**EAHAD 2022 VIRTUAL CONGRESS 2-4 February 2022**

# PRESENTATION RECORDING GUIDELINES

If you are holding a Satellite Symposium live with pre-recorded presentations or entirely pre-recorded through the EAHAD platform at the EAHAD Virtual Congress and have opted to record your presentations via the EAHAD platform, please read and share the following guidelines with your speakers. (This document does not apply to fully live symposia & recordings handled by the sponsors.)

## GENERAL GUIDELINES

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| DEADLINE TO RECORD | **Thursday 13 January 2022** |
| ACCESS TO THE RECORDING PLATFORM | Link: Once the recording submission system is in place we will send you a link <br><br> Username & password: once you have sent us your detailed symposium programme, we will generate a username and password for each of your speakers. |
| LOGIN | Once they log into their account, speakers will land on their personal dashboard. Each speaker will find all the specific presentations that he has agreed to give. <br><br> Before you start recording your presentation, please carefully read our presentation guidelines and watch the instructional video. |
| USEFUL DOCUMENTS & LINKS | Beginning of December, we will provide you with a tutorial video on how to record your presentation including the general presentation guidelines. |
| FORMATS FOR POWERPOINTS | - Presentations will be shown from PC computers. <br> - Presentations must be in 16:9, PowerPoint format (.ppt or .pptx). <br> - Keynote presentations (Mac hardware) are not compatible and cannot be used. <br> - Videos in .ppt must be in the following formats: .mpg, .mpeg, .wmv, .avi, .mp4. <br> - The format .mov (Quicktime) is not accepted. If you have such files, please export them in .avi format. <br> - All links to media must be integrated into your power point presentation. <br> - Pictures must be in .jpg format. <br> - File sizes are not limited. |
| KEY POINTS WHEN RECORDING | - Speak clearly and look into the camera as much as possible <br> - Introduce yourself, your topic and inform your audience what you intend to speak about <br> - Deliver your talk, including the methods, results, and conclusions <br> - Summarise for your audience the most important points of your lecture |