



Virtual Conference FAQ - Posters

Congratulations! Your abstract has been accepted for inclusion at the BOPA Virtual Conference.

**You must prepare an ePoster for online viewing through the conference web app.
Posters will be available online from Friday 9th – Sunday 11th October.**

How can I present my abstract?

You can use the following methods:

1. Upload a PDF of your poster
2. Audio recording of your poster and upload in MP4 format (along with downloadable PDF of poster)
3. Convert your poster to slides (PDF format) with audio recording and upload as MP4 (along with downloadable PDF of poster)

Do I need to be registered to present my poster?

Yes, it is a condition that you must be registered to attend the virtual conference.

What dimensions do the posters need to be?

As your poster needs to be presented in a PDF format, no dimensions apply.

Does our poster need to be in portrait or landscape format?

Your PDF poster can be presented in portrait or landscape format.

Is there a particular font that the poster needs to be in?

No, you are welcome to use your chosen font for your PDF poster.

What is the word count for the poster?

There is no specific word count for your PDF poster.

Is there a particular style that the poster needs to be in?

No, there are no specifications over styling for your poster

Are company logos allowed?

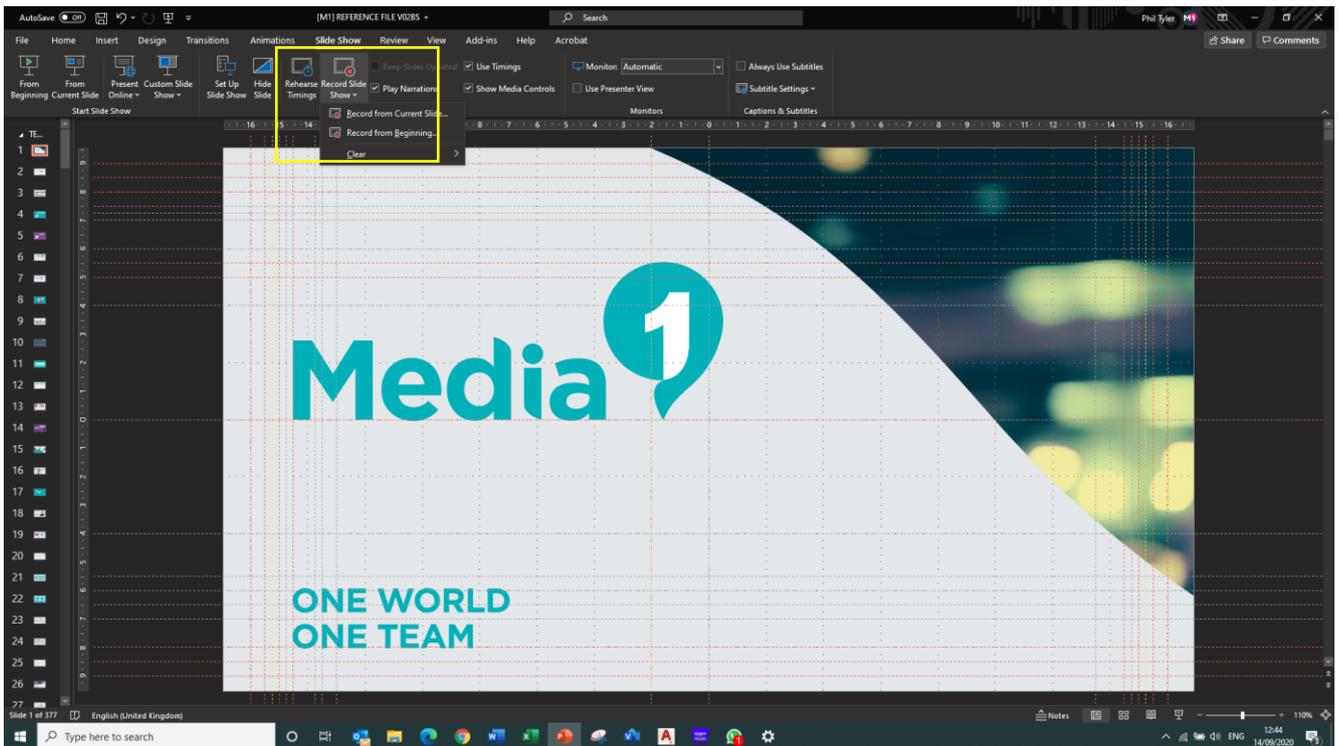
Yes, you can incorporate a company logo onto your poster.

How do I record my presentation?

See step-by-step instructions overleaf.

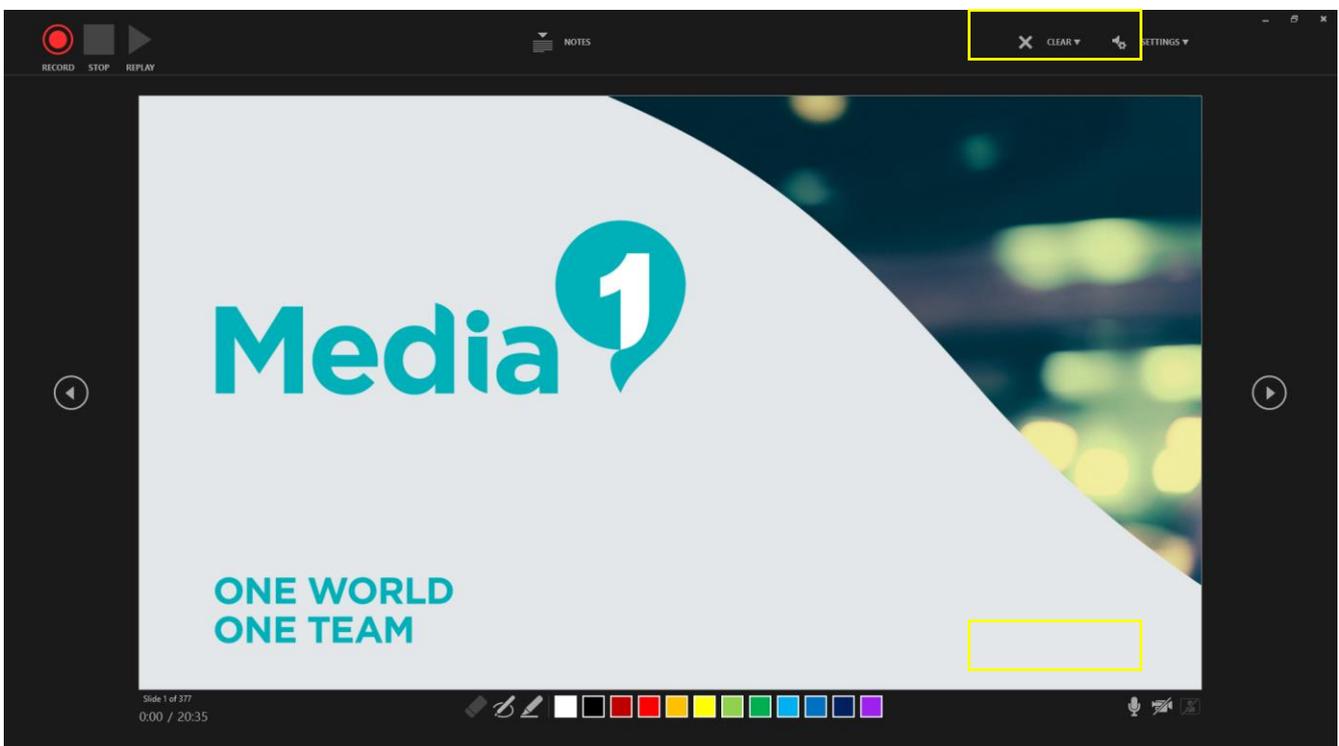
STEP 1

Go to your PPT file and click record slide show from the Slide show tab.



STEP 2

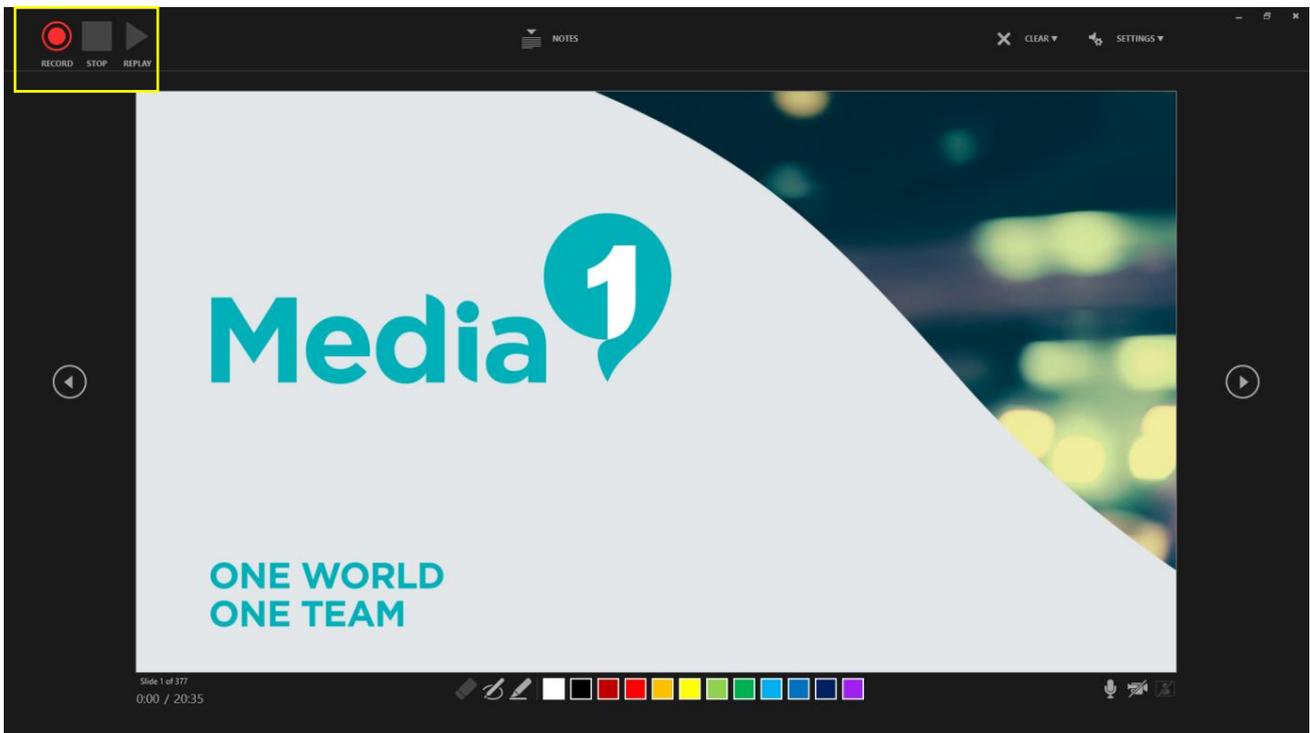
Hit "Record from Beginning". On the next screen check the settings and that your mic is correctly selected.



If you want your camera on click the camera icon. Otherwise just use the mic.

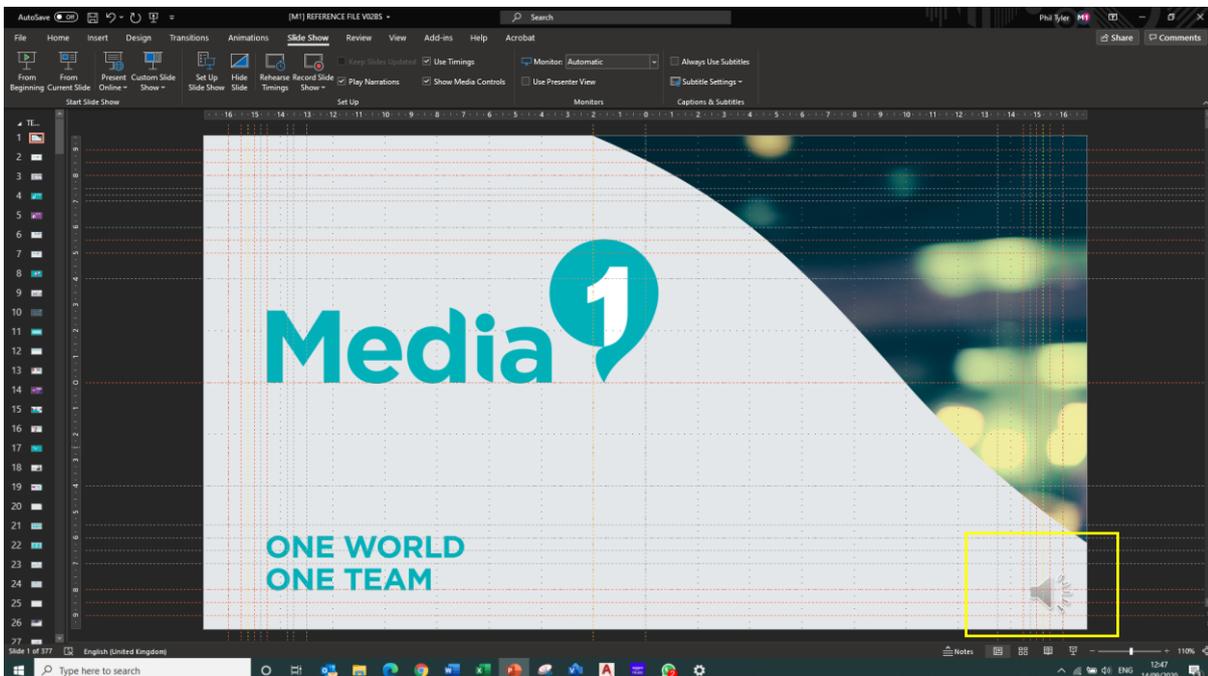
STEP 3

When ready press the red “record” button. Press “stop” when you have finished and “esc” to go back to the menu of PPT.



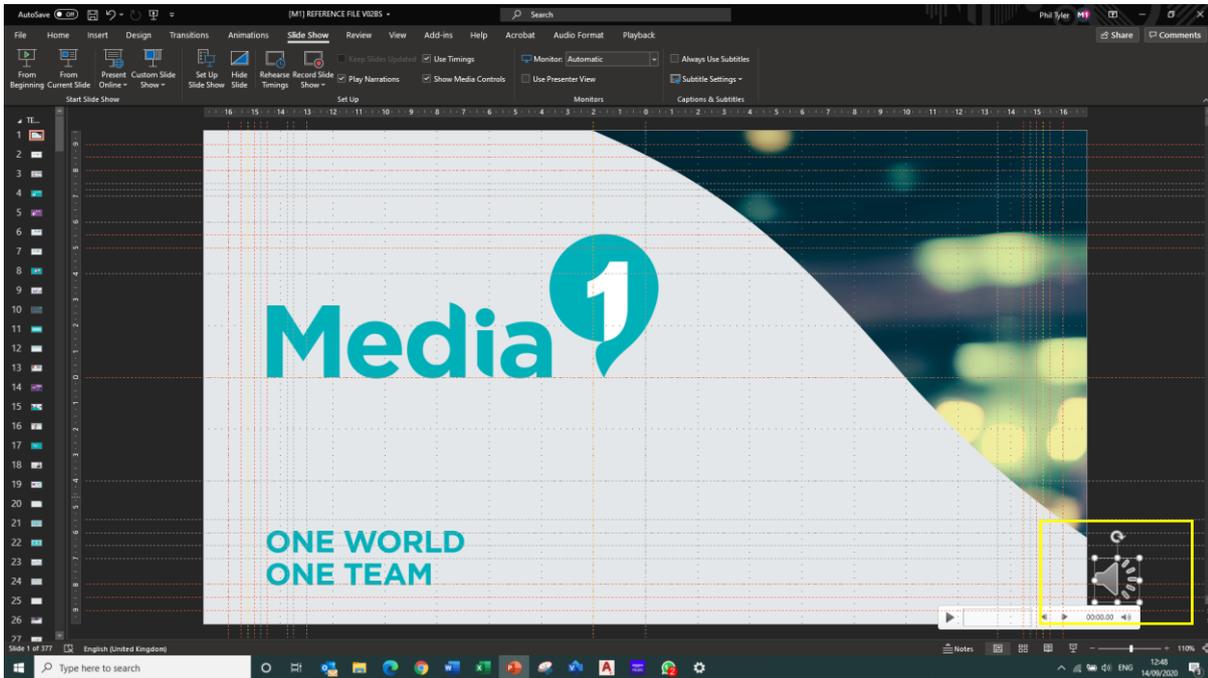
STEP 4

When you have exited PPT you will see a small speaker icon on the bottom right corner.



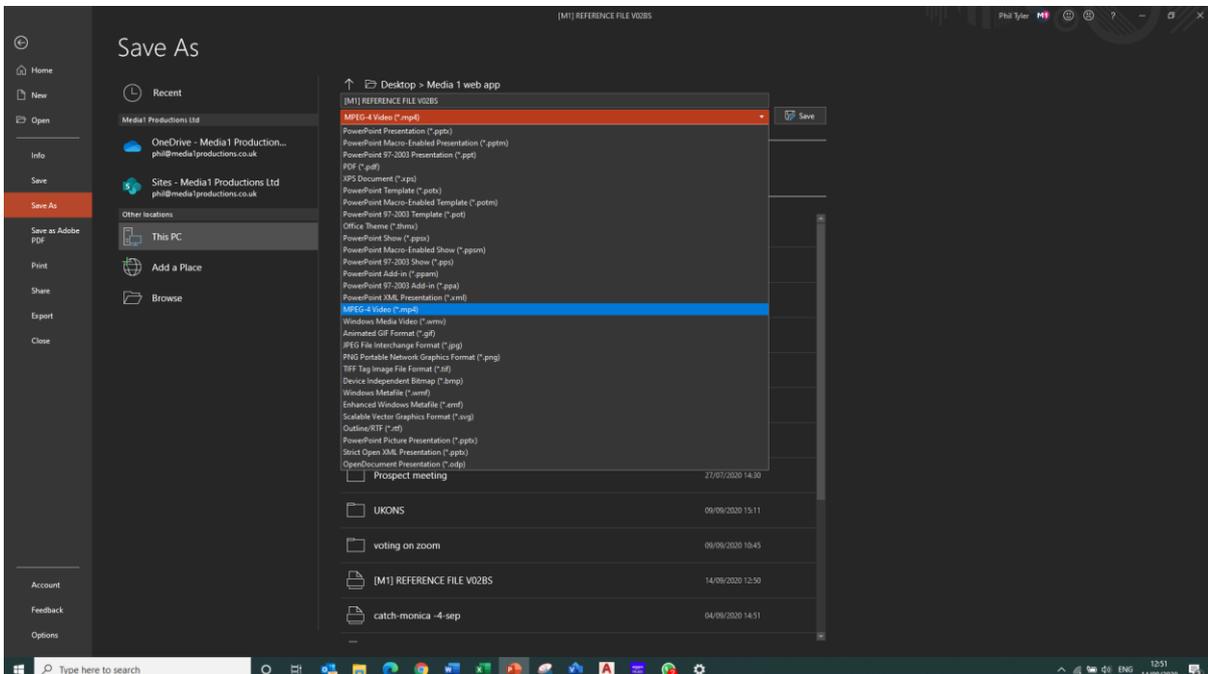
STEP 5

This is the recorded audio. If possible, move this icon slightly off the slide so that it doesn't show on the final version of the movie.



STEP 6

Save this now as an MP4 from the save menu.



You should now have an MP4 recording of your presentation.