



Guidelines for EAAP 2021 Presentations

Presentations:

All regular oral presentations are allocated a time slot of 15 minutes. This includes 12 minutes for the presentation, followed by 3 minutes of discussion. Invited talks of 30 minutes or more should allow at least 5 minutes for discussion during the time slot allocated.

Live participants:

Format:

- 16:9 aspect ratio must be used.
- Supported formats are PowerPoint (*.ppt) or PDF (*.pdf)
 - Apple keynote is **not** supported.
- There are no restrictions regarding the size of the presentation file.
- If you are including videos in your presentation, please note that PowerPoint does not automatically embed video formats into the template. We recommend checking your presentation on another computer before the conference to ensure the videos work as intended.

For on-site presentations, please save your slides to a USB stick. Please name your presentation as (EAAP21_sessionnumber_nameoffirstauthor).

Once you have arrived in Davos, there will be an uploading desk at the congress centre to transfer your presentation. Please upload the presentations at least half a day before your session.

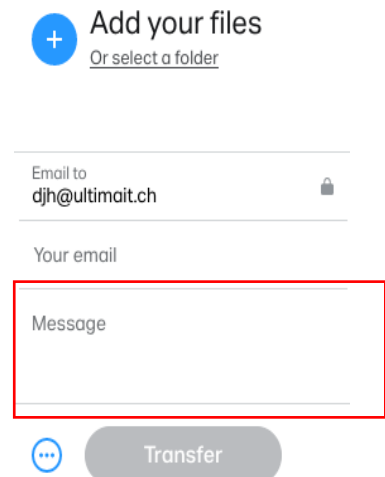
Virtual presentations:

While the majority of our presenters will be with us in Davos, due to the Covid-19 situation we understand that it is not possible for everyone to travel at this time. Originally, we had hoped that all presenters would be able to present on-site in Davos and as such, were asked to register for on-site participation. However, as the Covid-19 situation has developed, it is now clear that some of those originally registered for on-site participation, can no longer do so. Therefore, for presenters originally registered as on-site speakers, who have had to change to virtual participation since the abstract submission deadline, we are accepting pre-recorded presentations in video format to be shown on our virtual platform.

- Regular presentations should be 10 minutes to allow for 5 minutes of Q&As including a buffer for entering the platform.
- Please use the “Record slideshow” function in Microsoft PowerPoint to record your presentation and save as an .mp4. Further details of this record function can be found on the Microsoft website at <https://support.microsoft.com/en-us/office/record-a-presentation-2570dff5-f81c-40bc-b404-e04e95ffab33>
- Q&A will be live and, depending on the session, the virtual speaker will be joining the meeting via Zoom or the virtual platform. Virtual speakers will be informed on how to join the meeting for Q&A.

Please save your presentation as (EAAP21_sessionnumber_nameoffirstauthor_virtual) and upload via WeTransfer at <https://ultimait.wetransfer.com/> no later than August 27th 2021.

IMPORTANT: when uploading via the WeTransfer link, please include in the message box: EAAP21, followed by the session number and the name of the first author.



The screenshot shows the WeTransfer interface. At the top, there is a blue circular button with a white plus sign and the text 'Add your files' and 'Or select a folder'. Below this, the recipient's email is shown as 'Email to djh@ultimait.ch' with a lock icon. There is a field for 'Your email' and a larger text area for 'Message' which is highlighted with a red border. At the bottom, there is a blue circular button with three dots and a grey 'Transfer' button.

Posters

All poster presentations will be virtual. You have the choice of uploading your poster as a video or a PDF file.

Video:

- The poster should be prepared in Microsoft PowerPoint and should be no longer than 3 slides. These slides can be used to show zoomed in sections of your poster.
- You can then use the 'Record Slide Show' function in PowerPoint to present your poster. The maximum time for explanation of posters is 3 minutes.
- Once recorded, the presentation should then be exported in video .mp4 format. Please note that the maximum video size accepted is 130MB.

Pdf:

- Alternatively, you also have the option to create your poster in a single slide and upload this as a pdf for viewers to see on the virtual platform.

Please save your file as (EAAP21_sessionnumber_nameoffirstauthor_poster) and upload to <https://meetings.eaap.org/davos-2021/file-poster-upload/> no later than August 23rd 2021.

Posters will be available on our virtual platform throughout the meeting and visitors will have the possibility to leave their comments in a chat where the author can then respond. During the assigned poster session, the author should be logged into the virtual platform in order to participate in live communication with virtual visitors via the chat function. The assigned session for the poster will be communicated to the presenting author.