

Guidelines on how to prepare and upload a short oral presentation for the virtual 57th EASD Annual Meeting 2021

All Short Oral Presentations must be prepared upfront and uploaded to the online presentation system as a **prerecording**. All sessions include these prerecordings as well as a live component. After each recorded presentation, there is some time reserved for a **live** discussion and Q&A with the session chairperson.

1. How to prepare and upload a short oral PowerPoint presentation

The presenters record the presentation themselves. Therefore, the PowerPoint narration function can be used and the technical instructions further below should be followed, alternatively, a MP4-Video that contains the presentation content can be prepared.

- **Accepted Formats**

Microsoft-PowerPoint(*pptx): Videos can be linked or embedded. Please remember to upload the video files separately if using PowerPoint 2007 or older versions, as they cannot be embedded into the presentation. Please use the PowerPoint-Narration function to record the slides.

MP4-Video: Presenters can also record and upload a MP4-Video to give the presentation. To create a video of themselves, presenters can use the Zoom-Software for example. Please click [here](#) to get detailed instructions on how to create a recording with Zoom.

- **Presentation time**

It is required that the prerecorded presentation strictly adheres to the maximum of 4 minutes presentation time slot. In case the presentation exceeds the talk time, it will be cut off by the system.

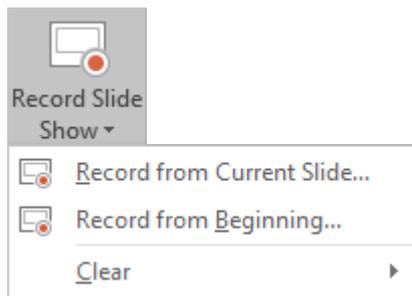
- **Privacy**

It must be guaranteed that all content used in the presentation can be shown online for the live session as well as for the on-demand version post-Congress (webcast). If the slides include sensitive data, please remove these data before the upload of the presentation to the M Events system.

Please find herewith the manual on how to prerecord the presentation with the **MS PowerPoint narration function**:

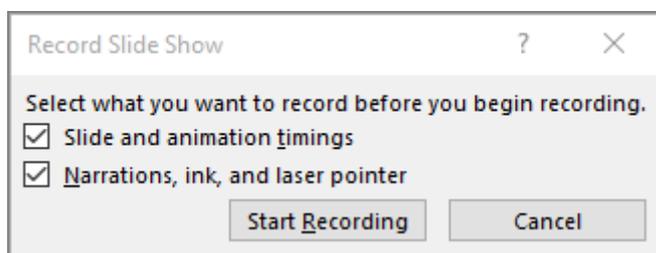
Only Slides and Audio are necessary for the presentation, please note that the camera must be disabled and the video-narration function should not be in use.

1. With the presentation open, on the Slide Show tab, click Record Slide Show. Clicking the upper half of the button starts the recording on the current slide. Clicking the lower half of the button gives the option to start from the beginning or from the current slide.



(The Clear command deletes narrations or timings, so be careful when using it. Clear is greyed out unless some slides have previously been recorded.)

2. In the **Record Slide Show** box, check the boxes for the recording, and click **Start Recording**.



For detailed instruction or in case a different windows version or Mac OS is being used, please click on this [link](#).

2. Upload of the short oral presentation

During the upload process, presenters will be requested to upload a portrait photo of themselves, which will be used for the online platform.

>> To submit the slides, presenters will receive a direct upload link

Deadline for presentation submission: 15th September 2021 - 23:59 CEST

>> *Presentations attached to emails cannot be processed.* <<

Please contact abstracts@easd.org in case you have any further questions.