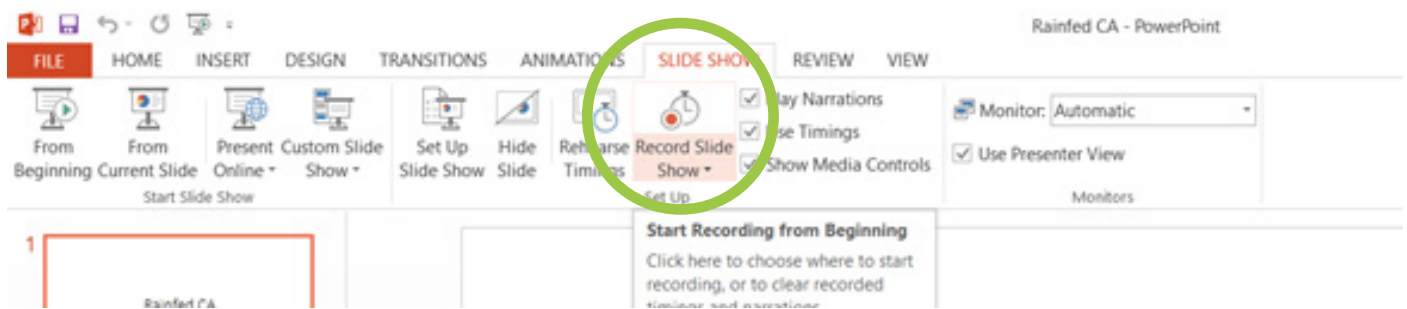




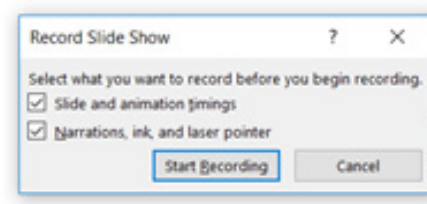
Upload instructions for accepted oral and poster presentations

Oral presentations

1. Once your talk has been accepted as an oral presentation, you will need to record a voice over for your PowerPoint presentation.
2. To record the voice over, you first need to complete your PowerPoint slideshow. Once you are happy with the layout, you are ready to record your voice over.
3. To start recording the voice over, make sure you have a microphone ability on your laptop or a standalone microphone attached to your desktop computer. Click on the **SLIDE SHOW** tab in your PowerPoint presentation. Then click on **“Record Slide Show”**.

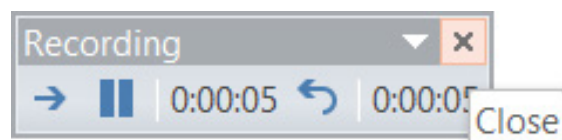


Make sure both the check boxes are clicked before the slideshow opens.

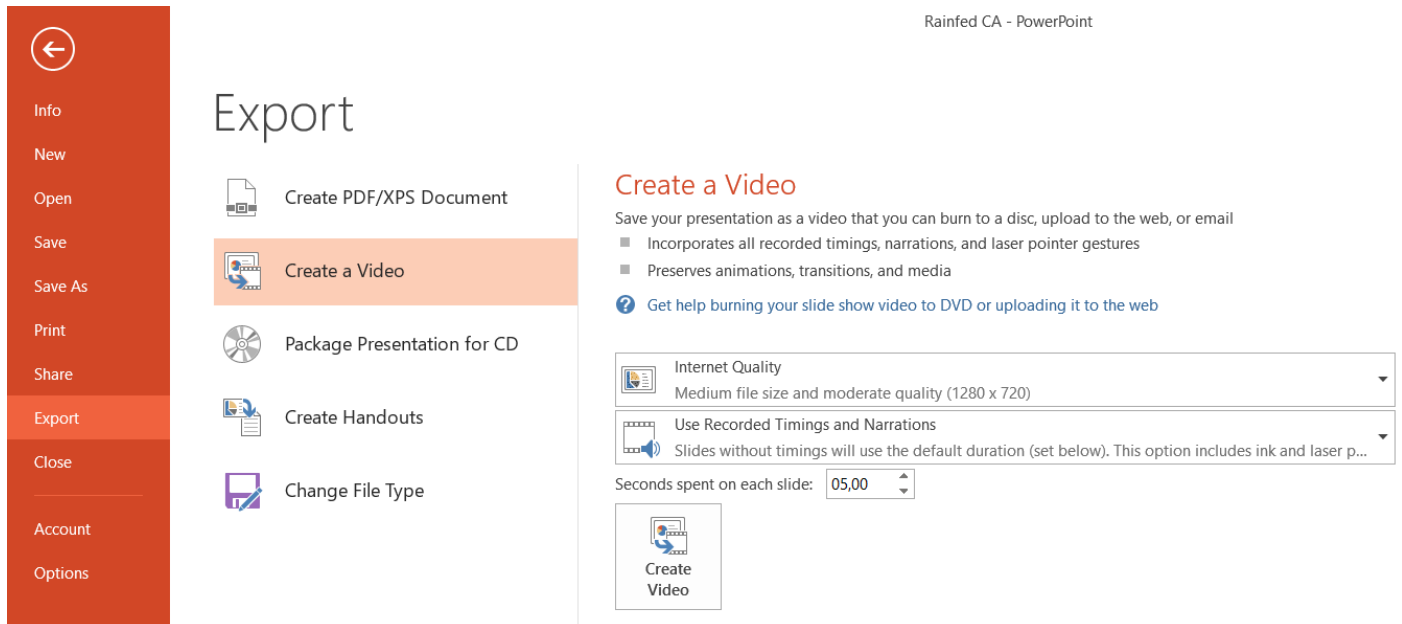


Then click on “Start Recording”. Your slideshow will open and start with the first slide.

4. Start talking. Once you have said everything you would like to say about the specific slide you stop talking and then press the spacebar to proceed to the next slide. Do not click or press the spacebar while you are talking because your voice will be cut. Stop talking before you click and then wait for the next slide to show before you start talking again. You will see a recording bar in the left upper corner of your screen. Do not click on it. Repeat this process until you are finished with the last slide.
5. Once you are finished talking about the last slide, click on the cross in the right upper corner of the recording bar.



- Convert your voice over to a movie file. Click on the FILE tab in PowerPoint, choose the EXPORT option, and then choose “Create a Video”. Use the “Internet Quality” option as in the example below. Then click on the “Create a Video” button. It will take a while to do the conversion. When it is done, save the video. The **video title must be your name and surname** – as it appears on your abstract.



The screenshot shows the PowerPoint 'Export' menu. The 'Create a Video' option is highlighted. The 'Create a Video' settings panel is open, showing 'Internet Quality' selected, 'Use Recorded Timings and Narrations' checked, and 'Seconds spent on each slide' set to 05,00. A 'Create Video' button is visible at the bottom of the settings panel.

- Once you are happy with your recorded talk and video, e-mail your video to Dr Johann Strauss at **butchstr@gmail.com**. The **subject line** should be: Oral presentation 2022 CC. If the file is too big for sending by e-mail, please send it via Wetransfer. Wetransfer has a free version available on the internet. (<https://wetransfer.com/>)
- Please send in all videos by **26 November 2021** – it will be uploaded on the Combined Congress website before the congress in January 2022.
- Please take note: Your video **should not exceed 15 minutes**. If the video is longer than 15 minutes 30 seconds we will have to inform you to redo the talk and send a shorter version.

Poster presentations

- Design your poster. Save the file once you are finished and happy with the poster.
- The next step is to export the poster as a PDF file.
- File name for the PDF: Use the name and surname of the lead author as file name when you save.
- E-mail the PDF file to Dr Johann Strauss at **butchstr@gmail.com**. Deadline: **26 November 2021**. The **subject line** should be: Poster presentation 2022 CC.

