

GUIDELINES FOR PRESENTATIONS

This is guidelines for preparing power point presentation for **IN PERSON** presentation at PCE2022.

Presentation file format: (MicroSoft PowerPoint) .pptx or .ppt

Presentation file name: *submission number - submitter last name_ - first 4 words of submission title*

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)

Start and ending slide: We invite you to use the PCE2022 start and ending slide in your presentation (se below)

Presentation software: Power Point Mobile

Please check that your presentation works on MS Power Point Mobile before the conference.

Download free Microsoft software Power Point Mobile here:

<https://apps.microsoft.com/store/detail/powerpoint-mobile/9WZDNCRFJB5Q?hl=en-us&gl=US>

GUIDELINES FOR VIDEO CLIPS WITH THE PRESENTATION

If you have video clips with your presentation **IN PERSON**, please follow the these guidelines

Video aspect ration: 16:9

Video clip format: .mp4 (or other common video formats that VLC Player can play)

Video file names: *submission number – submitters last name – VIDEO – video clip number (1,2,3 ..)*

Video software: VLC Player

Please check that your video(s) works in VLC Player before the conference.

Download free VLC Player: https://www.videolan.org/vlc/index.en_GB.html

GUIDELINES FOR POSTERS

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

Poster format: A0 (1189mm x 841mm) or A1 (841mm x 594mm) but no smaller than A1 size.

Poster preparation: Contact “speakers corner” at the PCE2022 conference for instructions on when and how to prepare your poster. Please bring your own material to place the poster on boards at the conference.

Online poster gallery: Please submit your poster in PDF to the PCE2022 online poster gallery (see below)



SPEAKERS CORNER

Power point presentations & video clips **IN PERSON** will run on the PCE2022 computers. There are two ways you can hand over your presentation to our staff at Speakers Corner at the PCE2022.

1. Bring your presentation and video clips on a USB stick to the conference:

Bring a USB stick with your presentation and video clips, and let the staff at the Speakers Corner”at Scandic Copenhagen copy them to the conference IT system. Your presentation & videos will be tested to make sure it works on the conference computers and will be ready on a conference laptop in the room where you present.

2. Upload your presentation and video clips to the PCE2022 dropbox

You can also upload your presentation and video clips before the conference to Speakers Corners Dropbox.

Dropbox upload link: <https://www.dropbox.com/request/T4wRkLpHgpFgO7qxba6J>

Deadline for uploading presentation: June 29, 2022

Contact Speakers Corner: presentation@pce2022.com

GUIDELINES FOR UPLOAD OF YOUR POSTER (required)

Presenting a poster **IN PERSON** 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)

Poster 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: 17 the June 2022

GUIDELINES FOR UPLOAD OF YOUR PRESENTATION FOR SHARING

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

GUIDELINES FOR START AND END SLIDE IN POWER POINT PRESENTATION

We invite presenters to add our start and end slide to their power point presentations.

This is optional for your in person presentation. But it is helpful if you can insert them in your presentation.

This is required in your presentation if you upload a pre-recorded video of your presentation.

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

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

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

<https://docs.google.com/presentation/d/1OPdGN5VaWlxRTYp7xU-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 A VIDEO OF YOUR PRESENTATION

PCE2022 recording of your presentation

If you have accepted to have your presentation (individual paper, brief individual paper, panel or structured discussion) video recorded, you will get notice if your presentation is selected for PCE2022 video recording.

Your own pre-recorded video of your presentation or poster

As a presenter of an individual paper, a brief individual paper or a poster **IN PERSON** you have the option to make a pre-recorded video of your presentation for the online conference platform. This is a great service for the attendees of PCE2022, that we encourage you to offer if possible.

What do you have to do?

1. Prepare the presentation in 16:9 size power point (or similar) and record it on video in MP4 file format in 16:9 aspect ratio (this a standard setup in most recording programs)
2. 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/60CdSrTQsivoMrhbq6pV>

Video file name format: submission number - submitter first & 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 ratio 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.

THANK YOU FOR SUBMITTING, PRESENTING, RECORDING AND UPLOADING