



## Guideline : Poster Presentation VIRTUAL

### Section A: PREPARING YOUR PRESENTATION

#### The Paper Presentation Duration :- 5+1 Minutes

1. The duration of video of poster presentation is to be restricted to **5 mins ONLY with 1 min allotted to question answer session**. No extra time will be allowed under any circumstances. A countdown timer will begin at 5:00 minutes, and the poster presentation will automatically stop when the time runs out.
2. The poster should be video recorded and uploaded on the given address. The discussion will be live during conference and the speaker has to be present at the allotted time to address question answer session after presentation is streamed
3. **The guidelines for preparation of the video is given in Section B**

#### Format of Poster

##### **1. General Format:**

- The poster must be a single-page PDF or JPG file (.pdf or .jpg), with a maximum file size of 4 MB.
- The recommended dimensions are 36 inches (width) by 20.25 inches (height), maintaining the 16:9 aspect ratio suitable for a 42-inch LCD screen.

##### **2. Font and Readability:**

- Use a sans serif font (e.g., Arial, Calibri, or Aptos).
- Maintain a font size of:
  - At least 72 points for the title. Bold and prominent for clear visibility.
  - At least 48-60 points for sub-titles or section headings.
  - At least 32-40 points for the body text.
  - At least 28-32 for captions (e.g., for figures) and footnotes.
- Ensure all text is legible when displayed on the screen.

##### **3. Visual Quality:**

- All figures and images must be clearly visible and sharp.

##### **4. Poster structure:**

1. Title
2. Presenting Author: Name, designation, and affiliation.
3. Co-Authors: Names of other contributing authors.
4. Background: Provide context and rationale for the study.
5. Objectives:
6. Methods:
7. Results: Highlight key findings with figures, graphs, or tables as needed.
8. Conclusions
9. References

## 5. Additional Recommendations:

- Avoid excessive text; focus on concise and impactful content.
- Use contrasting colours for the background and text to ensure readability.
- Arrange sections logically and use bullet points or numbered lists where appropriate.

## SECTION B. RECORDING OF PRESENTATION

Please take the time to read these guidelines

### PRESENTER CHECKLIST

1. You will need:
  - a PC/laptop
  - webcam/ camera
  - microphone
  - and stable internet with 5-10Mbps bandwidth, [click here](#) to check your internet speed.

### **Recording your video presentation:**

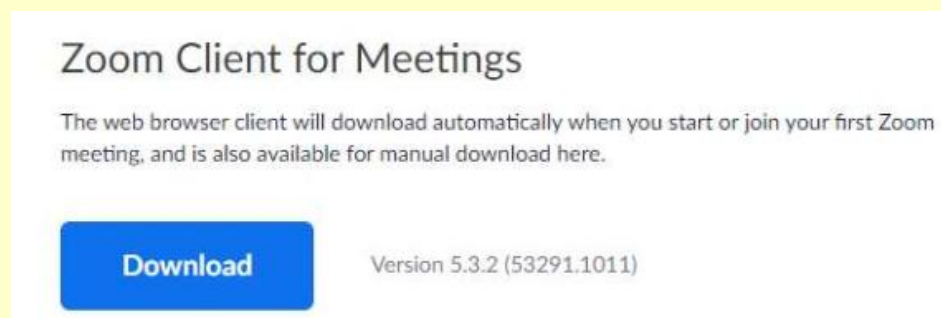
- Avoid distracting background while recording your presentation.

You can record your presentation on Zoom and save/convert it to a MP4 file format. Please view the below instructions.

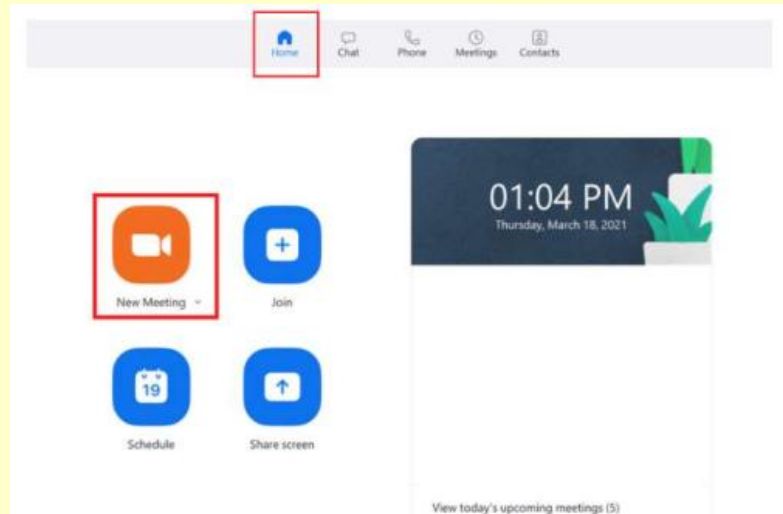
- PowerPoint presentations slides should be in Landscape. To adjust your presentation, please follow the steps.
- If you choose to use audio, visual files (video clips etc.) or animations, they must be embedded in the PPT file and cannot be linked to independent files nor open to any external pages. Any audio or visual files need also to be saved as individual files on your desktop to ensure optimal delivery when recording.
- We recommend that you rehearse your presentation with your slides in advance to ensure your presentation fits within the allotted time.

### USING ZOOM TO CREATE A ZOOM SCREEN RECORDINGS

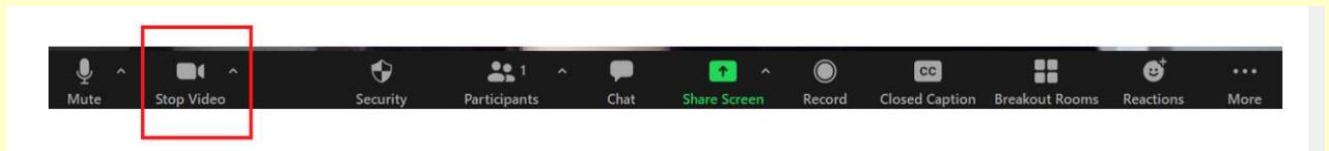
1. If you already have Zoom, open the Zoom application on your computer. If not, visit [zoom.us](https://zoom.us) and click on 'Download Client' at the bottom of the screen, then download 'Zoom Client for Meetings' and install it.



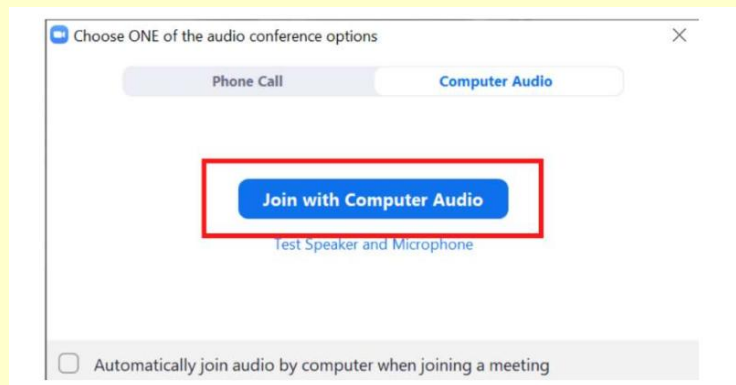
2. Click on the 'Home' tab, then click 'New Meeting'.



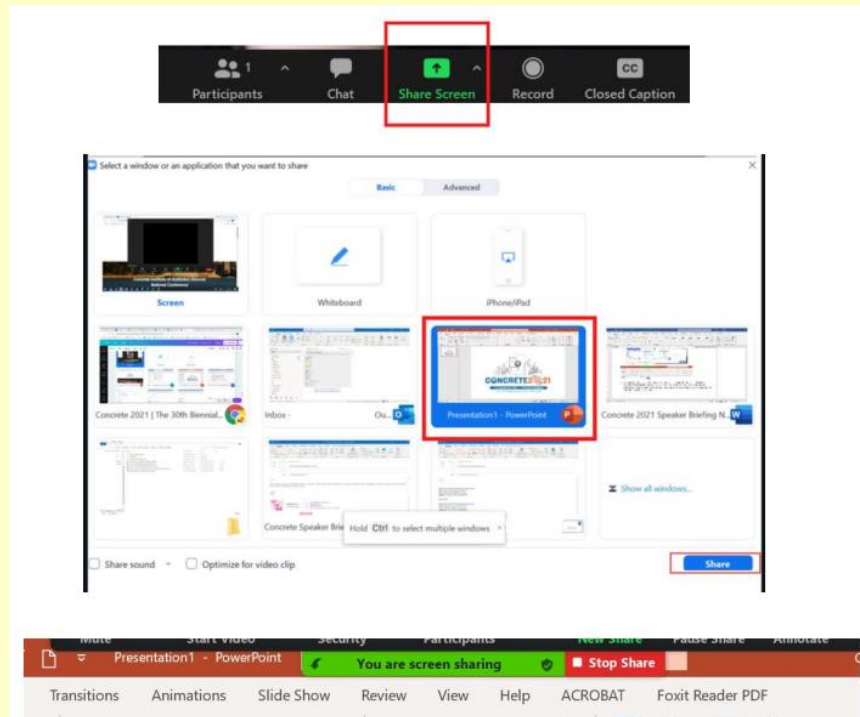
3. If you are unable to see your video, ensure to click 'Start Video' at the bottom of the screen.



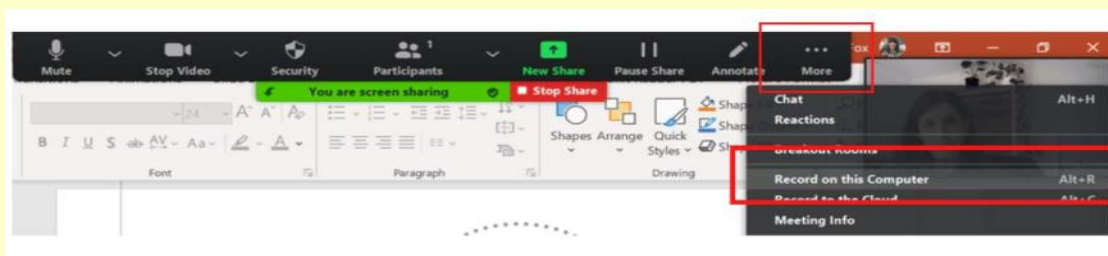
4. When prompted, click on 'Join with Computer Audio' so Zoom will connect to the microphone on your computer. If you require audio in your presentation, we recommend using a microphone and headset for the best quality audio.



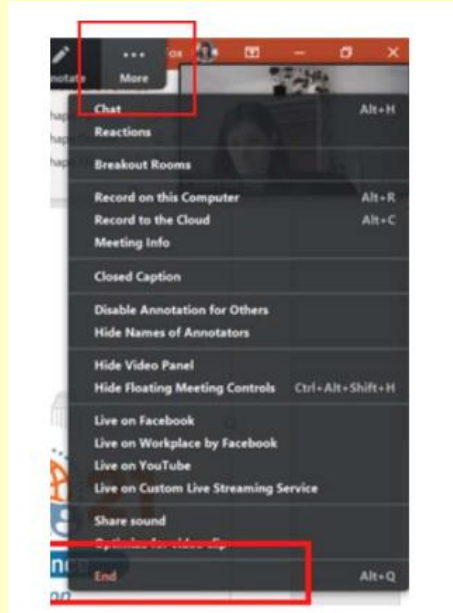
- Now you have started a meeting with yourself as the only participant. Click on the 'Share Screen' button. Select the Desktop option to capture your entire desktop or you can select specific applications or displays to capture if needed (in this case, PowerPoint). Once selected, click the 'Share' button and the chosen application or screen will have a notification bar saying 'You are screen sharing'.



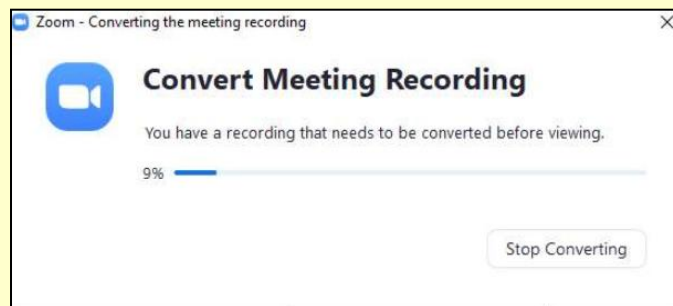
- It is imperative that you drag the corner of your video box, to make it as large as possible. You will also need to ensure your video appears in the top right-hand corner of your screen. Before you hit 'Record', your screen should look like this:
- Now you are ready to record! Move the mouse to the screen sharing notification, click on 'More', then 'Record on this computer'. There will now be an indicator on the notification bar verifying that the meeting is now being recorded. We recommend you making a brief test recording first to confirm that your equipment is working as expected.



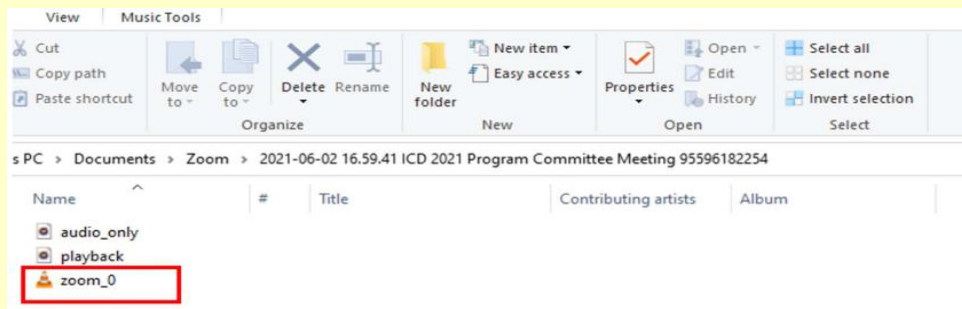
8. When you are done recording, go back to the Zoom Toolbar, click on 'More' then 'End' and 'End Meeting for All'



9. The Zoom app will begin compressing the screen recording and save it on your computer.



10. Once compression is completed, windows explorer will be pop up for you. The recording file that we are interested in is 'zoom\_x.mp4'



11. Upload your video presentation on your google drive and share the link at <https://iapsmcon2025.in/WebPages/SubmitPpt.aspx>

If you require further assistance, please contact the **Technical Team A1 LOGICS:0824-4252005( 9 AM TO 6 PM)**  
**[www.a1logics.com](http://www.a1logics.com)**