



Manual for ePosters

By Emma Ingeström (emma.ingestrom@ntnu.no)

Contents

Step 1: You Create and Submit a PowerPoint Presentation	1
1.1: Information.....	1
1.2: PowerPoint Presentation	1
1.3: Audio Commentary	2
1.4: Submission.....	2
Step 2: We Create and Share the ePoster.....	3

Information

Deadline: Submit your PowerPoint presentation before **December 11, 2020, 12:00 UTC**.

Register: All ePoster Presenters have to [register](#) for Exercise in Medicine – the Webinar Edition December 16, 16:00-19:30 UTC.

Available: Two to three ePosters will be highlighted in a data blitz summarizing the best of the Digital Poster Session, to which the ePoster Presenters are invited to answer questions from our webinar attendees. Thus, for now we require that all ePoster Poster Presenters are available at **18:50 -19:10 UTC December 16**.

Step 1: You Create and Submit a PowerPoint Presentation

1.1: PowerPoint Presentation

Format: Your ePoster file must be submitted in the MS PowerPoint format, *i.e.* *.pptx, without password and encryption. Please note that macros and SWF flash-animations are not supported.

Versions: To get all features and formats required, we request that you prepare your ePoster in **MS PowerPoint 2010, 2013 or 2016**.

File size: Make sure that the file size of your final ePoster in PowerPoint is \leq **500 MB**.

File name: The file name of the ePoster should have **the same name as the ePoster itself**, with a maximum of **50 characters**.

Font: Use PowerPoint **standard fonts**. Avoid special fonts that are not part of the standard package, as these will complicate submission and video transformation. We recommend using **font size \geq 24 pt**.

Design: We require that all ePosters are created with the **Widescreen** slide size and **16:9** aspect ratio.

Slides: Include \leq **5 PowerPoint slides** in your ePoster.

Animations: We recommend that you use animations to build your content and direct your viewers' attention. Use the Animation Pane to view and edit the timeline for each slide.

Audio: Make sure that your audio commentary is embedded in the PowerPoint file and animated to start automatically. The maximum length of the audio commentary is **1 min per slide**.


Video: Short video clips, < 1 min, can be used in the presentation. If that is the case, make sure that the video clip is embedded in the PowerPoint file and animated to start automatically.

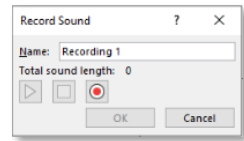
1.2: Audio Commentary

We encourage our ePoster Presenters to add an audio commentary to their PowerPoint presentation. The maximum length of the audio commentary is **1 min per slide**. Here, is a short step-by-step guide on how to add audio to your PowerPoint Presentation:



1. On a given slide, select the **Insert** tab and click on **Audio** 


- Select **Record Audio...**

2. Type in a name for the recording, select **Record** 
and give your audio commentary for the given slide



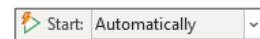
We strongly recommend that you use a headset for the recording of audio commentary, as it will improve the audio quality for your ePoster.

3. To review the audio commentary, select **Stop**  and then **Play** 

- Select **OK** to use the recording, or select **Record**  to create a new audio commentary for the given slide

4. Select the **audio icon**  and click on the **Playback** tab.

- In the **Start** drop down-menu, select **Automatically**.



- Tick in the **Hide During Show** box. Hide During Show

5. Done!

1.3: Submission

Deadline for submitting your PowerPoint presentation is **December 11, 2020, 12:00 UTC**.

Send an email labeled, "ePoster to Exercise in Medicine", to [Emma Ingeström](#). Attach the PowerPoint presentation and provide the following information:

- Your name, academic or work title, affiliation, city and country
- The title of your ePoster, and which slide you want to show case on the Digital Poster Session.

Step 2: We Create and Share an ePoster

Upon your submission, we will transform your PowerPoint Presentation to an **ePoster**, *i.e.* a **MPEG-4 video (*.mp4)** that preserves your animations and audio commentary. *We do not require it*, but if you prefer you can do this step yourself and submit a finished **MPEG-4 video** instead of the PowerPoint presentation.

The video is uploaded to a folder named "Exercise in Medicine - Digital Poster Session" in Panopto. [Emma Ingeström](#) is the owner of the folder and will share the owner rights of your ePoster with the email address that submitted the PowerPoint presentation. Note that your **email address remains confidential** for viewers, unless you include it in the PowerPoint presentation. [Panopto](#) is a secure portal for storing and sharing video content.

Anyone with a link to the video can access and view the ePoster in Panopto, no sign-in is required. One link is available in the [Digital Poster Session](#) on CERG's webpage, where the ePoster is presented as an embedded video. Viewers that sign in to Panopto, can leave comments on your ePoster. Let the networking begin.

Thank you for contributing to Exercise in Medicine - Digital Poster Session!