APSA
American Pediatric Surgical Association
Saving Lifetimes

VIRTUAL ANNUAL MEETING
May 20-22, 2021

APSA21   apsapedsurg.org   @apsasurgeons   @APSASurgeons

These instructions only apply to submissions accepted as **POSTER PRESENTATIONS** (does not apply to posters presented in the Medical Student Poster session).
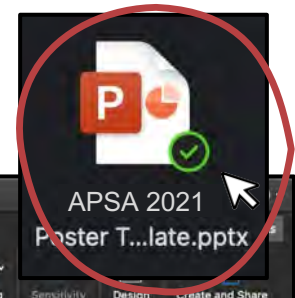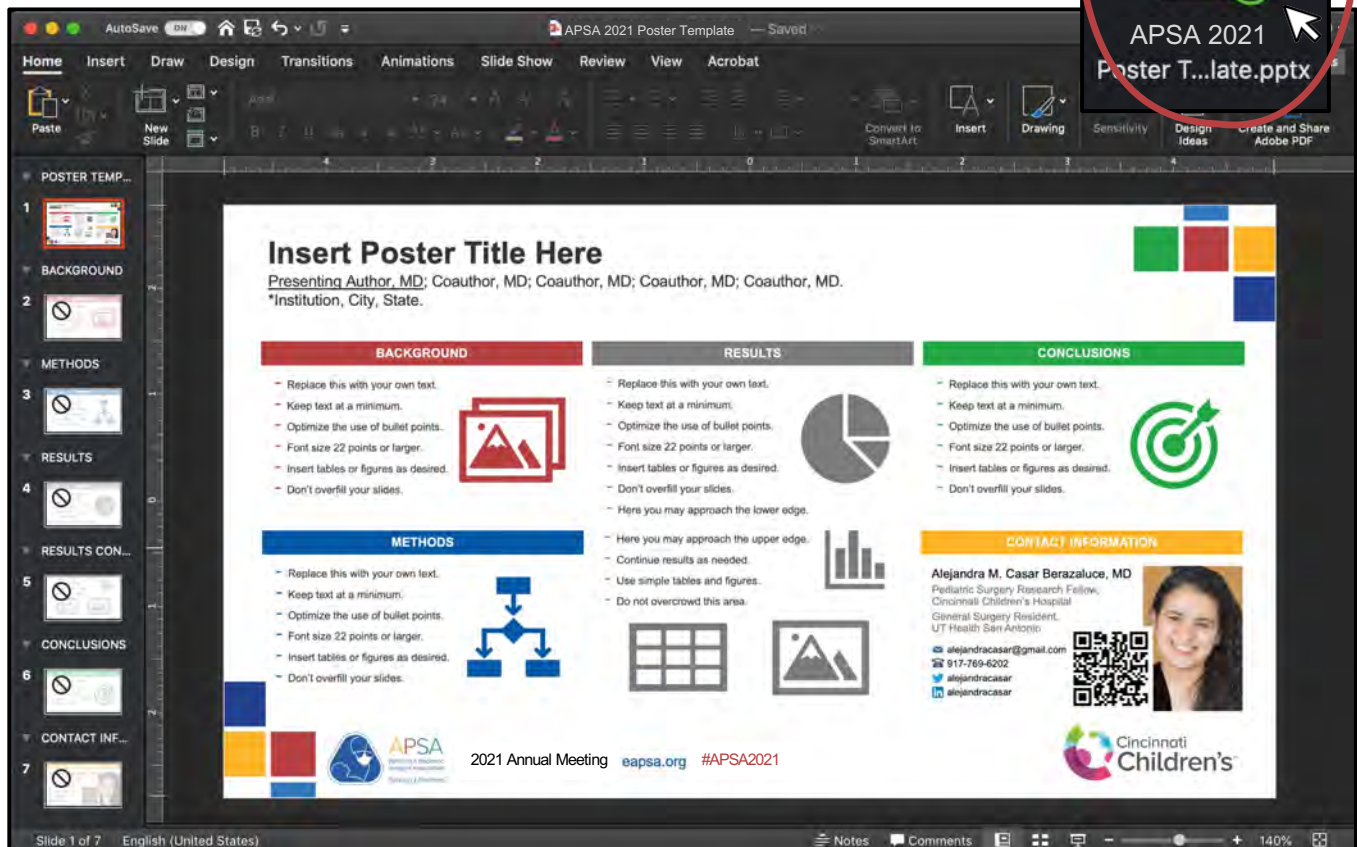
Presenters are expected to self-record their narrated posters in the underlined standardized format below and upload the underlined MP4 file as requested to be included in the 2021 Annual Meeting Program. The use of the PowerPoint© template referenced is MANDATORY. There will be NO presenter video (webcam) associated with poster presentations.

Presenters should include underlined contact information where specified to facilitate Q&A, discussions, networking, and collaboration. This may include your +/- your collaborator(s) e-mails, phone numbers, Twitter© handles, and other relevant information. You may include team pictures and underlined QR codes if desired. Of note, given the limited poster dimensions the QR codes may not be functional during the broadcast unless significantly large.

Instructions:

1. Download and open the official *APSA 2021 Poster Template.pptx*.
   It contains a total of 7 slides. No slides should be added to or deleted from this template.

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2. The functionality of the slides is as follows:

   a. The POSTER TEMPLATE (Slide 1) automatically updates when changes are made to other slides.

   b. Each slide (2-7) represents a section of your poster including BACKGROUND, METHODS, RESULTS, RESULTS CONTINUED, CONCLUSIONS, and CONTACT INFORMATION.
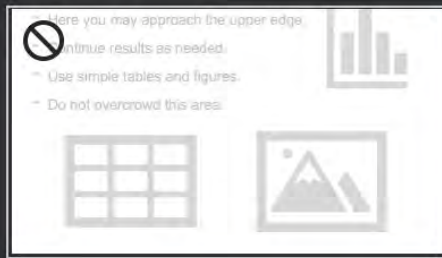

- Slides 2-7 are marked hidden to prevent them from loading in slide show format. Although they are greyed out, they remain editable.

- You will fill out your content without making changes to the section headers to maintain uniformity.

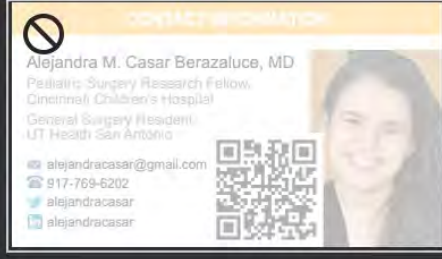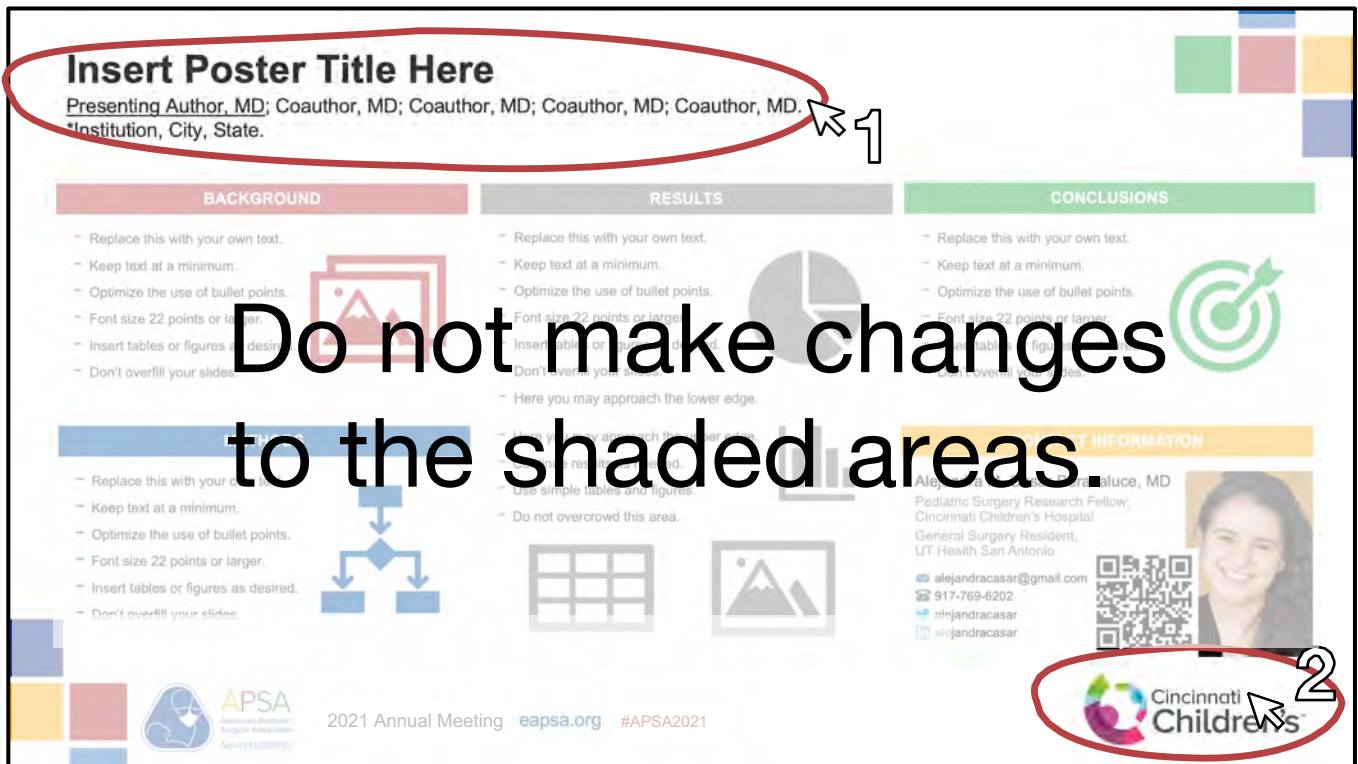3. Add your poster *title*, *authors and institutions*, and *institutional logo* to their respective locations provided in Slide 1. Presenting author name should be underlined. No other changes should be made to this slide. **NOTE:** If the section text seems blurry, select one of the blocks, go to *Zoom Tools*, and give it a *white border*. This should make it sharp.

4. Add data to the highlighted sections of Slides 2-7.
   a. Do not modify the section headers.
   b. Use font size 22 or larger and simple tables and figures.

5. For the contact information slide, include as many details as you would like about yourself and/or your collaborators.

   a. You can add team pictures and/or QR codes if so desired.

   b. Use the largest possible format to ensure legibility and functionality once displayed.

6. Once you are done with your edits, deploy your presentation in slide show mode to ensure legibility of all sections of your poster.

   a. **NOTE:** Slide show mode will enable a *zoom in* function that allows you to click in and out of the region of interest to highlight an individual section of your poster. Although this function will not be enabled or allowed for your poster recording, it may come in handy for when you are presenting at your institution or practicing your talk.
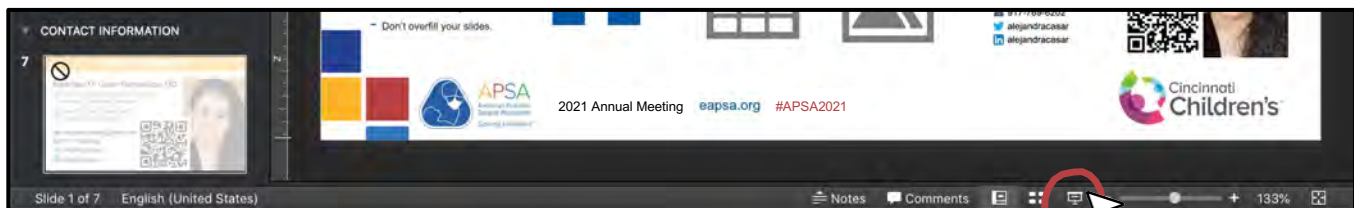
7. Make further edits as necessary until you are satisfied with the final product. Ensure legibility of all sections as shown in Step 6.

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8. When you are ready to record, go to *Slide Show > Record Slide Show*. Make sure *Play Narrations* and *Use Timings* are selected.
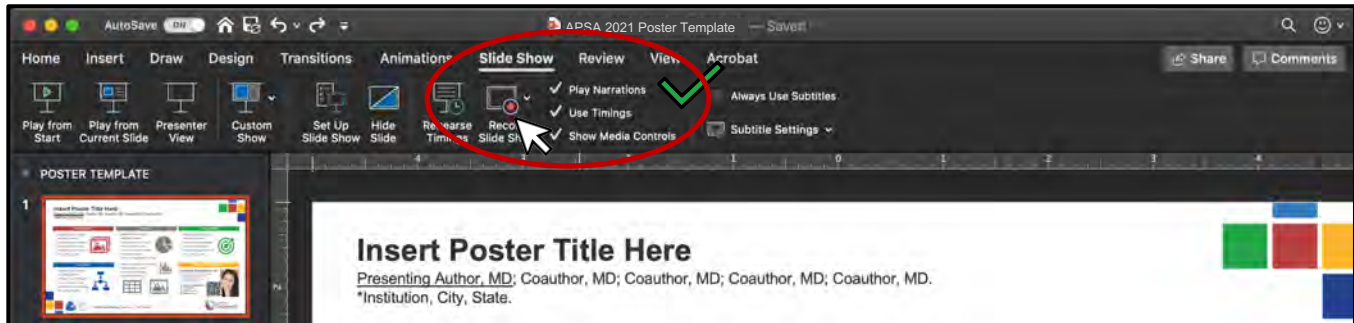
9. Narrate your entire presentation on Slide 1.

    a. Speak loud and clear. You can use your computer or an external microphone.

    b. Do not attempt to advance the slides. Remember the rest are hidden.

    c. There is a timer near the top left corner to keep track of time. You have a 2-minute limit for your poster presentation.

10. When you are done recording, click *End Show* on the top left corner.

    a. If a pop-up appears, select *Yes* to saving slide timings.
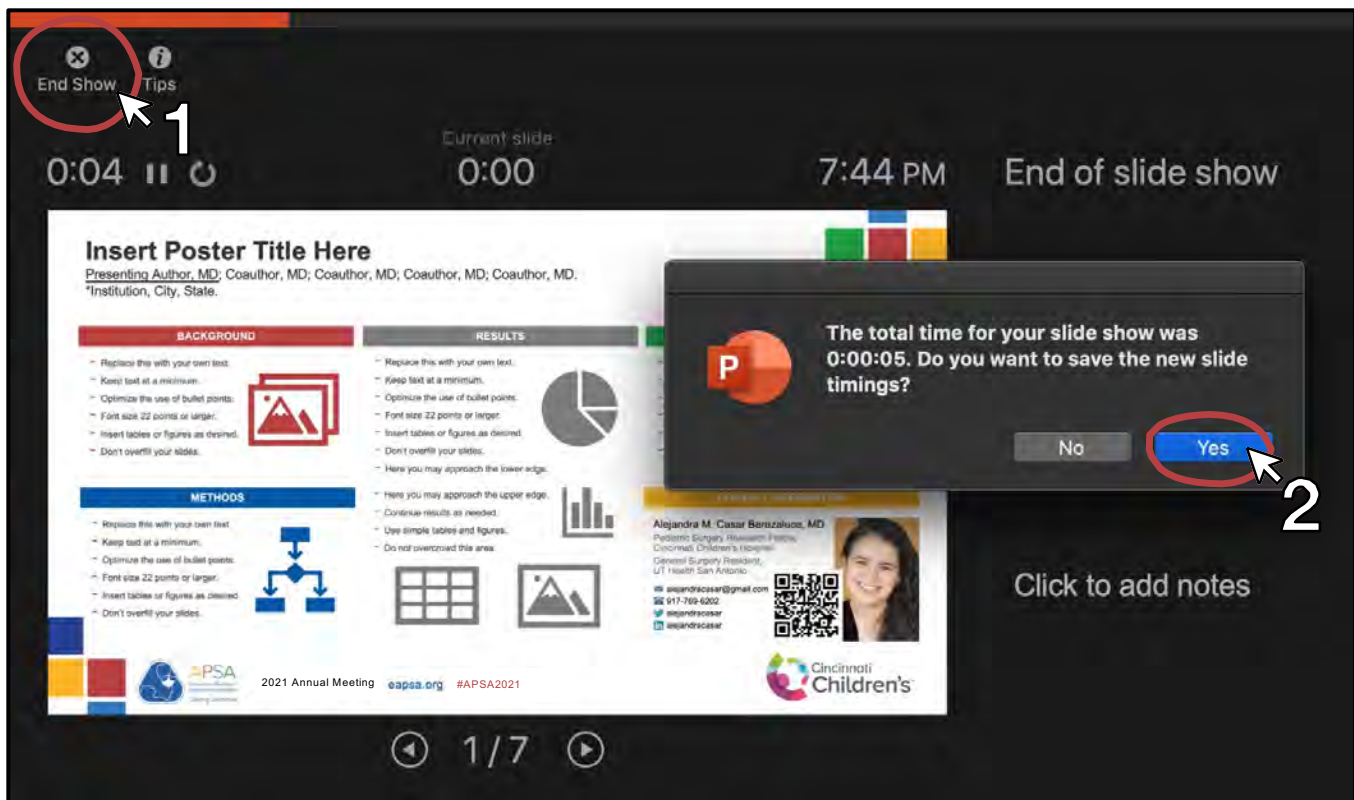
11. Re-deploy your presentation in slide show mode to test the narration. Ensure it is clearly understandable. Re-record if needed.

12. Once you are satisfied with your recording, go to *File > Export*.
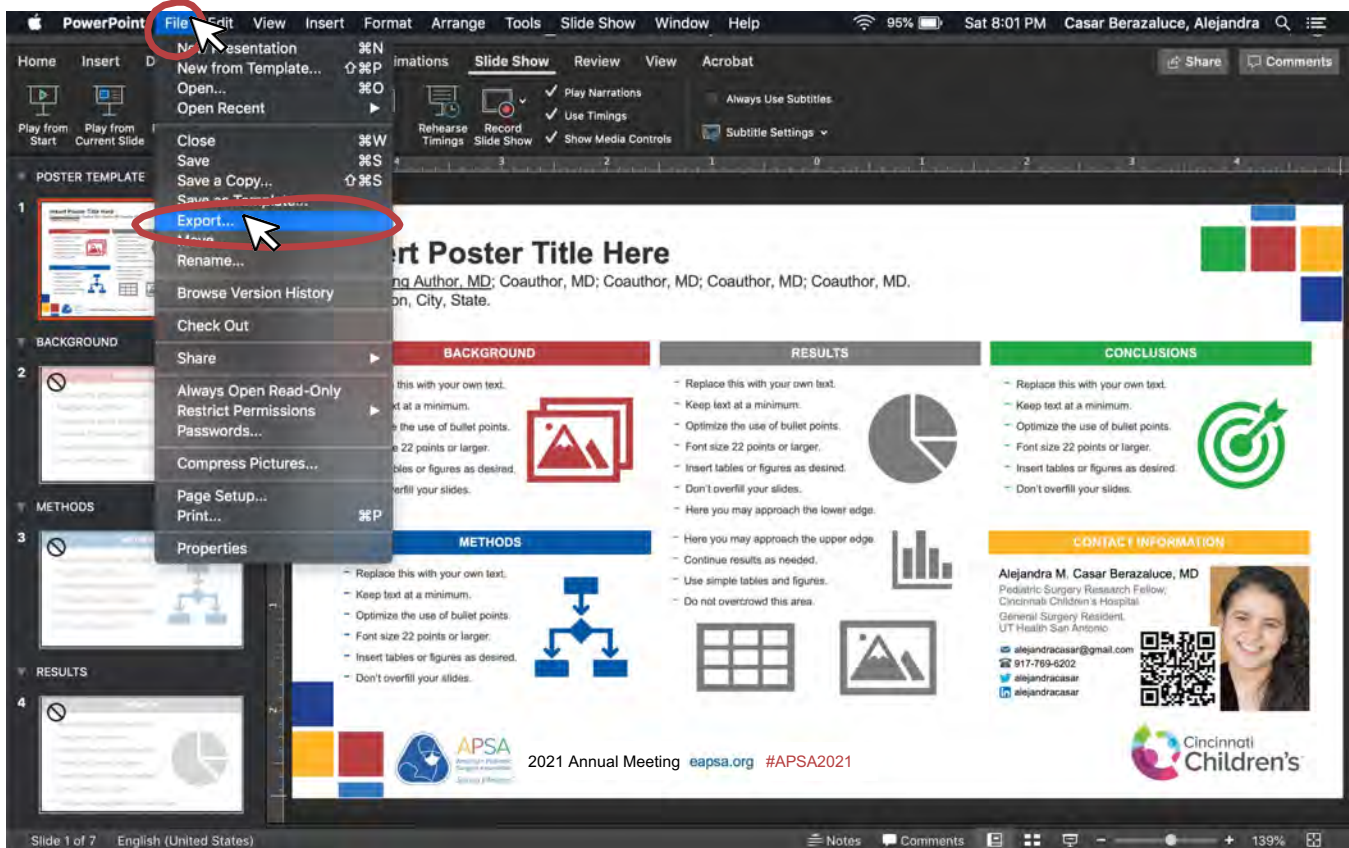
13. In the lower section of the export window, open the *File Format* drop-down and select *MP4*.
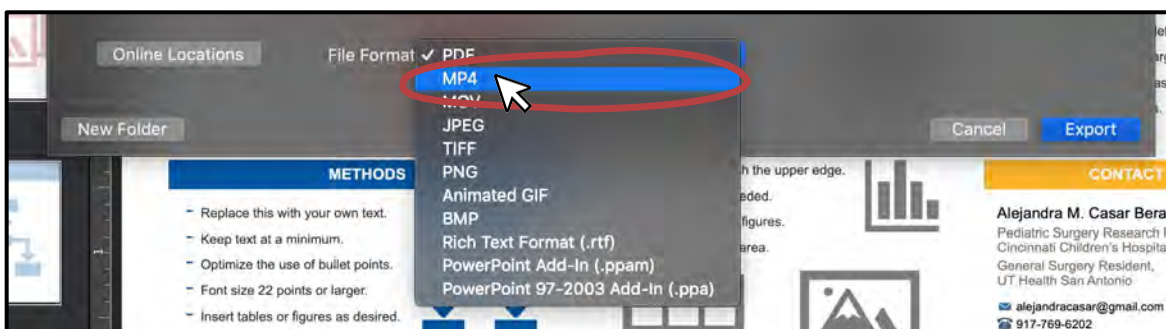
14. Verify that quality is set to *Presentation Quality*, dimensions are 1,920 x 1,080, and *Use Recorded Timings and Narrations* is selected. Click Export.
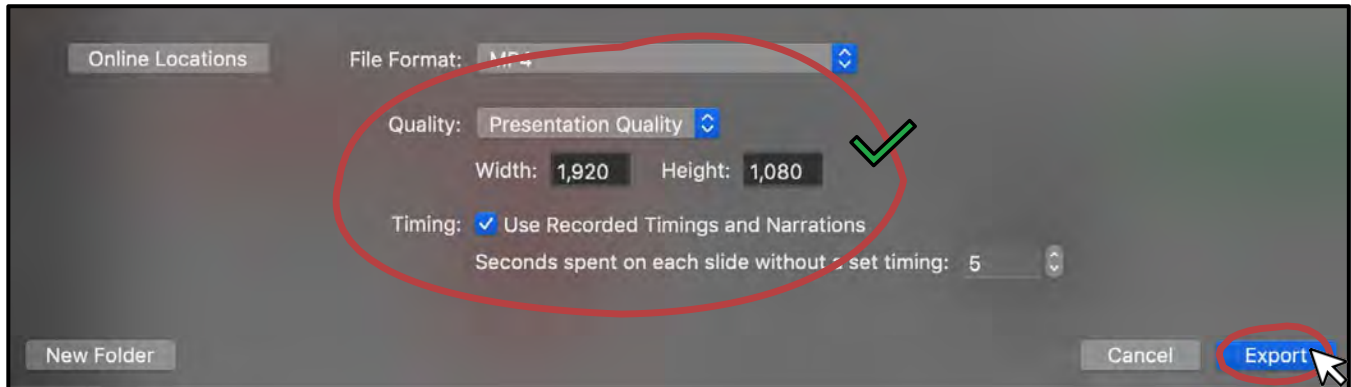
15. Wait for the video conversion to complete. There may be a loading bar at the bottom of your screen. This step may take a couple of minutes depending on the length of your recording.
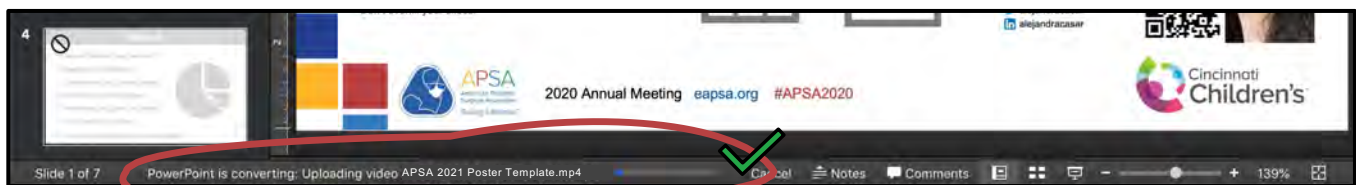
16. Go to the folder where you saved your export. The **.mp4 file** created is the full-length video you should use for upload.
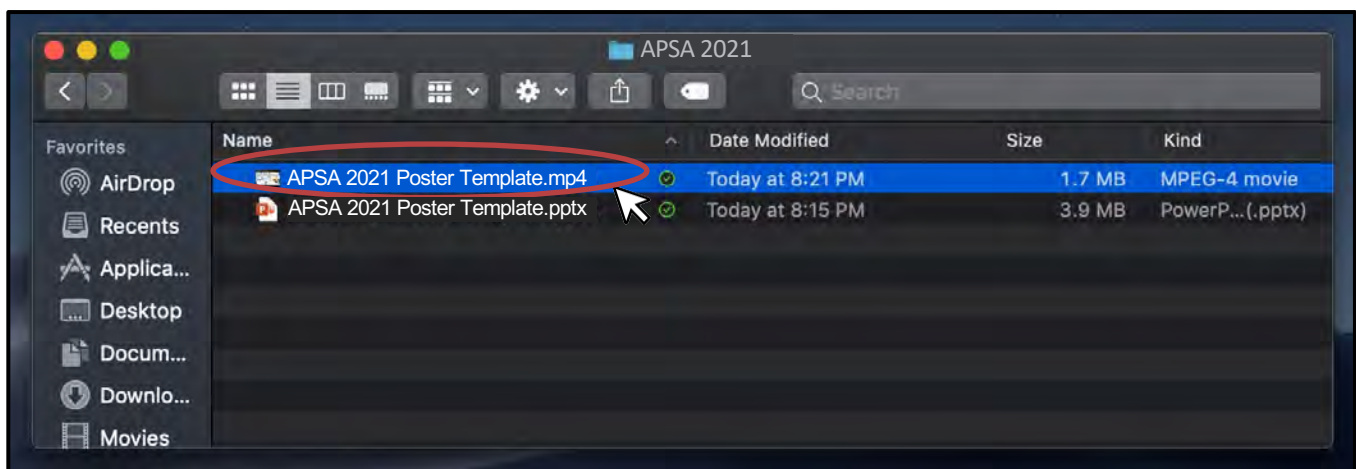
17. Test the video with sound on to ensure the quality is good and it functions appropriately.
    a. Re-record as needed following these steps to ensure you are satisfied with the product before submitting.

18. The final product should display an unobstructed view of your 16:9 PowerPoint© poster with the official APSA 2021 Poster Template.

Tips and Tricks for Video Recording

For your PowerPoint© poster:
- Use the <u>On-screen Show (16:9)</u> or Widescreen (16:9) slide size.
- Use <u>font size 22 point or larger</u>.
- Don't jam too much information into one slide.
- Keep reasonable <u>empty space on your slide borders</u>, as some screens may crop the edges. This also makes your presentation look more professional.

Regarding audio recording:
- Microphone placement is key to getting good sound output.
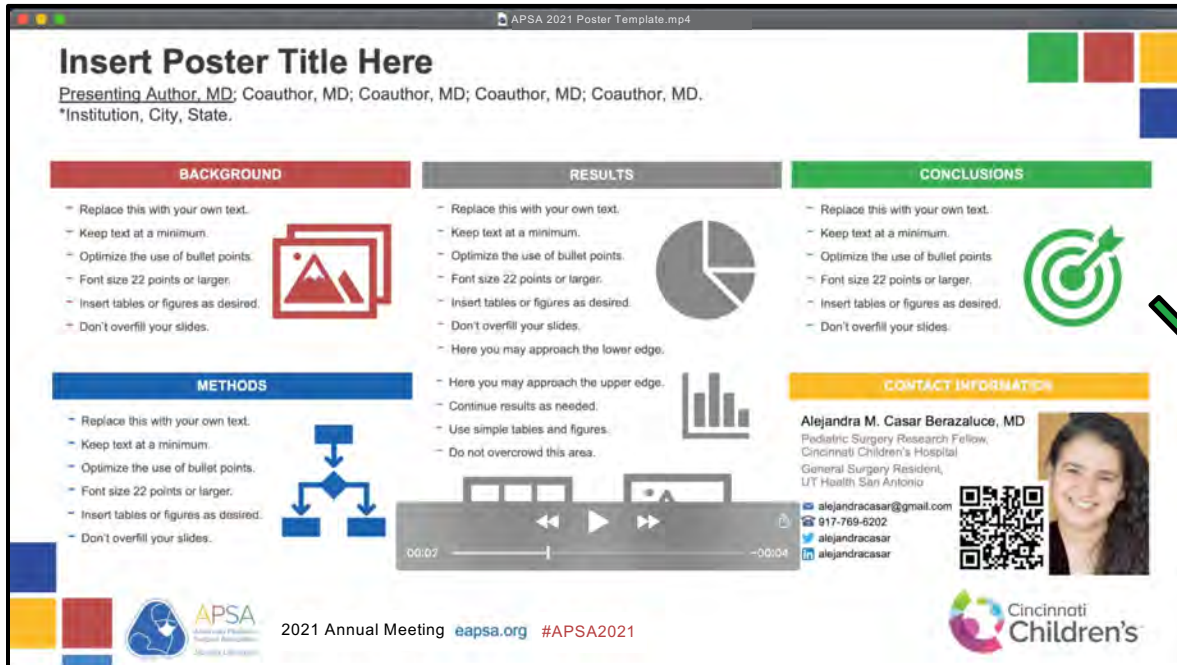- If using your built-in computer microphone:
  - Lean in close to the screen while narrating. Enunciate clearly.
    - Leaning back will result in poor audio quality and echo.
- You can also use earphones or headphones with built-in microphones.
  - Please perform a test recording to make sure the sound is being captured.
  - Please watch and listen to your final video to ensure it can be heard clearly.
  - Please <u>don't submit videos with poor audio quality</u>. This cannot be corrected.

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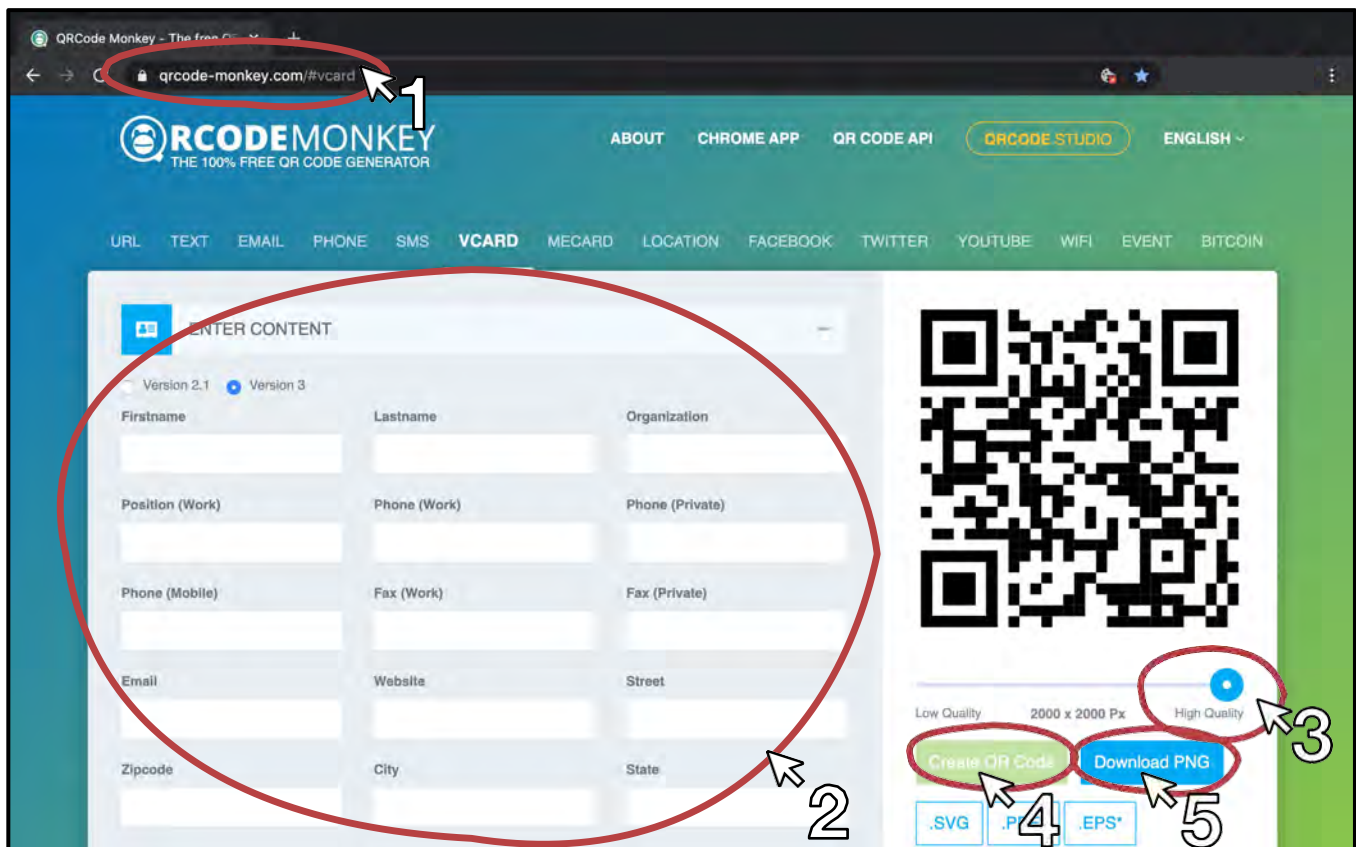## QR Codes for Contact Information

You may want to create a QR VCF business card to share your contact information.

This image can be added to the final slide of your PowerPoint© presentation to share your contact details.

When the audience points their camera or QR reader app at the screen, it will prompt them to save your contact on their phones.

To create a QR contact card:
1. Visit https://www.qrcode-monkey.com/#vcard.
2. Enter the contact information you want shared. Fewer details make it easier to read*.*
3. Slide the bar at the right of the screen to *High Quality*.
4. Click *Create QR Code*.
5. Click *Download PNG*.
6. Save the file to your computer and insert it on your final slide.

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To create a Twitter© QR code:

1. Open your Twitter© app.
2. Click on your profile photo to display the menu.
3. Click on the square icon at the bottom right of the screen.
4. Click on the top right share icon to save your QR code.
5. Insert the image to your final slide.
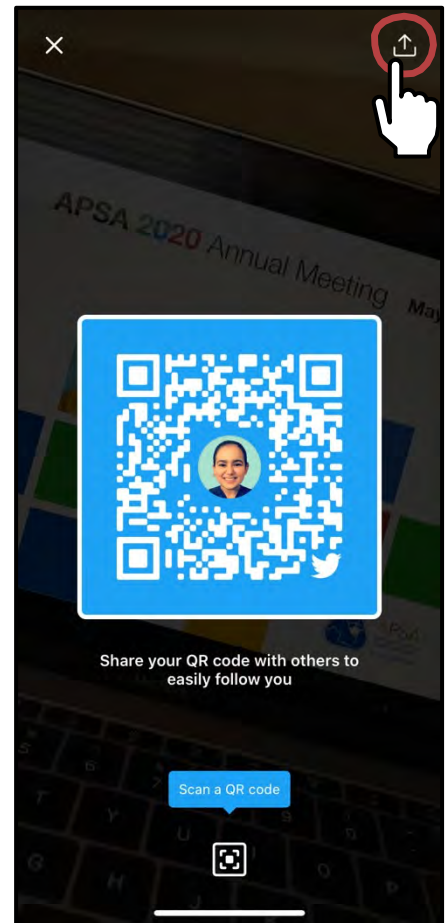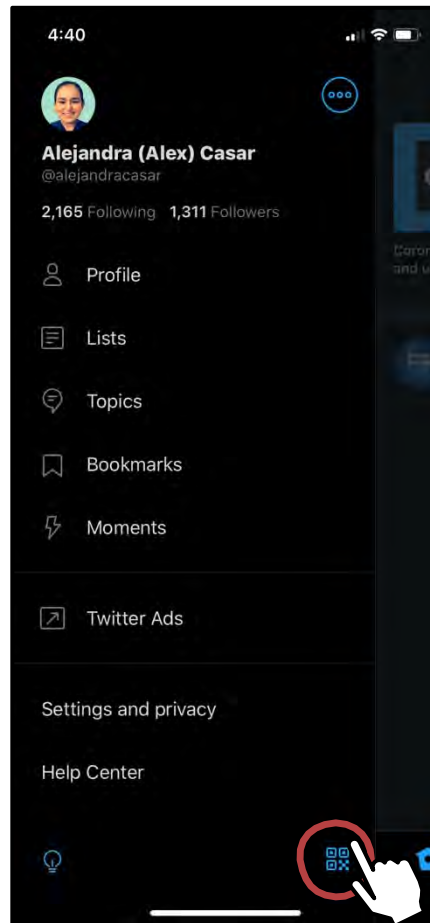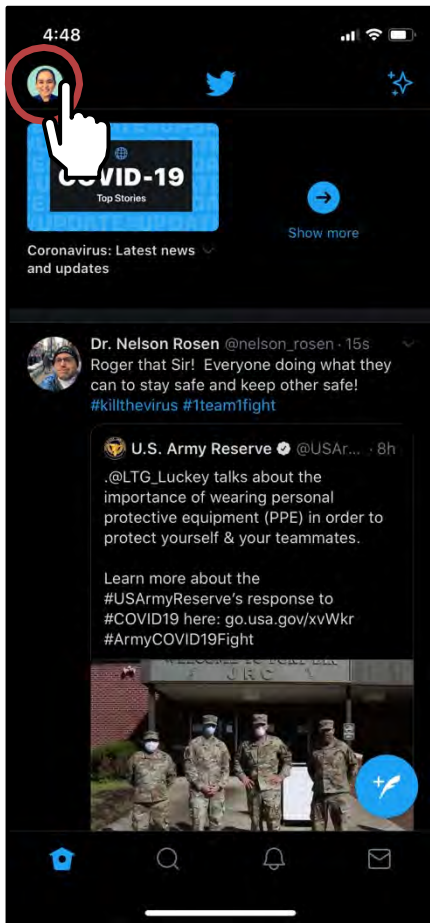
Test your code by pointing your phone camera or QR reader app at the image.