

## GUIDELINES FOR POWER POINT PRESENTATION

When presenting online we ask that you use the 16:9 aspect ratio also in your power point presentation

**Presentation aspect ration:** 16:9

On-screen Show (16:9)	10 in / 25.4 cm	5.625 in / 14.288 cm
Widescreen (16:9)	13.333 in / 33.867 cm	7.5 in / 19.05 cm

*(NOT aspect ratio 4:3 or 16:10)*

**Presentation software:** Any that fits with your video production.

**Presentation file format:** You can use any, but for upload of presentation file see below.

## GUIDELINES FOR START AND END SLIDE IN POWER POINT PRESENTATION

It is **required** to add the PCE2022 start and end slide to your power point presentation for a pre-recorded video in the **ONLINE** conference.

### How to add the start and end slide to your power point presentation

Make an extra copy of your presentation (for safety). Open your presentation in your power point software and open the start-end-slide-power-point from the links below (in a format that fits your presentation). Then copy the PCE2022 start slide and paste it into your presentation as the first slide of your presentation. Copy the PCE2022 end slide and past it in as the last slide in your presentation. You keep all of your own slides (your whole presentation) “between” the PCE2022 start and end slide. Fill in your title and presenter names in the start and end slide. If it look OK save the file. If it does not work, you still have the saved extra copy. We trust that you can find assistance to help you with this. Please contact us if needed: [mail@pce2022.com](mailto:mail@pce2022.com)

**Download link for the two slides in 16:9 (10 in-5.625 in):**

[https://docs.google.com/presentation/d/1J36h4verHWWVevZ-jpC7ljxJZfqm\\_OXV/edit?usp=sharing&oid=115628917894555242717&rtpof=true&sd=true](https://docs.google.com/presentation/d/1J36h4verHWWVevZ-jpC7ljxJZfqm_OXV/edit?usp=sharing&oid=115628917894555242717&rtpof=true&sd=true)

**Download link for the two slides in 16:9 (13,333 in-7,5 in):**

<https://docs.google.com/presentation/d/10PdGN5VaWlxRTYp7xU-HI4BfSeUXbRkZ/edit?usp=sharing&oid=115628917894555242717&rtpof=true&sd=true>

1. **Start slide** (first slide in your presentation). Fill the title of your presentation and name(s) of presenters



Title of presentation

Presenter name

2. **Ending slide** (last slide in your presentation). Fill in your name(s) of presenters

For presenting at PCE2022 we warmly thanks

Presenters names



# GUIDELINES FOR UPLOAD OF PRE-RECORDED VIDEO OF YOUR PRESENTATION OR POSTER

## Pre-recorded video of your presentation or poster

As a presenter of an individual paper, a brief individual paper or a poster **ONLINE** the only way to present is with a pre-recorded video of your presentation for the PCE2022 online conference platform.

## What do you have to do?

1. Prepare the presentation in 16:9 size power point (or similar) with PCE2022 start and ending slide.
2. Record your presentation on video in MP4 file format in 16:9 aspect ration (this a standard setup in most recording programs). Include view of slides and presenter(s) in the video.
3. Name the file and then upload the pre-recorded video to PCE2022 dropbox using the link below:

**Deadline for submitting pre-recorded video file:** June 10, 2022

**Dropbox upload link:** <https://www.dropbox.com/request/TT8gpmnZ0dD9TnHuoZyA>

**Video file name format:** submission number - submitter last name\_ - first 4 words of submission title

**Video format:** .MP4

**Video resolution, aspect ratio, pixel size and video bitrate :**

Resolution Type	Common Name	Aspect Ratio	Pixel Size	Video bitrate
Full HD (High Definition)	1080p	16:9	1920x1280	5-10 Mbps
HD (High Definition)	720p	16:9	1280 x 720	10-20 Mbps

## Help with video recording

A simple way to record your presentation or poster session in the correct format and aspect ration is to use Zoom (paid version) see these to links for information on how to use Zoom for recording:

<https://support.zoom.us/hc/en-us/articles/201362473-Enabling-and-starting-local-recordings>

<https://support.zoom.us/hc/en-us/articles/4409490756749-Resolution-of-recorded-video>

Some other video recording tools are OBS studio (free), Vmix, Screen-O-Matic.

MicroSoft PowerPoint has a feature for recording powerpoint presentations to video.

## Please use an external webcam, camera or video camera in good quality

We invite you to use video recording hardware of good quality. A good quality external webcam is OK.

Please do not use built in camera in laptop, since the quality usually is poor.

## GUIDELINES FOR UPLOAD OF YOUR POSTER

Posters are graphic representations of research studies that include the presentation of the findings of research study that has been carried out by the presenter. Presenting a poster **ONLINE** you are required to upload a poster to the poster gallery at the PCE2022 online program platform

**Poster file formats:** .pdf

**Poster page size:** A4 (preferable)

**Presentation file size (max):** 15 MB

**Upload platform:** Oxford Abstract in your submission

**Link to submission:** <https://app.oxfordabstracts.com/stages/3015/submitter>

**Deadline for upload:** 10 the June 2022

## GUIDELINES FOR UPLOAD OF YOUR PRESENTATION

You can upload your presentation to the conference online platform and share it with the attendees.

**Presentation file formats:** ppt, pptx, pdf

**Presentation file size (max):** 20 MB

**Upload platform:** Oxford Abstract in your submission

**Link to submission:** <https://app.oxfordabstracts.com/stages/3015/submitter>

**Deadline for upload:** 24the June 2022

## GUIDELINES FOR UPLOAD OF A PAPER

You can upload a paper to the conference online platform and share it with the attendees. It can be any paper that you feel have relevance to your abstract and presentation, that your would like to share.

**Paper file formats:** .pdf, .doc, .docx

**Paper file size (max):** 10 MB

**Upload platform:** Oxford Abstract in your submission

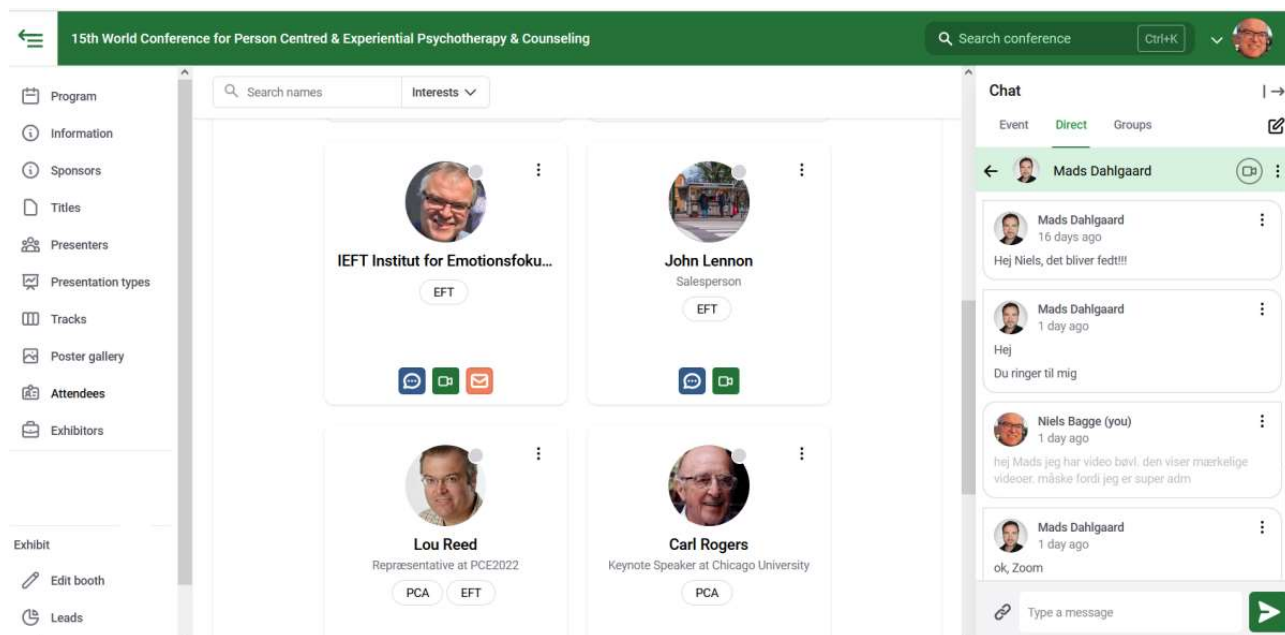
**Link to submission:** <https://app.oxfordabstracts.com/stages/3015/submitter>

**Deadline for upload:** 24the June 2022

## INTERACTING WITH ATTENDEES ONLINE

The PCE2022 online conference platform offers many ways to interact with other attendees even though the presentation is not live. Take a look at the many options for interacting at the PCE2022 web page:

<https://www.pce2022.com/online-conference/>



The organizing committee will contact you before the conference to help you use the online platform in the most effective way.

## THANK YOU FOR SUBMITTING, PRESENTING, RECORDING AND UPLOADING