



ePosters information guide

What is an ePoster?

An ePoster is an electronic version of the traditional poster boards. An ePoster presentation is similar to a regular presentation, but it has a limited number of slides (3 at the maximum). The ePoster may include text, figures and images, as well as video and animation.

The e-poster sessions will be managed via the conference's online platform [Hopin](#).

How will an ePoster work at the ASM?

All ePosters will have the opportunity to be presented live by the author during designated 30 minute ePoster sessions. During this time, you will present your slides twice. Once at the start, followed by Q&A, and then again after 15 minutes for any new attendees.

In addition, ePosters can also be viewed any time during the ASM through short pre-recorded videos (3 min max.). ePosters will feature in their own designated area of the conference, with each poster representing a "booth" where your work will be presented and where you will present from.

Before the event, you will need to create your ePoster using a presentation program and record yourself presenting this ePoster (3 min max.). When it is your time to present live, you will be virtually present "in" your booth where the Hopin system will allow you to start screen-sharing and speak to attendees directly.

For attendees who wish to look at your ePoster when you are not in your presenting slot, then your short, pre-recorded video will be on display at your booth and can be watched by anyone. All embedded videos added to the Expo are played on demand (i.e. the attendee accessing the booth will have the ability to play/pause the video).

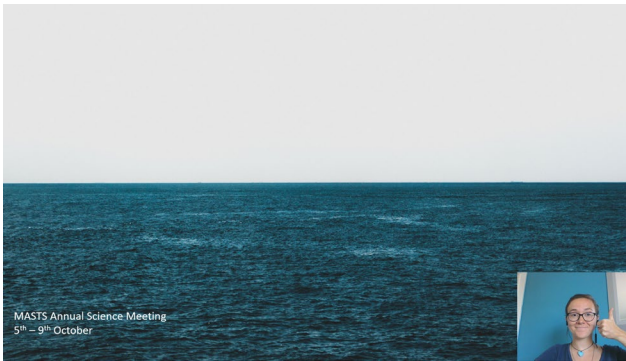
ePoster guidelines

If you have received notice that your abstract has been accepted for ePoster presentation, please submit your pre-recorded video and a copy of your slides using the guidelines given on this page. The submission deadline is **16:00 on Monday 28th September 2020**. Please note that once the deadline has passed, we will no longer accept electronic posters.

- ePoster presentations can include up to 3 slides (landscape orientation).
- Your pre-recorded video must not exceed 3 minutes and must be the same presentation that you use in the live event.
- Submit your video to masts@st-andrews.ac.uk via wetransfer.com (or similar software or links that can transfer/contain large files for MASTS to download)
- The first slide of the presentation should include the ePoster title, list of authors and list of affiliations. Do not forget to add slide numbers. Remember when recording your video, the video of you presenting may use up a fraction of the screen (see image).

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- We recommend using PowerPoint format to create your presentation. You are welcome to add images and tables, and it is possible for videos to be embedded in the presentation file, but bear in mind that this may affect your internet bandwidth when presenting live.
- Optimise your poster for online viewing: Remove any distracting background, choose complimentary colours, be careful about high-resolution images, and avoid too much text.
- Remember that a good internet connection is vital for your live presentation.
- **Be creative!** ePosters are intended to provide a display of information that is not possible with a traditional printed poster. Embedding multimedia content, along with static elements, such as titles, logos, and summaries, would be a good way to convey information. Examples of dynamic visual elements include GIFs, animated charts or graphs, scrolling text, or 3D rotation of a model. If you are worried about your internet connection avoid embedding videos and consider animations or GIFs instead.

ePoster requirements

- **PowerPoint format** only (videos to be embedded) – all content must be on your slides
- Maximum of **three slides** AND total duration of **3 minutes when recorded**
- 16:9 widescreen display
- Each slide can have several items including video; items disappearing and being replaced by others etc. but keep within the maximum time allowed.
- Please ensure that text in your ePoster will be readable for people watching you present on their computers/laptops – too much text will cause fatigue.
- Maximum total size of file and embedded videos is **12 MB** (contact us if you need a much larger file size)
- Pre-recorded presentations will be played by attendees when they “enter” your booth.

How do I record my presentation?

If you need help producing a full MP4 video of your presentation, the links below should assist. Remember, it is 3 minutes max (no exceptions)! Be clear and concise. Practice and time yourself.

Using a windows computer, please watch this video here on how to do this:
<https://www.youtube.com/watch?v=D8JV3w4TOVw>



Using a mac, then please read here:

<https://u.osu.edu/chow.57/2013/11/18/record-powerpoint-w-quicktime-player-on-mac/#:~:text=In%20Quicktime%20Player%2C%20click%20File,normal%2C%20flipping%20slides%20as%20necessary.>

As recommended by Hopin, you can also use Loom, for recording your screen too:

<https://www.loom.com/screen-recorder>

If you are having problems, please contact us on masts@st-andrews.ac.uk

How do I present live?

Your poster will have its own booth, which will be created by the MASTS ASM team. This booth will show your name, ePoster title and contact email. A copy of your video will be placed in an unlisted YouTube playlist, and will then get embedded into your Hopin booth.

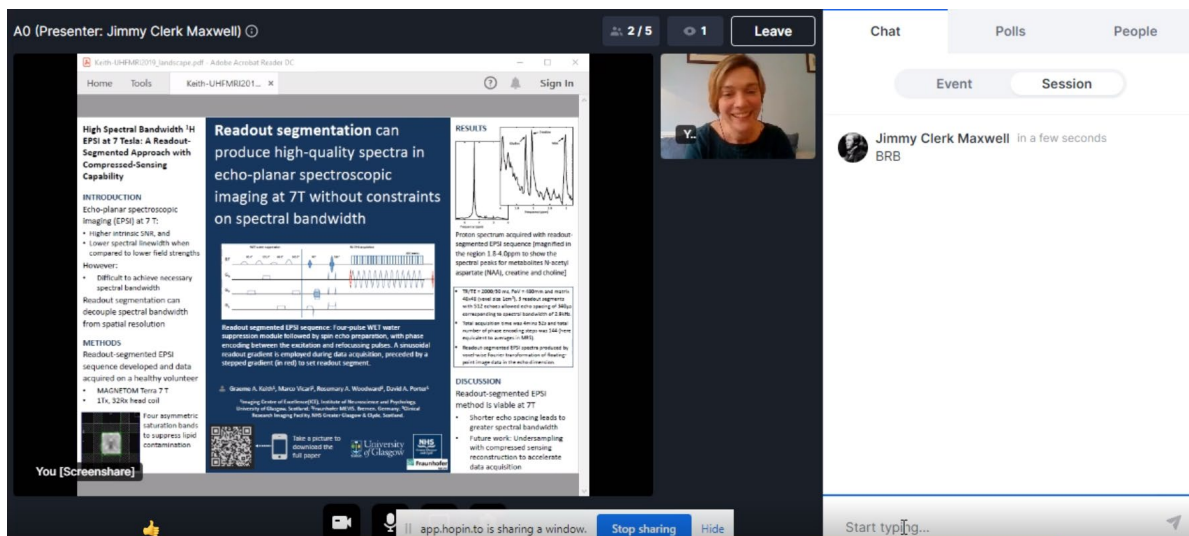
If your ePoster is accepted, you will receive more details about when you can present live and how to present. You will have to be present for your session, so you must have a good internet connection so that you can interact directly with attendees.

ePosters submission

We must have a copy of your 3 minute pre-recorded talk, and a copy of your slides, submitted to us at masts@st-andrews.ac.uk via wetransfer.com (or similar software or link that can transfer large files for free) by the submission deadline of **16:00 on Monday 28th September 2020**.

Creation of your ePoster can be with PowerPoint (preferred) or any other software. The slides you share when presenting live **MUST** be the same as in your pre-recorded video.

Please note that this is a strict deadline, and once the deadline has passed, we will no longer accept electronic posters.



Example of how Hopin looks for a poster presenter. Please note we are recommending a 3 powerpoint eposter, not a static single page as shown in this image.