

## **On-Site poster presentation FAQs:**

### How long are individual poster presentations scheduled for?

Two 15-minute slots are allocated for each poster presenter during coffee and lunch breaks.

### Does my poster have to meet any technical requirements?

On-site posters must be submitted as a PDF. Additionally, the corresponding Power Point must be submitted in case your poster must be adapted to our monitors.

### What makes for a good poster?

The key content of the poster should convey a good overview of the presented topic. The poster may also have more dense text, graphics, or videos, suitable for viewers who are interested in the details of the work. Consider also that the material on the poster should be useful for you to illustrate important aspects of your work when discussing it individually with attendees during your session. Don't forget to include your name, affiliation, and contact information on the poster. At the respective poster session, you should have your contact details or a link to a virtual leaflet ready to give it to interested people.

## **Online poster presentation FAQs:**

### How do I record my presentation?

The easiest way is to record yourself giving your presentation directly with Microsoft PowerPoint on a Windows computer. You can find a detailed description on the EGG 2024 Website . Please note that depending on the license the video recording option might be disabled in the PowerPoint recording tool.

As long as the quality of your recording is good, you can also use many other programs. Popular recording tools include

- [WebEx](#)
- [Google Meet](#)
- [Zoom](#)
- [GoToMeeting](#)
- [Microsoft Teams](#)

If you have used any of these before and were happy with the result, please feel free to use them to record your Electronics Goes Green 2024 presentation!

### How long is my presentation supposed to be?

We kindly ask that your presentation is no longer than 7 or 8 minutes.

### Does the finished recording have to meet any technical requirements?

MP4 files are best suited for uploading your recording to our virtual conference room. Other acceptable video formats are AVI, WMV, MOV and MPEG. The resolution should be 720p if possible. The higher the resolution of your recording, the better the quality of your presentation will be in the end. The 9 x 16 format has proven to be most suitable for presentation on current devices.

## Do I need special technical equipment for the recording?

You can use the camera and microphone of your laptop for recording. However, we recommend the use of an external microphone/headset for better sound quality. If you use a headset, you should make sure that the microphone is close to your mouth but not at mouth level to avoid clicking noises. If you are using an online tool for recording, a stable and fast Internet connection is essential. It is advisable to make a test recording before the actual recording to ensure that the sound and picture quality is ok, so that adjustments can be made if necessary. Please take note that all presentations must be in portrait mode and readable. As such, if necessary, please zoom into the poster or create an additional PowerPoint to accommodate this.

## What happens with my video once it has been uploaded?

Once we have received all the online poster presentations, checked their quality and uploaded them onto the online platform, the Electronics Goes Green 2024 participants will be able to view them from 18 June to 20 July 2024. Please note that presentations cannot be downloaded. If viewers have questions that they would normally ask you during the Q&A after your presentation, they can get in touch with you by leaving a comment through a form at the bottom of the video. The conference web tool will be online before the conference

## How do I upload the recording?

Since the recordings are made available on demand, you can edit your recording until you are happy with the result. Upload on the conference platform of your finished file will be possible by the end of May. If you have problems uploading your video, you can alternatively try a service like WeTransfer and send us the download link of the file via e-mail.

### I am a Mac user. Is there anything I need to watch out for?

Unfortunately, for Mac users Microsoft PowerPoint recording only works with sound, it is not technically possible to film yourself during the presentation. Try to use one of the programs listed under “How do I record my presentation?” if you want to have a recording with sound and pictures.

### Is it absolutely necessary that my camera is switched on during the recording?

Of course, we cannot force you to show yourself during your presentation. Please keep in mind, however, that a presentation with sound and no picture will lose its personal touch. It is much easier for the audience to follow a presentation if they can look the speaker in the face. Therefore, our advice: Leave the video on to make the audience’s experience more enjoyable.