



virtual 32nd international  
symposium  
on ALS/MND

# 32nd international symposium on ALS/MND

## Virtual

7 - 10 December 2021

## Poster Submission Guidelines

**We are looking forward to making the 32<sup>nd</sup> International Symposium on ALS/MND on 7 – 10 December 2021 a success within this virtual conference ‘ePoster’ format.**

The ePoster hall (with your poster PDF, video and abstract) will be available for the duration of the event and up to 30 days after the event for registered delegates to view. Within your ePoster profile, there will also be a discussion forum to allow delegates to comment and leave questions for author(s) to come back to. During your allocated live poster session, there will be further opportunities for networking and live Q&As with attendees.

By the end of this document, you will be able to create a poster PDF (max 5MB) and 3-minute ‘explainer’ video. You will upload your PDF and video URL into your Symposium poster submission portal using your unique link from your poster submission email (sent when the poster submission portal opens).

**As stated in the [Conditions of Acceptance](#), presenting authors of accepted poster presentations are required to upload their poster PDF and pre-recorded ‘explainer’ video/voiceover of their work by **4 NOVEMBER 2021** but uploading earlier than this will be appreciated. We advise that you prepare your files and upload them well in advance of the deadline to ensure that any difficulties can be resolved in time.**

**Files that are not received by the deadline will be considered no-shows and their abstract will be removed from the ePoster hall.**

**By submitting your poster PDF and video, you confirm that you are giving permission for the MND Association to share your materials at the virtual Symposium and agree that it can be used as part of the ‘catch up’ material for up to 30 days after the event as well as being shared across the Associations digital channels. Please contact us at [abstracts@mndassociation.org](mailto:abstracts@mndassociation.org) if this is not the case.**

**All videos will be verified by MND Association staff.**

**If you have any issues with uploading your presentation, please contact [abstracts@mndassociation.org](mailto:abstracts@mndassociation.org)**

**This document contains information on:**

- 1) [Poster PDF Guidelines](#)
- 2) [Poster ‘Explainer’ Video Guidelines](#)
- 3) [PDF and Video Upload Instructions](#)

## Poster PDF Guidelines

### Planning and Design

**You don't need to include a copy of the abstract.** Your accepted abstract will appear in the drop-down 'Handouts' box in your ePoster profile.

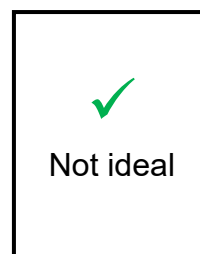
- 1 **Title-** should be clear and simple: quickly explain your work and attract an audience.
- 2 **Clear Layout-** different sections should be clearly set out. If appropriate include Title, Authors & Affiliations, Introduction, Methods and Materials, Results, Discussion, Conclusion, and References.
- 3 **Minimise text, focus on images-** It's a poster, a visual explanation of your work - use images, tables and graphs.
- 4 **Less is often more** – don't overcrowd the poster. Include enough empty space throughout the poster so that various elements can be easily distinguished from one another.
- 5 **Take home message-** The conclusion should summarize the content with brevity and clarity.

More poster design hints and tips can be found at:

- [www.ncsu.edu/project/posters](http://www.ncsu.edu/project/posters)
- <https://www.craftofscientificposters.com/design.html>

### Poster Orientation and Dimensions

As your poster PDF will be entirely online, we will accept any aspect ratio. However, **landscape orientation is preferred** as your poster will be viewed on a screen.



There are no specific size requirements, but the **minimum smallest dimension should be 600mm (24 inches)** to give best resolution for PDF. For example, paper size **A0** is 1189 x 841mm (size E by American National Standards Institute).

## Poster Creation

We're using Microsoft PowerPoint for Office 365 as an example to create a poster here but alternatives are available including Canva, InDesign etc.

To create a new poster in Powerpoint:

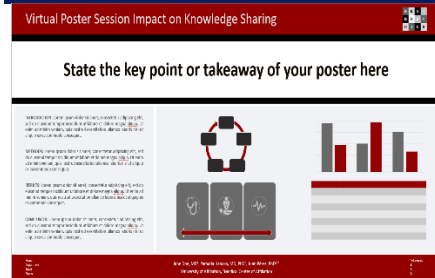
- 1) File > New > Blank Presentation > Design > Slide Size > Custom Slide Size
- 2) Input 118.9 cm x 84.1 cm (AO, E size) (44-inches x 34-inches)
- 3) Optional, select and download a free template to use from [www.genigraphics.com/templates](http://www.genigraphics.com/templates) or any other site.
- 4) Insert your poster content
- 5) Save your finished PowerPoint poster as a PDF. Use 'Save as' and select PDF. Ideally please put your surname first when saving your PDF e.g. 'COLE\_ALSMNDSympPoster2020'. Your PDF should be **no more than 5 MB** in size. You may need to compress it using a free online compressor: <https://pdfcompressor.com/>

## Poster Templates (optional) – free from [www.genigraphics.com/templates](http://www.genigraphics.com/templates)

### Clean Slate Design:



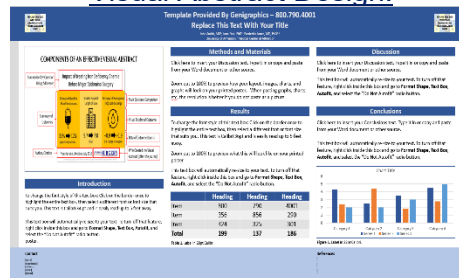
### Graphical Design with Abstract:



### Graphical Design:



### Visual Abstract Design:



## Poster 'Explainer' Video Guidelines

You can be as creative as you want with your video explaining your poster, using any style and format, but it should be **no more than 3 minutes long**. You will need to upload your video to YouTube/Vimeo then copy the URL of the uploaded video and upload it to your poster submission portal (using your unique link sent to you when the poster submission portal opens). For further details on how to do this please see the [Poster PDF and Video Upload Instructions](#) later in this document.

### When supplying a video for the ePoster session please ensure:

- You record it in HD quality or higher
- It is filmed in landscape if recorded on a phone and of good visual and sound quality
- It is a video that you have made, or have directly been involved in
- You have permission from anyone appearing in the video or contributing to your ePoster and that they are happy for it to be shared
- The video relates only to the content of your ePoster.

If you have any issues with uploading your presentation, please contact [abstracts@mndassociation.org](mailto:abstracts@mndassociation.org)

### Create your three-minute video in six steps

Follow the **six steps below** to create and add your video to the Virtual Symposium's ePoster hall. We're using Microsoft PowerPoint for Office 365 as an example here, but you are free to create a video to explain your poster as you want. PowerPoint presentations can be saved as a video file in MP4 format then be uploaded to YouTube or Vimeo.

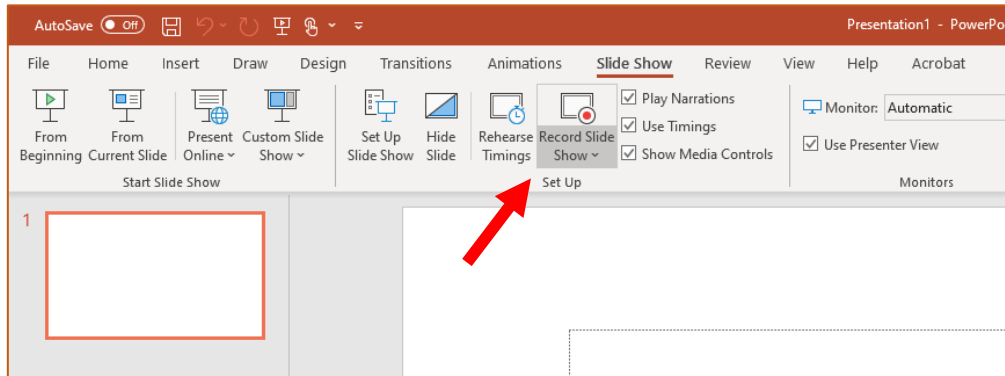
You can find an [example video](#) created by Dr Nick Cole, Head of Research at MND Association.

#### Step 1: Creating a short presentation in PowerPoint (6 - 8 slides maximum)

- Add 6 - 8 slides of content (as a suggestion, the first slide could contain an overview image of your poster).
- You could create a slide for each section of your abstract (Background, Objectives, Methods, Results, Discussion, Acknowledgements). However, each slide does not have to be an exact duplicate of every piece of content in your poster: instead, talk the viewer through a series of images from your work, just as you might do 'in person'.
- We recommend using around **six to eight images** for your video.
- Avoid placing content in the bottom right of the images as this is where your in-video image of yourself speaking appears in the frame when recording.

**Step 2: Creating the Video Voiceover in PowerPoint**

- To get ready to record, select **Record Slide Show** on either the **Recording** tab or the **Slide Show** tab of the ribbon.



- The slide show opens in the Recording window (which looks similar to Presenter view), with buttons at the top left for starting, pausing, and stopping the recording. Click the round, red button (or press R on your keyboard) when you are ready to start the recording. You will have a three-second countdown before the recording begins.



- The current slide is shown in the main pane of the Recording window.
- You can stop the recording any time by pressing Alt+S on your keyboard.
- Navigation arrows on either side of the current slide allow you to move to the previous and next slides.
- You can record audio or video narration as you run through your presentation. The buttons at the lower-right corner of the window allow you to toggle on or off the microphone, camera, and camera preview:



- If you use the pen, highlighter, or eraser, PowerPoint records those actions for playback also:



- If you re-record your narration (including audio and ink), PowerPoint erases your previously recorded narration (including audio and ink) before you start recording again on the same slide.
- You can also re-record by going to **Slide Show > Record Slide Show**.
- In this process, what you record is embedded in each slide, and the recording can be played back in Slide Show.
- Preview the recorded slide show.
- On the **Slide Show** tab, click **From Beginning** or **From Current Slide**

### *Hints and Tips*

- **Use a quiet area and avoid echos.** Recording spaces should be small and have sound dampening such as carpeting, curtains and furniture.
- **Use a good headset with a microphone.** Microphones should be close to your mouth BUT away from the direct line of the mouth.
- **Don't speak while advancing the slide.** PowerPoint doesn't record audio or video during transitions between slides. Also, include a brief buffer of silence at the beginning and the end of each slide to make the transitions smooth and ensure that you don't cut off audible narration while transitioning from one slide to the next.

### *Making Changes to your Video Voiceover*

- The **Clear** command is for deleting timings or narration from your recording that you don't want or that you want to replace.
- In the recording window, the **Clear** command in the top margin of the window allows you to:
  - Clear recordings on the current slide
  - Clear recordings on all slides

### *Saving your Video Voiceover*

- Once you're happy with the presentation, save your video voiceover as a PowerPoint file with a new name for safe keeping. **A video MP4 file is not created by this process.**
- **Please then select 'Save as' to save your presentation as a video (MP4) once you're happy with the video presentation, as outlined in step 3 below.**

### **Step 3: Saving/converting as MPEG-4 (MP4) Video in PowerPoint**

- In the **Save as type** drop-down menu, select the **MPEG-4 Video (\*.mp4)** format. Make sure to save the file to your computer in an easy to find location (more details can be found here: [Convert it to MP4 with MS PowerPoint](#))

### **Step 4. Compressing your MP4 (Optional)**

- If your video is **over the max 5MB**, compress your MP4 video to reduce file size without losing quality here: [compress your MP4 video file at https://www.mp4compress.com/](https://www.mp4compress.com/)

### **Step 5. Upload your MP4 to Vimeo or YouTube**

- Once your video is created **please upload to either YouTube or Vimeo**
- Create a free YouTube/Vimeo account to upload your video to instead of using any personal accounts you may already have. As your uploaded video will be embedded into the Symposium virtual platform, uploading your video to a new account will prevent any delegates being able to

click into the video embed and view any other content you may have associated with your personal account.

- Make your uploaded video **'Unlisted'** – this means your video will not show in any search results or your YouTube channel. Only those who have the unlisted video URL link can watch and embed the video into their website (MND Association for the Virtual Symposium platform).
- You can also adjust your video privacy setting on Vimeo. Please ensure you allow the video to be watched and embedded by us.
- Further instructions on how to upload your video can be found here:
  - [Upload your video to YouTube](#)
  - [Upload your video to Vimeo](#)

### Step 6. Add your Vimeo/YouTube video URL link to your Symposium poster submission portal

- For details on how to add your video URL to the poster submission portal, please read the Poster PDF and Video upload instructions at the end of this document.

### Resources:



In addition to PowerPoint, Canva is a free online tool that allows you to easily design and record engaging presentations. To watch a tutorial on how to create a 'Talking Presentation' on Canva visit: [Create a Talking Presentation – Design School \(canva.com\)](#)

There are also several video conferencing tools available to easily record a presentation. In this method you can display your slides as you talk. You can use any meeting software, as long as you get a MP4 high quality recording that can be uploaded to YouTube/Vimeo.

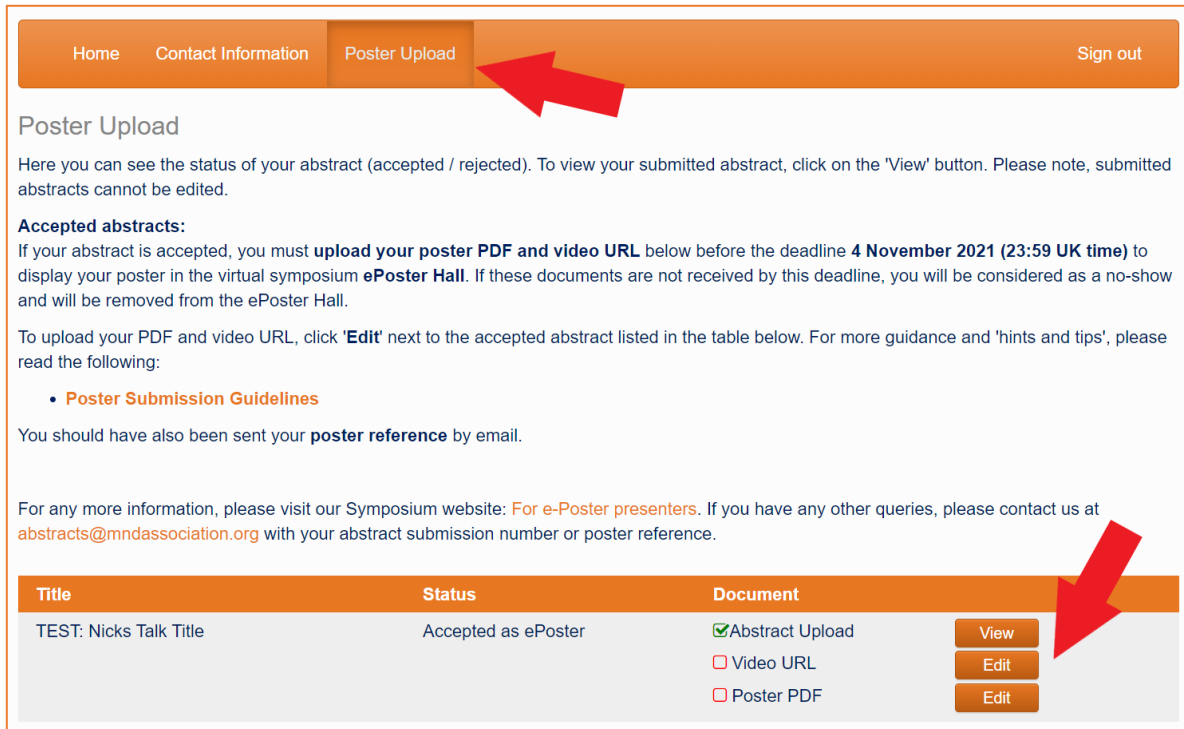
Here are some links to instructions on recording a meeting on common platforms:

- WebEx: [Video Conferencing - Record a Cisco Webex Meeting](#)
- Skype: [Skype for Business: Recording a Meeting | Information Technology Services | Bemidji State University](#)
- Google Meet: [Record a video meeting - Meet Help](#)
- Zoom: [Local Recording – Zoom Help Center](#)
- GoToMeeting: [How to Record a GoToMeeting Session | Techwalla](#) and [How to Convert and Open the GoToMeeting Recordings](#)
- Microsoft Teams: [Record a meeting in Teams - Office Support](#)



## Poster PDF and Video Upload Instructions

Upload your **PDF file and Video URL** into your Symposium **poster submission portal** (using your unique link sent to you when the poster submission portal opens).



Home Contact Information **Poster Upload** Sign out

### Poster Upload

Here you can see the status of your abstract (accepted / rejected). To view your submitted abstract, click on the 'View' button. Please note, submitted abstracts cannot be edited.

**Accepted abstracts:**  
If your abstract is accepted, you must **upload your poster PDF and video URL** below before the deadline **4 November 2021 (23:59 UK time)** to display your poster in the virtual symposium **ePoster Hall**. If these documents are not received by this deadline, you will be considered as a no-show and will be removed from the ePoster Hall.

To upload your PDF and video URL, click **'Edit'** next to the accepted abstract listed in the table below. For more guidance and 'hints and tips', please read the following:

- [Poster Submission Guidelines](#)

You should have also been sent your **poster reference** by email.

For any more information, please visit our Symposium website: [For e-Poster presenters](#). If you have any other queries, please contact us at [abstracts@mndassociation.org](mailto:abstracts@mndassociation.org) with your abstract submission number or poster reference.

Title	Status	Document	
TEST: Nicks Talk Title	Accepted as ePoster	<input checked="" type="checkbox"/> Abstract Upload <input type="checkbox"/> Video URL <input type="checkbox"/> Poster PDF	View Edit Edit

- In the **'Poster Upload'** tab of the menu bar, you will see there is a 'Document' column in the summary table. You should see your accepted abstract(s) with **'Video URL'** and **'Poster PDF'** documents listed.
- Click 'Edit' next to each document and read the text before clicking 'update'.
- Please upload your poster PDF in the specified boxes (should be **no more than 5 MB**).
- Please copy your video's URL from your YouTube/Vimeo upload (not the embed code) and paste it into the video upload box, then click 'update'. **Please ensure your uploaded video is marked as 'Unlisted' on YouTube or Vimeo.**
- Once you have uploaded, you should see green ticks appear in the checkboxes beside the documents listed.

Title	Status	Document	
TEST abstract: The title of my abstract	Accepted	<input checked="" type="checkbox"/> Abstract Upload <input checked="" type="checkbox"/> Video URL <input checked="" type="checkbox"/> Poster PDF	View Edit Edit

**If you have any questions/issues regarding your poster submission, please email:**  
[abstracts@mndassociation.org](mailto:abstracts@mndassociation.org)