



SSA 2021 Talking Poster Presentation Guidelines

- All posters will be displayed as a pre-recorded 3-minute presentation.
- Start your recording with a title slide that includes your abstract title, name and organisation.
- Pre-recorded e-Poster presentations are due: **MONDAY 08 NOVEMBER 2021**

Please upload via Dropbox: <https://www.dropbox.com/request/IAY5bVAFmtzPIPOUaLMC>

Title Slide

Start your recording with a dedicated title slide that includes your abstract title, name and organisation followed by your Declaration of Interest slide. Keep this simple and easy to read as it will be used as the holding image in the SSA 2021 Poster Gallery. A template can be found on the Virtual Guidelines website.

Pre-Recording your Presentation

All poster presentations must be pre-recorded and a maximum of **3 minutes**. Any recording longer than this will be automatically cut off. The recordings will be available in the Poster Gallery of the virtual portal for the duration of the conference.

We recommend when you are recording your presentation to use Zoom (see instructions below) and to set the aspect ratio of your PowerPoint to widescreen **16:9 format**.

The information provided below is intended to serve as a reminder to the expert presenter and as a primer to those less experienced, suggesting ways to make a visual presentation more effective for the audience.

How to upload your presentation

Before you upload the presentation, please rename the file as:

SSA2021_Talking Poster_**Poster ID**_**Poster title**_**First Initial**_**LastName**.mp4

Eg: SSA2021_Talking Poster_**555**_**Superb Spine Poster**_**J**_**Smith**.mp4

Please ensure your pre-recorded TALKING POSTER presentation is uploaded as an mp4 video file no later than **MONDAY 08 NOVEMBER 2021 via the Dropbox link:**

<https://www.dropbox.com/request/IAY5bVAFmtzPIPOUaLMC>



Poster Gallery

All accepted talking posters will be displayed as a pre-recorded 3-minute presentation. These recordings will be displayed alongside your abstract in a dedicated poster gallery.

The poster gallery will be accessible through the virtual portal, where delegates will be able to view abstracts before and post-conference - as well as during dedicated poster sessions being held throughout the conference.

PDF of your poster (Optional)

In addition to your recording, if you would like to include a PDF of your poster that delegates can download, please upload your pdf via the same Dropbox link. This is optional.

Recording your presentation with Zoom

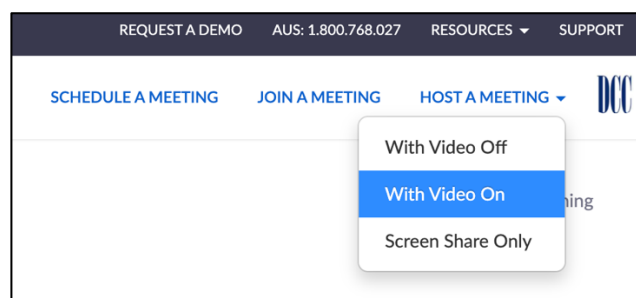
We recommend presenters record their presentation using the Zoom platform.

To ensure a quality recording is produced, ideally, they should be done using a desktop computer that has a webcam. Using headphones and a microphone will limit any feedback or background noise.

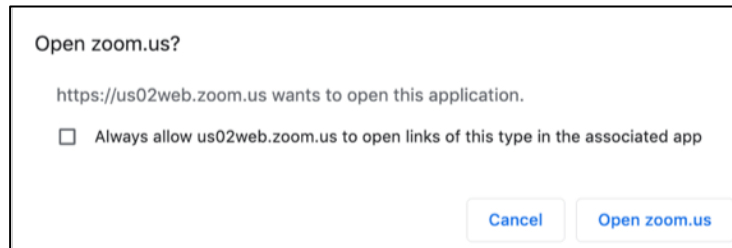
You can use Zoom in a browser or by using the Zoom Client for Meetings app for Windows, Mac, or ChromeOS. We recommend not using a virtual background. These are unavailable when you are live in the SSA 2021 virtual portal and may be distracting.

How to record your presentation instructions:

1. Log in to your Zoom account, if you don't have a Zoom account, [click here](#) to join for free.
2. Click "*Host a Meeting*" at the top right of the page and choose "with video on" to ensure you are visible on the recording.

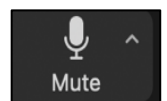


3. If you have the Zoom app installed, your meeting room will open in the app, otherwise, it will open in your browser. You may be prompted to open the Zoom app. Please click on 'Open zoom.us'.

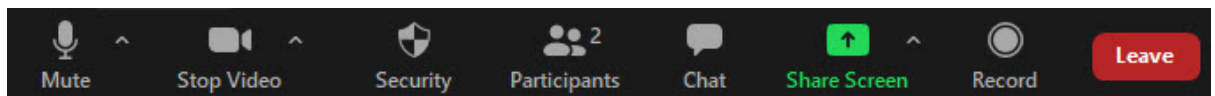


4. Join your audio by clicking the “Join with Computer Audio” button. It helps to use a headset or earphones for Zoom meetings, for better audio quality. If this is the first time you have used Zoom with your current microphone or speakers/headphones, it’s a good idea to check your audio quality before recording.

5. Test the audio by clicking the small arrow next to the Mute microphone symbol, at the bottom left-hand corner of the page. This will open a selection of options – click on ‘Test Speaker & Microphone’. This will allow you to test both your speaker and your microphone.



6. If you are using slides, to record them in your presentation click the green “Share Screen” button in the control bar at the bottom. Make sure your slides or presentation is open on your desktop.

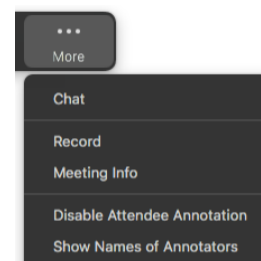


7. When the share screen option box is open select your slides, and click share.

Note: *Whatever you can see on your screen is what will be recorded – ensure you are not in ‘Presenter View’ for example.*

Tip: *To check/change your PowerPoint view, go to ‘Slide Show’>Set Up Slide Show. Select ‘Browsed by an individual (window)’ then hit ‘Play from Start’ – all before sharing your screen.*

8. When you’re ready to start, click the ...More button at the top right of the shared screen. Then select the “Record” button at the bottom of the meeting window.



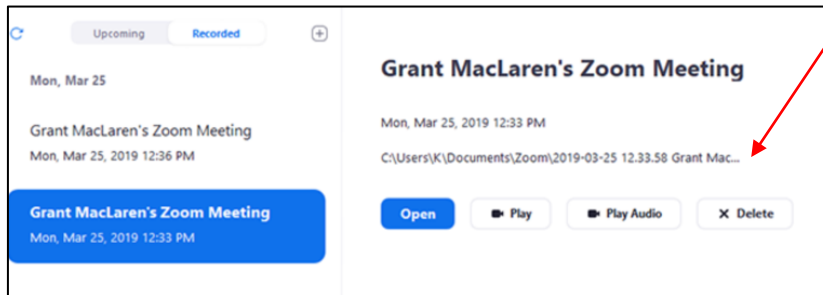
Note: *When Zoom is recording, you will see a small red dot at the top left of the meeting window.*

9. When your presentation is finished, click Stop Recording in the More... menu. Click End Meeting when finished.

10. The recorded meeting will be converted to MP4 once the meeting has been ended.



11. The recording will be automatically saved to where you have set recordings to go. However, if you are unsure where this is you can click on your Zoom app, click on Meetings at the top and then click Recorded. This will show you the file path to your recording.



If you have any questions, concerns or issues when you are recording, please feel free to contact us for support via ssa2021@dconferences.com.au