INSTRUCTIONS

for
Additional, Voluntary Virtual POSTER VISIBILITY

via

Presentation by PRE-RECORDED MP4 PITCHES

Introduction

MEEP 2023 will take place as a physical conference, in Lucerne.

However especially for poster presentations we are offering an additional virtual option for increased visibility via a PRE-RECORDED MP4 PITCH.

These have been successfully published on www.i-MEEP.com/lounge in recent years, receiving good feedback and greater visibility on a long-term basis.

Virtual Poster Presenters should present their poster through a **pre-recorded 3-12 minutes presentation*** as an mp4 file. This can be 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.i-MEEP.com/lounge There the 2022 MEEP poster presentations can be viewed, and visitors can give **"Likes"** to honour interesting productions. This makes the posters accessible to a **wide audience**, generates specific interest, and promotes discussion with the authors.

Generally short, precise presentations have the highest potential to be viewed in full, whilst longer presentations may not be viewed to the end. However, they can provide a more in-depth explanation of the content, which will appeal to those working in the same field.

Recommendation: Upload a 3-5 min pitch presentation of you standing in front of your poster – these have proven to be the most popular and viewed type of pitches in previous years. You may also add a 10-12 min quality presentation. Both are made available as short & long version in the Public Zone so that the visitors can choose. A long quality version might be spontaneously used in the corresponding oral session in the case of last-minute oral withdrawals.

INSTRUCTIONS for virtual POSTER presentation

Before the conference (physical & virtual attendees):

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 underline short mp4 file: **MEEP-2023_Pitch_MEEP-ID_Short-title_Family-name.mp4**
   e.g.: **MEEP-2023_Pitch_M0902_CurDensity-Stacks_Fred_Smith.mp4**

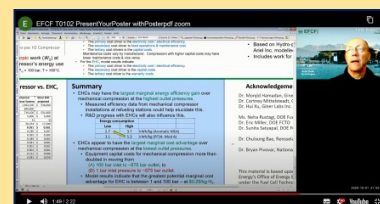   Name long mp4 file: **MEEP-2023_Pres_MEEP-ID_Short-title_Family-name.mp4**
   e.g.: **MEEP-2023_Pres_M0902_CurDensity-Stacks_Fred_Smith.mp4**

   II. **Upload by Wednesday 28 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 (virtual attendees only):

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.
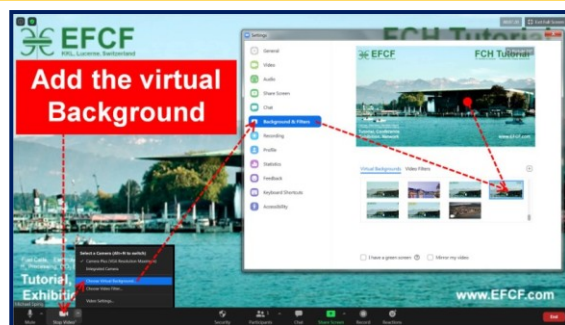
Additional Tips & Info

✓ **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 (see samples on next page) **Zoom Help Centre**: https://support.zoom.us/hc/en-us For local recording: https://support.zoom.us/hc/en-us/articles/201362473-Local-recording
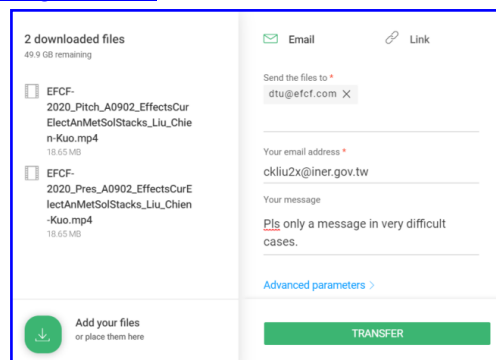
✓ If you intend to use a different format to **mp4** info@i-meep.com must be informed before you submit the file. This allows us to test the file and ensure it works correctly in advance.

✓ Please add a final slide with your **contact details**, so people who have further questions about your work can contact you easily.

✓ You will need to have a **valid registration** ➔ www.i-MEEP.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@i-meep.com

✓ **Upload fall back solution** If www.EFCF.com/**UploadPres** does not work, send your file via www.**SwissTransfer**.com/EN ➔ to info@i-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**. Do not forget to check how your chosen outfit looks alongside the provided background.

Suggested Virtual Backgrounds

VB1 ➜

VB2 ➜

VB3 ➜