



## --POSTER PRESENTERS-- VIRTUAL PRESENTATION—HOW TO RECORD/PRESENT

### Recording Instructions for Poster Blitz

- Open your presentation using the slide template provided
- Acceptable video files **must be MP4 format**. For [Zoom](#), start a Zoom meeting with just yourself (See [Appendix](#) below)
- Share your presentation making sure the Display Settings are set to show the correct screen
- Make sure you leave the window open that shows your face, small in the upper right-hand corner
- On the tool bar at the top of the screen in Zoom, locate the 'Record' button and when you are ready, click it
- Your presentation cannot be more than **3-minutes MAX—this will be strictly enforced**.
- You will need to hit the 'Stop Recording' button and then exit from Zoom for the MP4 file to be downloaded/saved
- You may have to work on your presentation skills to get your talk down to 3-minutes, so you may have to make several recordings (practice)
- Once you are happy with the results and the length is 3-minutes or less, email the MP4 to [Barbara.kilbourne@emory.edu](mailto:Barbara.kilbourne@emory.edu)

For questions, please contact Barbara Kilbourne [Barbara.kilbourne@emory.edu](mailto:Barbara.kilbourne@emory.edu).

### Live Poster Session Instructions

#### Before the Poster Session:

- Create a Zoom link for your particular session\*
- Create your scientific poster include the following: title, author names and affiliations, introduction, methods, results, conclusions, and acknowledgements sections
- Save your poster as a PDF file to share during your poster session
- Attend the rehearsal on Tuesday Oct. 6 from 11am to noon EDT
- Each live poster session is 45 minutes long—you will be expected to be available during the entire time
- Day of:
  - make sure your Wi-Fi or internet connection is secure
  - Ensure your room is well lit and camera positioned properly
  - Use earbuds or headphones to ensure good sound quality
  - Silence cellular or other electronic devices
  - Ensure people or pets will not be able to disturb you

**\*REMINDER: If you do not have access to institutional/professional Zoom, please let us know so that we can work with you to come up with an alternate plan.**



## --POSTER PRESENTERS-- VIRTUAL PRESENTATION—HOW TO RECORD/PRESENT

---

### During the Poster Session:

- Enter your virtual poster session room 2-3 minutes prior to the start time using the Zoom link **you** created
- Turn your video on and use a virtual background specific for your institution—for example: [Emory/Children's Institutional logo](#)
- Share your screen and poster PDF using your computer and leave it up the entire 45 minutes
- You will need to be able to focus in on different parts of your poster during the session
- Be mindful of the time** - 5 minutes prior to the end time, remind visitors that the poster session will be ending
- There is a 5-minute transition time at the end of the poster session to allow for a smooth transition

For questions, please contact Barbara Kilbourne [Barbara.kilbourne@emory.edu](mailto:Barbara.kilbourne@emory.edu).

### APPENDIX

*Instructions from the Zoom support page for recording your presentation:*  
<https://support.zoom.us/hc/en-us/articles/203395347-Screen-sharing-a-PowerPoint-presentation>


### Screen Sharing a PowerPoint Presentation:

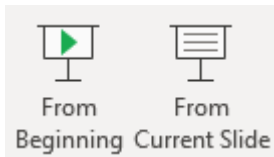
There are three methods you can use to screen share a PowerPoint presentation in a Zoom meeting. If you have a dual monitors, you can share a slideshow while viewing presenter's notes in another monitor. If you have a single monitor, you can also start the slideshow in a windows so you have access to other meeting features while sharing your presentation.

- [Dual monitors with slideshow and presenter's views](#)
- [Single monitor with slideshow in a window](#)
- [Single monitor with slideshow in full screen](#)

### Dual Monitors with Slideshow and Presenter's View:

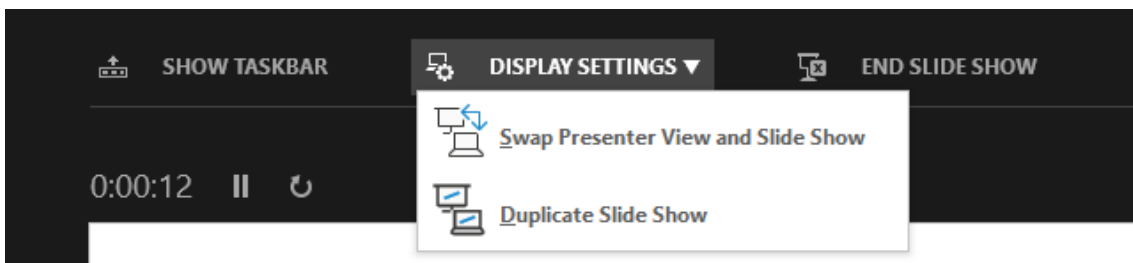
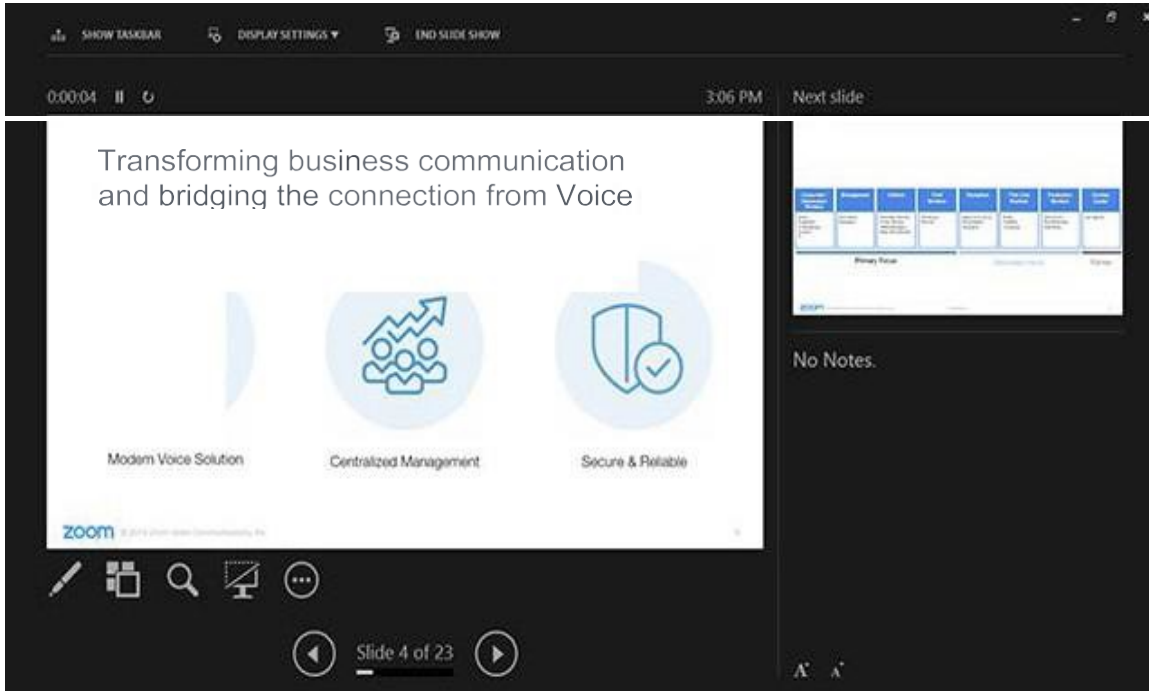
Follow these steps if you are using dual monitors and want to present your PowerPoint file in one monitor while viewing the presenter's notes in another monitor.

1. Open the PowerPoint file you want to present.
2. Start or join a Zoom meeting.
3. Click **Share Screen** in the meeting controls.  

4. Select your primary monitor then click **Share**. If you are not sure which monitor is your primary, select the one that PowerPoint opens in.
5. While sharing your screen, switch PowerPoint to slideshow mode by clicking the **Slideshow** tab > **From Beginning** or **From Current Slide**.



If you correctly shared your primary monitor, participants will see the PowerPoint in slideshow view. The green border indicates the monitor you are currently sharing.

The presenter's view will appear on your secondary monitor. Use this to view your slide notes and control the presentation.



6. If you are not sharing the correct monitor, click **Display Settings** then **Swap Presenter View and Slideshow**. PowerPoint will switch the monitor that is used for slideshow view. Alternatively, you can click **New Share** on your screen share controls and select the screen showing the PowerPoint in slideshow view.



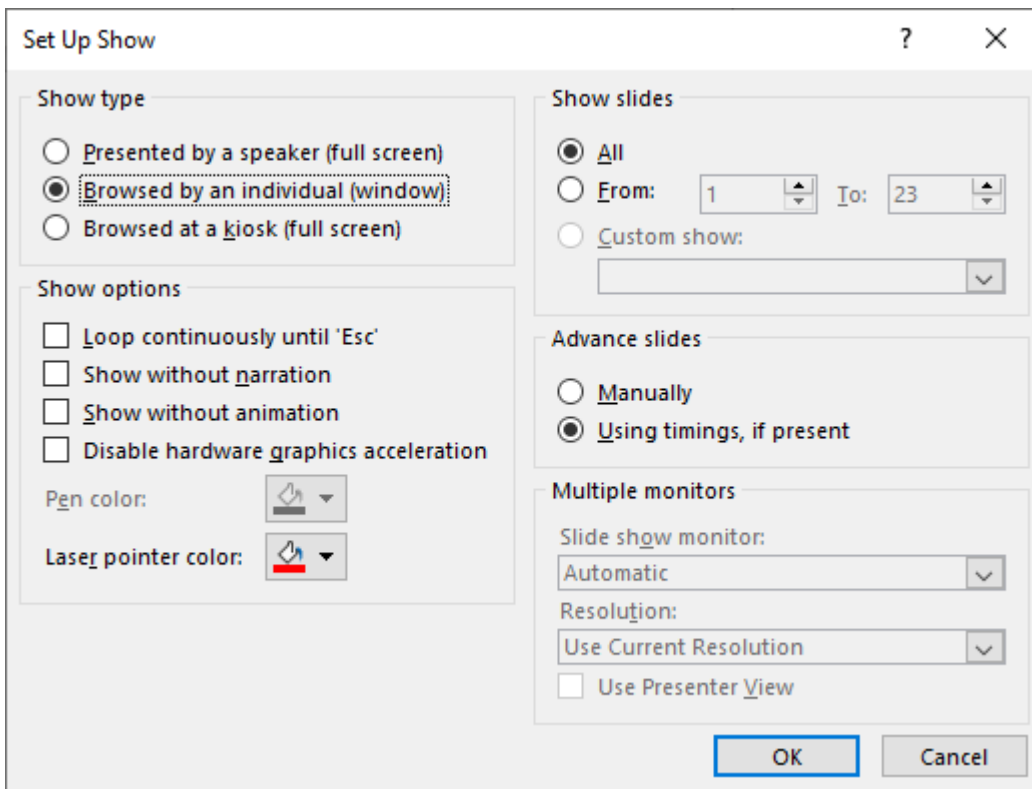
## Single Monitor Setup with Slideshow View in a Window:

Follow these steps if you have a single monitor and want to share your PowerPoint presentation in slideshow view, but have it contained in a window rather than in full screen. This is useful if you need to access meeting features like in-meeting chat or managing participants while sharing your PowerPoint presentation.

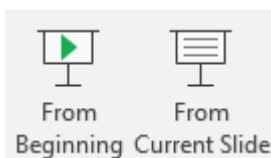
1. Open the PowerPoint file you want to present.
2. Click the **Slideshow** tab then **Set Up Slideshow**.



3. Under **Show type**, select **Browsed by an individual (window)**, then click **OK**.



4. Switch PowerPoint to slideshow mode by clicking the **Slideshow** tab > **From Beginning** or **From Current Slide**.




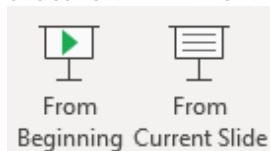
PowerPoint will display the slideshow in a window.



5. In Zoom, **start** or **join a meeting**.
6. Click **Share Screen** in the meeting controls.
7. Select the PowerPoint window then click **Share**.

**Single monitor setup with slideshow in full screen:**

1. Open the PowerPoint file you want to present.
2. Start or join a Zoom meeting.
3. Click **Share Screen** in the meeting controls.  

4. Select your monitor then click **Share**.
5. While sharing your screen, switch PowerPoint to slideshow mode by clicking the **Slideshow** tab > **From Beginning** or **From Current Slide**.



The green border indicates the monitor you are currently sharing.

