Dear Poster Presenter of BIOTEM-2021

You are requested to follow certain guidelines to prepare and display the same in the conference portal.

In case, if you require any further assistance kindly write to this email address biotem-2021@abinnovus.com or contact in this WhatsApp group https://chat.whatsapp.com/LXVWgjUlEAEFCTgrLJQNHm

Guidelines for Poster Presentations

Poster Preparation and Video Recording

1. **Prepare the Poster using the attached or given template from the conference website and save the file in PDF or jpeg format**
2. **Record a 5 min. video presentation using zoom with your camera on and displaying poster (for zoom instruction follow the zoom recording steps provided below)**
3. **Upload the recorded video file in the google drive or Youtube and anyone with link can view the video.**

Uploading the poster and link for video file

The conference application portal will be active from 07 December 2021 onwards

Link for the conference application will be emailed and also will be available in the conference website

In the conference application for poster presentation a separate Signup form link is provided

Use that form link and fill all the required fields

Upload your PDF or jpeg format poster by clicking upload button

Provide the google drive link or YouTube link for video presentation that you uploaded in the google drive or YouTube (Strictly submit the poster presentation video only otherwise you cannot access the conference application during the conference)

Once the signup form is filled click register button

You will receive an acknowledgment email for your signup from biotem-2021@abinnovus.com

(please check your spam or junk email also for this acknowledgment e-mail. If it is in the spam or junk folder move the email to inbox).

During the Conference

Your poster presenting video and poster along with your contact email will be displayed in conference application

Zoom Recording Instructions

Open Zoom.

In your profile, click "Settings", then "Recordings". Be sure that Local Recordings is on.

At the upper right corner, it will say "Host a Meeting".

Click on "Host a Meeting with Video", and follow the instructions to download and run Zoom or wait for the meeting to generate.

Be sure that your audio and video are both on and working.

The video is required in order to ensure a high-quality experience for the audience.

The size of the webcam will be 224x126 pixels in the upper right corner.

Once you start screen sharing, your video will move to the upper right-hand corner and may potentially cover text or images.

Please adjust your presentation accordingly.

Become familiar with the Zoom tools available at the bottom of your screen.

We encourage the use of the embedded laser pointer during the recording.

Press the "Record" button.

Select "Share Screen" and begin your presentation.

As a reminder, your presentation should not exceed 5 minutes for Poster Presentation

Once you have finished your presentation, you can select "Stop Record" and then end the meeting, or simply end the meeting--which will stop the recording.

It will begin to convert your video to your local system into three files: an .m4a, .m3u and .mp4 file.

Uploading Your Presentation in google drive

 Once the recording is complete, you will see three different files: .m4a, .m3u, and .mp4.

You will only need to upload the .mp4 file as that file incorporates Audio, Camera and poster all in a single file.

If you are uploading in YouTube

First click on camara symbol on the top right corner

You will see upload option select and upload the file

Set the uploaded file in unlisted and share the link with the conference application

For enquires about the conference.

Please contact with your abstract reference id to the following email address biotem-2021@abinnovus.com

Best wishes,

Kind Regards

Organising committee