



## Guidelines for Online Presenters

### For Keynote Speaker, Oral Presenter, E-poster & 5-min Poster Blitz

#### 1. Pre-Webinar Preparation

(1) All webinar presentations will be video playback to avoid technical issues. Please ensure to upload your presentation to the [portal](#) before **23:59:59 (GMT+8) October 15, 2022**. Presentation length for different types of presentation are listed below. Please record your video accordingly:

- **Plenary Keynote: 40 minutes, Q&A included**
- **Oral presentation: 20 minutes (unless addressed elsewhere & check the [Program at a Glance](#) as reference)**

For each session, discussion time can be scheduled according to the session chair's discretion (e.g., after individual talks, concentrated at the end of a session, or for an alternative format, such as a debate among the speakers, an extended Q&A between the audience and speakers, etc.).

- **5-min poster blitz: 5 minutes**

(2) Presentation files to be uploaded are described as below.

	Online Presenter		
	E-poster	5-min Poster Blitz	Oral
Poster (.pdf)	V	V	
Voice (.mp3)	V		
Video (.mp4)		V	V

Poster (.pdf): **1-page PDF file** in Layout 16×9 landscape orientation See a sample poster with arrangement tips ([Here](#))

Voice (.mp3): Record within **5-minute audio** with mp3 format and to accompany your **E-poster**.

Video (.mp4): Record with mp4 format and to accompany your **Slides**.

## 2. Use Zoom to Record Your Presentation

2022 MBI Int'l Symposium will use **ZOOM**<sup>®</sup> to deliver our online conference. Below is the instruction about how to record your presentation:

- (1) Open Zoom. Select "Host a Meeting" and check that your audio and video are both on and working.
- (2) In Settings, check "Record video during screen sharing" and "place video next to the shared screen in the recording."
- (3) Click on "Share Screen" and a new window will be opened for you to select your slide.
- (4) Once you are ready, click "Record" and start your presentation.
- (5) After the meeting has ended, Zoom will convert the recording to your computer.
- (6) Upload the video to the portal.
- (7) More details please refer to <https://support.zoom.us/hc/en-us/articles/201362473-Local-recording>

## 3. One-week before the Symposium

A **ZOOM Link** for each symposia session will be sent to you and a **test meeting will be arranged** to avoid technical issues when the congress approaching. You are requested to enter your name before entering the meeting room. Please ensure to join the meeting room **15 minutes before** your scheduled presentation and stay in the meeting room for the whole session to interact with the Session Chair and the audience.

## For E-Poster Presenter

(1) All E-Poster presenters are requested to prepare their poster with a **1-page PDF file** in landscape orientation. Create your document in **PowerPoint Landscape Layout 16×9** and save it as a **PDF file**. Upon completion, please proceed to the [portal](#) to upload your PDF file before **23:59:59 (GMT+8) October 15, 2022**.

(2) Presentation files to be uploaded are described as below.

	Online Presenter		
	E-poster	5-min Poster Blitz	Oral
Poster (.pdf)	V	V	
Voice (.mp3)	V		
Video (.mp4)		V	V

