

## Instructions Posterpresentations

Each poster presenter will have her/his own virtual room (= exhibition stand) to display the poster presentation in a PowerPoint format saved as a PDF file. Furthermore, we are delighted to announce that you have also the option to upload your own recorded PowerPoint presentation as a video clip in a mp4 format. We would like to encourage you to use this option as it provides an added-value as your contribution can be viewed also as an oral presentation!

We would like to summarize the following facts important for your poster presentation:

- Each individual poster presentation will have a separate virtual room (= exhibition room) and is openly accessible for all registered participants;
- Each poster presentation can be studied at any time when it suits the interested participants;
- Messenger function available to contact the poster presenter to arrange a meeting at an individually agreed time;
- Poster sessions will be live-streamed and by using a video-conferencing tool it provides the opportunity for a virtual face-to-face meeting between the poster presenter and the interested participants
- Optional, you can upload a recorded PowerPoint presentation in a mp4 format. By using this option you have also an oral presentation!
- Three poster sessions are scheduled in the scientific programme therefore please check the programme to identify the equivalent arrangements for your scientific session. We would like to request your presence at your poster presentation during the time when the poster session for your scientific session is scheduled;
- We would like to point out that you can also be present at your poster presentation when your scientific session is not being scheduled;
- Poster presentations will remain accessible to registered GfÖ conference participants for up to 4 weeks after the conference has ended.

### **PowerPoint Presentation saved in PDF format:**

**For your PowerPoint presentation please consider the widescreen 16:9 format** and not in the traditional 4:3 format. Please restrict your presentation to a maximum number of 25 slides!

Please use the following file name format: **GfÖ\_session number-poster number.Posteer\_given name\_surname.pdf**, i.e., [GfÖ\\_23-P04.Posteer\\_Emma\\_Smith.pdf](#).

You have received the submission number of your presentation in the letter of acceptance.

Please **submit your PowerPoint presentation as a PDF file** (in a reasonable size max. 5 MB)

### **Recorded presentation as an option (= oral presentation)**

The IT service provider, Event-Tech-Partner, who is taking care of the conference platform called "Hubilo" and is also responsible for the technical part of the conference, has assembled guidelines and tips to facilitate the recording of the PowerPoint presentation. The video-conference tool on the platform will be ZOOM (which almost everybody by now is very much familiar with). Please refer to the attached PDF document entitled "Recording PowerPoint Presentations". Furthermore, a link in the PDF file is referring to a YouTube clip which provides you further assistance on how to record your oral presentation using the PowerPoint software.

1. **Format:** .mp4 (1080p recommended), PDF
2. Follow the **instructions provided** (PDF) "Recording of PowerPoint Presentations"
3. **Size:** max. 2GB (Video)
4. **Review:** The submitted video will only be checked for playability. There will be no check of the audio / video quality.
5. **File name:** session number\_poster number\_name.pptx (e.g. *session02\_poster43\_John Doe.mp4*)
6. **Deadline: PDF and video files need to be submitted latest until Friday 13 August 2021**
7. **Please upload your poster** to the following link which has been provided by Event-Tech-Partner.  
Upload Poster: <https://www.dropbox.com/request/vaAOze4Ok3cUpsTF90wU>

In case you need any technical support please contact Event-Tech-Partner [gfoe\\_support@event-tech-partner.com](mailto:gfoe_support@event-tech-partner.com)

In case you have questions please don't hesitate to contact [info@gfoe-conference.de](mailto:info@gfoe-conference.de)

Best wishes,

The organizing team

50th Annual Meeting of the Ecological Society  
of Germany, Austria and Switzerland  
**"Ecology - Science in Transition, Science for Transition"**  
30 August – 1 September, 2021  
Virtual Conference  
<http://www.gfoe-conference.de/>  
[info@gfoe-conference.de](mailto:info@gfoe-conference.de)

### **Best practice for recordings**

#### Audio

- Use headset or external microphone for optimal sound quality
- Avoid disturbing noises during the recording (colleagues, family, pets)

#### Video

- Webcam at eye level, look into the camera
- To optimise the video quality, use an external camera

#### Lighting

- Good illumination, light from the front, the face should be clearly visible
- Absolutely avoid a single light source from above - even a desk lamp brings great improvements
- Often artificial light is more controllable than daylight

## Background

- Neutral environment. Remove everything that you do not want to be shown  
Caution: The camera sometimes shows more than the preview image suggests
- Are there details in the background that should be recognisable (e.g., logos, certificates, pictures)? Please align accordingly
- Inform family or colleagues about webcast dates
- Possibly virtual background planned. Provide images beforehand
- Avoid doors, mirrors, busy backgrounds or patterns, family photos, bright windows

## Network Connection

- Wired connection / LAN recommended
- Home office? Clarify with family that no large amounts of data are moved during this time. Possibly define prioritization for own computer
- For a good quality at least 10 Mbit down / 5 Mbit up

## Presentation

- Clarify special features of the presentation (e.g., embedded video, external URL....) in advance.
- Do not run through your presentation. Make some breaks. The audience is from around the world, and it is important that everyone understand your journey.
- Keep your audience engaged with your passion and energy. Tell your story and be yourself, it should feel right for you.