <ul style="list-style-type: none"> • Camera is too high
	<p>WRONG:</p> <ul style="list-style-type: none"> • Background is messy
	<p>WRONG:</p> <ul style="list-style-type: none"> • Camera is too low
	<p>GOOD:</p> <ul style="list-style-type: none"> • Background is calm • Eyes are on 2/3rd on the screen

Tips & Tricks:

- Make sure your laptop is charged to 100% or to have it plugged in;
- Please close all tabs in your internet browser to avoid confusion when you would like to share your screen;
- Preferably use 2 screens. This has to do with your PowerPoint presentation in presentation mode, which takes up your entire screen;
- We strongly advise you to wear clothes **without** any print;
- Please be prepared before you start presenting.