13th European Congress on Menopause and Andropause
8 – 10 September 2021 | Virtual

Advancing healthy menopause and ageing
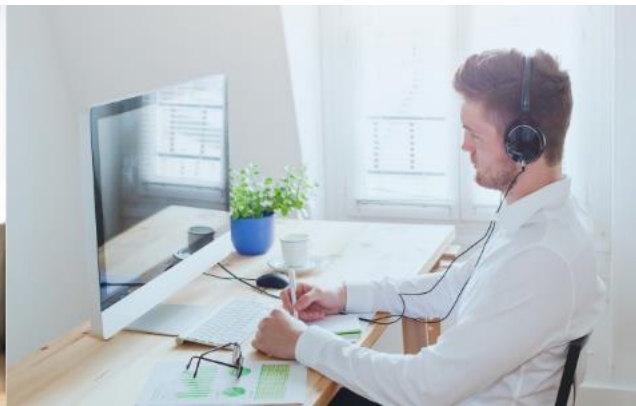
13TH EUROPEAN CONGRESS
ON MENOPAUSE AND ANDROPAUSE
8 – 10 SEPTEMBER 2021 | VIRTUAL

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EMAS 2021 Virtual Congress

SPEAKER GUIDELINES – How to upload/record your presentation

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Presentation Format

We strongly recommend you to save your presentation in **Microsoft PowerPoint (PPT) or Adobe PDF** to guarantee your presentation will open successfully.

If you use MS PowerPoint, we recommend that you save your PowerPoint presentation using **.ppt- or .pptx-format** and not .pps or .ppsx. And in addition as PDF (not changeable format)

Images or Video Files

JPG images are the preferred file format for inserted images. PNG, GIF, TIF or BMP formats will be accepted as well. The resolution should be **between 72-200 dpi**. The size should not exceed **250KB**.

If you wish to include a video file in your presentation, the **MPEG-4 and WMV** formats should work with no difficulties.

Font and Style

Please use a minimum size of **16pt.** Suggested fonts: Arial, Tahoma, Calibri

Use of special fonts not included in MS-Windows 10 (English version) can cause the wrong formatting of your presentation.

We advise using **high contrast layouts**, for example light text on a dark background. We advise using the master slide template for your presentations.

UPLOAD your presentation and/or Pre-recording before the congress! (until 27 August 2021)

Take part in one **TECHNICAL TESTRUN!**

- Use same Devices (Laptop, Headphones, Microphones)
- Use same Network (Firewall!)
- Use same Environment (Light, Noise, Background)

Download the latest versions of **Zoom and Google Chrome**.
The congress platform works best with Chrome and Zoom will be used to livestream your presentation.

BEFORE YOUR SESSION:

Be at your session 20 minutes early.

An outlook invitation with a zoom link to join your session as a speaker will be sent to you 48 hours before the congress starts.

A technician will be on-hand to welcome you in the Green Room before your session starts and assist during your session.
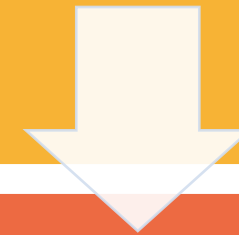
DURING YOUR SESSION:

Please respect the time limit for your presentation.

Parallel Sessions: 15 minutes (including 1 minute introduction of moderator and your speech)

Plenary Sessions: 25 minutes (including 1 minute introduction of moderator and your speech)

AFTER YOUR SESSION:

Recordings of all sessions and presentations will be available on-demand on the EMAS 2021 Virtual Congress platform once the congress is over and on-demand on the EMAS Homepage (members only). Consent to host your presentation will be requested in the upload platform.

Important information at a glance

- Use the master slides when preparing your presentation.

- Enter the Green Room of your session via the Zoom link, which you have received with the Outlook invitation.

- Please turn off your microphone when you are not speaking.

- Please turn on your microphone for the Q&A. The pre-recorded presentation will be started automatically through our technician.

- Please do **not** share the Zoom session link with other people. This may interfere with the running of the entire session.

- You will find here some Best Practice tips how to prepare yourself for your video presentation.

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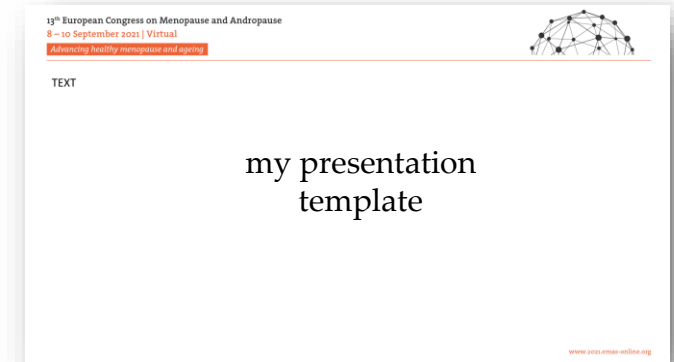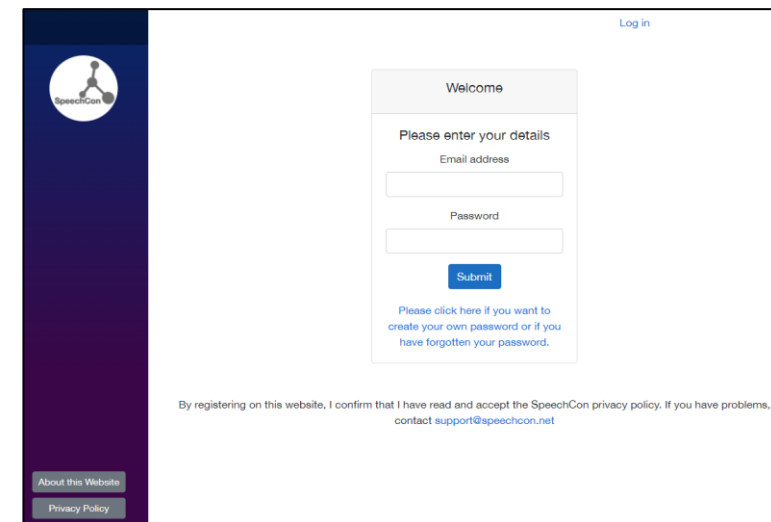
1 | **Register** on SpeechCon by clicking on the link you have received

You will receive an email from **speechcon@kit-group.org** with the login link to access the upload platform.

Please note: This link is your underline personal link, and you can always access the upload platform with it.

Optional - PASSWORD: However, if you wish to set-up a password for your profile on the upload platform, you can. In this case, you have to log out and create your own password on the login screen under "Please click here if you want to create your own password or if you have forgotten your password." The address for the platform would then be https://emas2021.speechcon.net/.

2 | **Upload** your presentation

Case 1 | Your presentation is already pre-recorded
- upload your <u>mp4 video presentation</u> in the **SpeechCon** platform

Case 2 | You wish to record your presentation
- record and upload your <u>mp4 video presentation</u> in the **SpeechCon** platform

Case 3 | You will present live (on request only)
- upload your Powerpoint presentation in the **SpeechCon** platform

EXTRA| For security only
- upload your <u>presentation as PDF file</u> in the **SpeechCon** platform as a backup
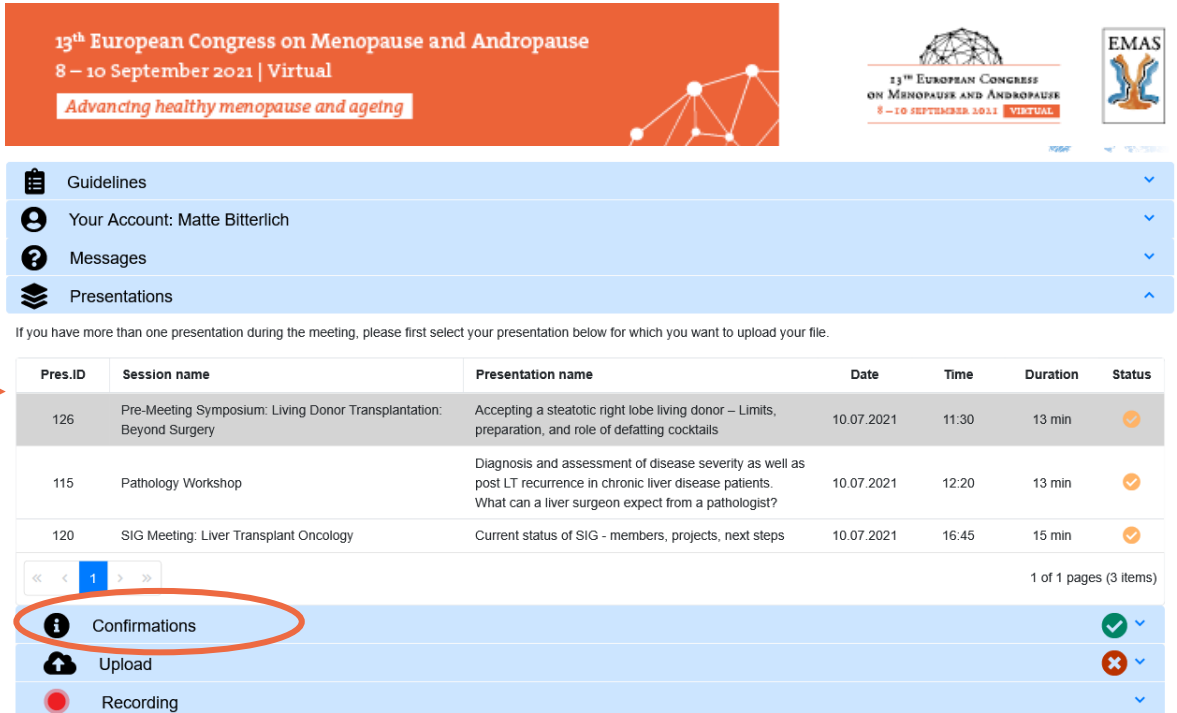
2 | **Upload** your presentation

Important! If you have more than one presentation, kindly note that you will be asked to give consent and upload each individual presentation.

Click on the link you have received by email from **_speechcon@kit-group.org_** and follow the instructions step by step.

You will see a list of all your presentations for which you should upload a presentation here.

You can indicate your consent for presentation here.

Case 1 | Your presentation is already pre-recorded

If you have decided to record your presentation in advance, you need to upload your mp4 video in our **SpeechCon** platform. This will allow us to launch your video.

Click on the link you have received by email from ***speechcon@kit-group.org*** and follow the instructions step by step.

You will need to upload your prerecorded presentation in MP4 format and your PowerPoint presentation video here.

Case 2 | You wish to record your presentation

If you need help to record your presentation, **SpeechCon** accompanies you in your recording and uploading process of your mp4 video.

Click on the link you have received by email from ***speechcon@kit-group.org*** and follow the instructions step by step.

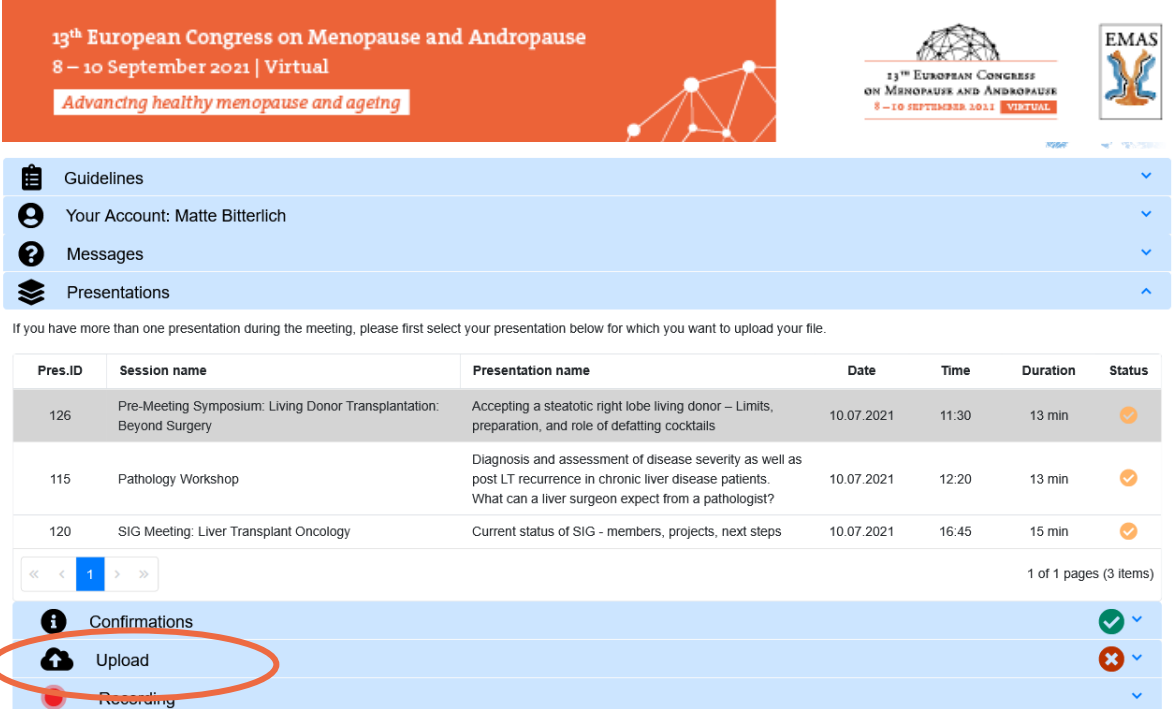You will need to record your mp4 presentation video here

Case 3 | You will present live (on request only)

Even if you are presenting LIVE on the day of your presentation, we still need you to upload your Powerpoint presentation on our SpeechCon platform. This will allow us to give you the remote control over your slides on the day of your presentation.

Click on the link you have received by email from **_speechcon@kit-group.org_** and follow the instructions step by step.

You will need to upload your prerecorded presentation in MP4 format and your PowerPoint presentation video here.

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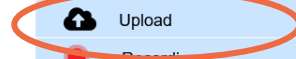8 – 10 SEPTEMBER 2021 VIRTUAL

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Good to know!

Once you have uploaded your **video-presentation**, you can go back at any time to the SpeechCon platform *via the link* you have received by email from speechcon@kit-group.org to review or even re-upload your video*

1 | Video-presentation

2 | Slides-presentation

Once you have uploaded your **slides-presentation**, you can go back at any time to the SpeechCon platform *via the link* you have received by email from speechcon@kit-group.org to re-upload it*
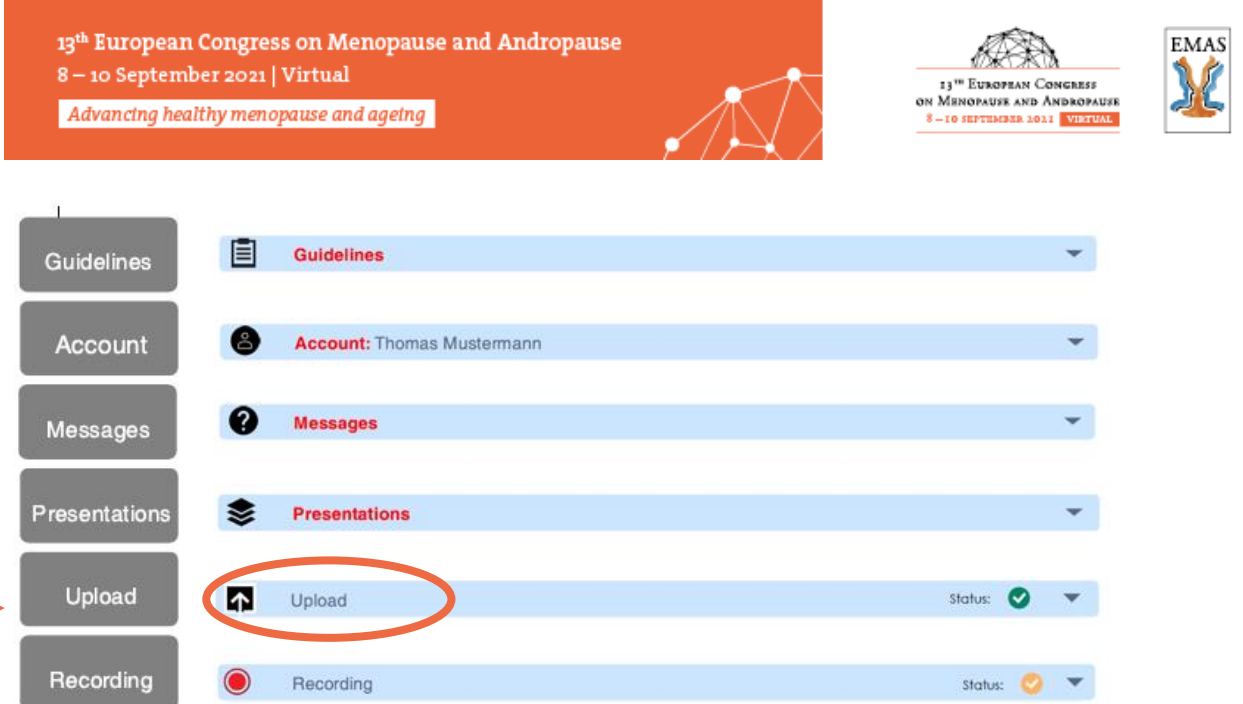
* We recommend to rename the last version of your uploaded document with an ending with _2, _3, etc. to be sure to have the latest version at disposal on the day of your presentation!

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EXTRA | For security only

In the case we must ask you to speak LIVE on the day of your presentation, and in case your Powerpoint Presentation does not work properly, we need you to upload your PDF Slides presentation on our **SpeechCon** platform. This will allow us to give you the remote control over your slides on the day of your presentation.

Click on the link you have received by email from ***speechcon@kit-group.org*** and follow the instructions step by step.

You will need to upload your PDF Slides presentation here

SUMMARY: Good to know!

- How to get the best result on your video? Have a look here

- Preferred format : mp4 H264 1920x1080 or 1280x720 pixel

- Recommended file size: 250 MB per file (maximum 1 GB)

- Please use **Google Chrome** to obtain the best recording result!

- Use preferably the PPT slide template saved here to prepare your presentation

- After uploading your presentation on SpeechCon, you can go back at any time to the platform *via the link* you have received by email from speechcon@kit-group.org to check, watch or re-upload it!

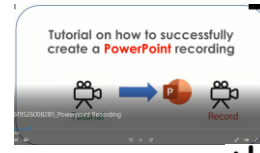- Alternative tools to record your presentation? Here is a selection of tools at your disposal:

Zoom   **Teams**   **PPT Office 365**   **PPT Audio**

Thank you!

If you have any questions, please contact
emas2021-speaker@kit-group.org