## SWC 2021 Oral + Poster Instructions

**General information for all authors:**

At SWC 2021, ISES is trialing a new set up for our technical sessions. During the SWC 2021 technical sessions, **both** oral and poster authors are asked to join the session and to present a short recap (1 slide) summary of their work instead of the full presentation. Each of the technical sessions will welcome 5-7 presenters (oral and poster alike) and after the introductionary round of short presentations by all authors, the session will have plenty of time for discussion and Q/A to interact with the congress attendees.

In order for the congress attendees to prepare for these sessions, both oral and poster presenters are asked to submit materials presenting their work before the congress. These materials will be made available to all congress attendees starting one week before the official start of the congress – this way, attendees can prepare attending technical sessions they are interested in by pre-watching presentation videos, posters etc.

**With this new set up, you will benefit from extensive accessibility of your work to our congress audience - SWC 2021 attendees will be able to engage with your work before, during and after the congress, greatly enhancing the visibility and impact of your work!**

**Please find detailed information on the materials each presenter is asked to submit below.**

**Information for Oral Presenters**

If your abstract was selected for an oral presentation, you will be required to submit a pre-recorded video of your presentation by **October 01** as well as a PDF version of your presentation to allow congress attendees to preview it. During the congress you will be requested to join a live session to provide a brief overview of your work and respond to Q&A. Your video presentation, the PDF version of your presentation as well as the session recording will remain online after the congress for registered congress attendees to view only.

- **Please prepare:**
  - 15 min Video Presentation of your work:
    - The video should be in mp4 format and not be longer than 15 minutes.
    - Start the presentation with a short introduction of yourself.
    - We recommend making your video by recording your ppt slides together with audio explanations, using PowerPoint (Microsoft Office) to record your speech. Additionally, you have the option to use your webcam and add a recording of yourself in the lower-right corner of your presentation. Please find an [Office tutorial here.]
  - If you are more familiar with other video recording tools, you are of course welcome to use those to create the mp4 file.PDF version of your presentation
    - Please also upload the PDF version of the ppt slides you have used in your video presentation. We recommend that you not include your email address in the PDF file to prevent unsolicited emails.

The upload for your materials will open in mid-September. You will receive an e-mail with your personal upload link.

The specific details on when your technical session will take place and how to log on will be shared with you in early October 2021.

You will also be provided with written instructions on how to attend the technical sessions as well as the opportunity to attend a live test-session to familiarize yourself with the online congress platform. The dates for these test-sessions will be shared with you in early October.

On the day of your technical session, you will be asked to join the session 15 early to meet your Session Chair and presenting colleagues.

**Information for Poster Presenters**

If your abstract is selected for a poster presentation, you will be provided a digital poster wall in the **poster area of the Congress** where you can stet-up your poster including your personal info and, optional if you would like, a short video presentation of your poster. The congress attendees will be able to view your poster during dedicated poster sessions or at any time before the start of the congress as well as throughout the congress days. The congress attendees can reach out to you for discussion via the chat function of the congress platform and in a live discussion with several attendees during the poster session.

In addition, we ask you to upload your poster as PDF file + optional a video for the **internal area of the website**, accessible to all conference participants after the conference.

For our poster presenters, please know that we will also welcome you in the live sessions for you to present your work to our audience and to participate in the live Q/A and discussions.

- **Please prepare:**
  - PDF Version of your poster
    - You are asked to prepare your poster as a single page PDF file, preferably in landscape format, since it will mostly be displayed on computer screens.
    - This PDF is for upload to the internal area of the website and, if you wish, to the poster area in the virtual conference tool.
  - Short Video Presentation of your Poster (max 5 min)
    - Your poster presentation video (mp4 format) should not be longer than 5 minutes.
    - Start the presentation with a slide / image of your poster and a short introduction of yourself.
    - We recommend making your short video by recording a number of ppt slides together with audio explanations, using PowerPoint (Microsoft Office) to record your speech. Additionally, you have the option to use your webcam and add a recording of yourself in the lower-right corner of your presentation. Please find an Office tutorial here.
      If you are more familiar with other video recording tools, you are of course welcome to use those to create the mp4 file.
    - We recommend that you not include your email address in the PDF file to prevent unsolicited emails.
    - This short video presentation is for upload to the internal area of the website.
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The upload for materials will open in mid-September. You will receive an e-mail with your personal upload link.

At the beginning of October, you will be given access to the conference platform to set-up your poster there.  On the virtual poster you may include texts, pictures and other material you already have at hand. Instructions may be found here.

Please upload the PDF and the video and set-up your poster by **October 13**.

The specific details on when your technical session will take place, how to log on as well as when the dedicated poster session for your theme will take place, will be shared with you in early October 2021.

You will also be provided with written instructions on how to attend the technical sessions as well as the opportunity to attend a live test-session to familiarize yourself with the online congress platform. The dates for these test-sessions will be shared with you in early October.

On the day of your technical session, you will be asked to join the session 15 min early to meet your Session Chair and presenting colleagues.