

INSTRUCTIONS
for
virtual POSTER presentation

Introduction

MEEP 2022 will take place as a physical conference, in Lucerne.

However, for those authors who are unable to travel, virtual presentation is possible, allowing you to share your work with a motivated, international audience.

Virtual Poster Presenters should present their poster through a **pre-recorded 3-12 minutes presentation*** as an mp4 file. This can be pre-recorded either standing in front of the poster (as in the physical poster session) or by showing and explaining the poster file, or even using pptx slides (as in a normal presentation) in screen sharing mode with video of the speaker on the side.

The mp4 poster presentations can be streamed on-demand in the www.EFCF.com/Lobby (**Public Zone, Poster Pitches** www.EFCF.com/Pitches). There 2020 & 2021 EFCF poster presentations can be viewed and visitors can give "**Likes**" to honour interesting productions. This makes the poster accessible to a **wide audience**, generates specific interest and promotes discussion with the authors.

Generally short, precise presentations have good potential to be viewed in full, whilst longer presentations of up to 12 minutes may not be viewed to the end. However, they can provide a more in-depth explanation of the content which can appeal to those working in the same field. Additionally, quality presentations with pptx slides that are 10-12 min long, have a **good chance to be used spontaneously as reserve oral presentations** in case of failures in the oral programme.

Recommendation: Upload a 3-5 min pitch presentation, and if possible, also a 10-12 min quality presentation. Both are made available as short & long version in the Public Zone so that the visitors can chose. A long quality version might be spontaneously used in the corresponding oral session.

INSTRUCTIONS for virtual POSTER presentation

Before the conference:

1. **Prepare 3-5 and/or 10-12 minutes mp4 videos** in preparation for the poster session and to make your poster accessible to a **wide audience**.

I. **Deliver an mp4 file** displaying slides + video/audio of the speaker →

Use your own, or one of the virtual backgrounds provided (see pg 4)

Name short mp4 file: **MEEP-2022_Pitch_MEEP-ID_Short-title_Family-name.mp4**

e.g.: **MEEP-2022_Pitch_M0902_CurDensity-Stacks_Fred_Smith.mp4**

Name long mp4 file: **MEEP-2022_Pres_MEEP-ID_Short-title_Family-name.mp4**

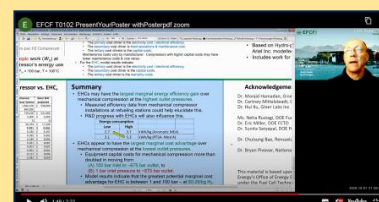
e.g.: **MEEP-2022_Pres_M0902_CurDensity-Stacks_Fred_Smith.mp4**

II. **Upload by Wednesday 29 June** lunch time at the latest

via www.EFCF.com/UploadPres. The password is "**BFupload**" →

A special window for drag and drop will open in the internet browser.

Just in case: There is a "Fall Back Solution" described- see next page.



At the conference:

2. Register and follow the "Instructions for virtual attendance at MEEP", which will be available before the start. You will be informed as far in advance as possible if your poster pitch will be moved to an oral position in the program.



Additional Tips & Info

- ✓ **Zoom** will be used for the conference and can also be used for **recordings**, however you can use any tool that produces an output in mp4 format.

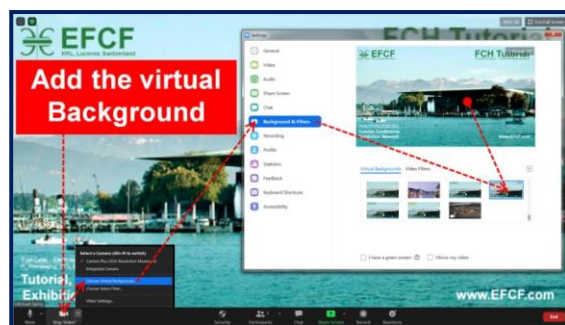
Free download of Zoom → www.zoom.us

To add a virtual background behind you see this here →

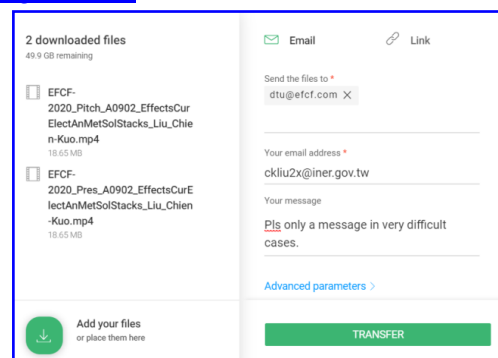
Zoom Help Centre: <https://support.zoom.us/hc/en-us>

For local recording:

<https://support.zoom.us/hc/en-us/articles/201362473-Local-recording>



- ✓ If you intend to use a different format to **mp4** info@meep.com must be informed before you submit the file. This allows us to test the file and ensure it works correctly in advance.
- ✓ Please add a final slide with your **contact details**, so people who have further questions about your work can contact you easily.
- ✓ Your virtual presentation will be handled in the same way as the proceedings of the conference. It will remain **online in the memberzone** to allow registered MEEP participants/members to view it at a convenient time.
- ✓ You will need to have a **valid registration** → www.EFCF.com/Registration to be able to access the conference and presentations
- ✓ If you have any **questions** or need further assistance. We are here and happy to support you info@meep.com
- ✓ **Upload fall back solution**
If www.EFCF.com/UploadPres does not work, send your file via www.SwissTransfer.com/EN → to info@meep.com. This is an easy & tested file transfer portal.



Remember that a **well recorded presentation** is a great way to share your work with others.

Some important points to consider before you press record include:

- Set up your **equipment** properly. Test the position of your camera, sound levels & lighting. Do a trial recording to become comfortable with the technology.
- **Speak freely**, like live. Do not read down a script, which is not inviting to listen to. Small errors are natural. Pause and do not forget to smile sometimes into the camera, the audience likes it 😊
- Stick to the **time limit** for your presentation. Just as for the physical presentations, time limits will be strictly adhered to.
- **Remove all distractions**. Turn your phone to silent and close the door. It may sound obvious, but you don't want your phone to ring two minutes before you complete your word-perfect presentation.
- **Consider also standing** rather than sitting when recording your presentation. This is a more natural position and can allow for more relaxed delivery and body language.
- **Dress appropriately**. Don't forget to check how your chosen outfit looks alongside the provided background.



Suggested Virtual Backgrounds

VB1 →



VB2 →



VB3 →

