

ISSCR/JSRM 2021 Tokyo International Symposium
Guidelines for Poster Presentations

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I. How to Create Your Poster to Present Your Research

We look forward to your poster presentation at the ISSCR/JSRM 2021 Tokyo International Symposium.

You have the choice of **two types of presentation**:

1. PDF poster presentation, or
2. An MP4 recording. Attendees will be able to zoom in on your poster. Please refer to the following guidelines to create one of these types of posters.

1. PDF Poster Presentation

You may present a traditional one page poster or a PDF of multiple slides.

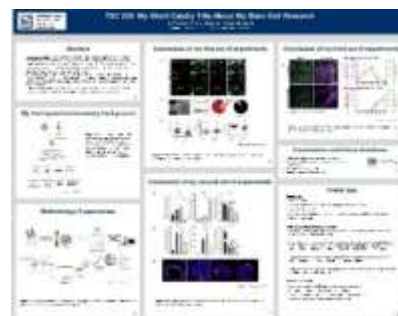
- Multi-slide Poster



Multi-slide PDF Poster on the online platform

Language	English
Number of Slides	Up to 10 slides *Please include your abstract title, name, and organization on the first page.
Data Format	PDF
Data Size	Up to 30 MB
Ratio	16:9 recommended
Resolution	At least 150 dpi
File Name	Save as “Your Poster#_Your Name.pdf” (ex. 123_abcdefg.pdf)
NOTE	<ul style="list-style-type: none"> • Must be submitted as a PDF. Go to File > Save As > Save file as PDF • Please note, animations will be turned off when you save a file as PDF.

- Traditional One-Page Poster



Traditional One-Page Poster on the online platform

Language	English
The size of Slides	1,524 × 968 pixels *Please include your abstract title, name, and organization.
Data Format	PDF
Data Size	Up to 30 MB
Ratio	16:9 recommended
Resolution	At least 150 dpi
File Name	Save as “Your Poster#_Your Name.pdf” (ex. 123_abcdefg.pdf)

2. A Recording of a Short Slide Presentation with Audio (submitted as MP4)



Language	English
Duration of Time	5 minute maximum *10 slide presentation recorded as an MP4 file.
Data Format	MP4
Data Size	Up to 50 MB
Ratio	16:9 recommended
Resolution	At least 150 dpi
File Name	Save as “Your Poster#_Your Name.mp4”
NOTE	<ul style="list-style-type: none"> • Must be submitted as an MP4 file. • It is the presenter’s responsibility to prepare an MP4 file by following the guidelines.

➤ How to make MP4 presentation

You may record a video of your poster with accompanying audio. This presentation must be saved as an MP4 file. You can design your slides and record your audio tour in any way that you like. Tips on how to design your slide presentation can be found in the below video:

<https://www.youtube.com/watch?v=mW2bzKJkgFg>

① **PowerPoint**

To record a virtual walkthrough of your poster presentation using PowerPoint, follow these [instructions](#). You can record just audio, or audio along with a thumbnail video of you presenting. If you record with video, you will need to account for space in your slide where your video recording will appear.

<https://support.microsoft.com/en-us/office/record-a-presentation-2570dff5-f81c-40bc-b404-e04e95ffab33>

- Each slide is recorded separately so you can rerecord on a slide-by-slide basis as needed.
- Press the Notes button at the top of the screen to see your notes as you record.
- After you save your PowerPoint presentation you must export it as an MP4 file.
Go to Export > Create Video > “Full HD” and “Use Recorded Timings and Narrations” > Create Video.

② **Zoom**

You can record your presentation using the free version of Zoom with the link below

<https://support.zoom.us/hc/en-us/articles/201362473>

- Start a Zoom meeting
- Share your slide presentation in presenter mode
- Select more options, and start recording
- You can record audio only, or audio with a video thumbnail. If you begin recording while you are in view, your video will appear in the recording but not be embedded in the slide. When you are finished with your walk-through stop recording and then stop the meeting. Your recording will automatically be generated as an MP4 file.

➤ **Audio Presentation Tips**

What to do in your audio presentation:

- Succinctly describe your main question, most important findings, and conclusions.
- Emphasize or enhance important aspects of your poster.
- Give your viewer additional context or important insight that they might not be able to gather from reading your poster on their own.
- We recommend jotting down the key points you want to cover and to use these notes while recording.

What not to do in your audio presentation:

- Do not restate your abstract or other aspects of your poster that the viewer will be able to read on their own.
- Do not attempt to give a complete poster walk-through in five minutes. Attendees who want to know more will be able to visit you during your poster session or set up a 1:1 meeting.
- Do not talk about specific details of your poster without orienting the viewer.
- The ISSCR is a broad audience. Do not assume that all of your poster visitors will be experts in your field.
- Refer to our abstract guidelines for additional information. We look forward to a productive, informative, and inspiring poster session.

II. How to Upload Your Poster for the Tokyo International Symposium

Please submit your poster presentation according to the instructions below.

- Upload your PDF or MP4 poster via the Dropbox link which you will receive **by email**.
- You will receive a confirmation email from 2021tokyo-sec@congre.co.jp. You may not receive this confirmation email instantly.
- **Submission Deadline: Monday, 25 October 12:00 (JST)**
- You can update your file before the submission deadline.

III.About Poster Sessions

- Your poster session is based on your poster number:
 - ◇ Day1) Wednesday, 27 October 14:15-15:15 JST, odd numbered posters
 - ◇ Day2) Friday, 29 October 15:30-16:30 JST, even numbered posters

*If you have any questions, please contact the secretariat (2021tokyo-sec@congre.co.jp).
- During your poster session attendees will be able to contact you via text or video chat. You will be able to answer questions or walk through your poster.**
- When the poster session which you are assigned is started, please be on standby to respond to the questions and comments on your poster.
- There are two ways to receive and respond to questions. One is **Live Q&A**, which is used only during the poster sessions, and the other is **Discussion Forum**, which can be used throughout the event. Please see below for details on how to check each of them.



【Step 1 Login to lobby】

Login to the online platform using the link and password that will be sent to you by 2021tokyo-sec@congre.co.jp and go to the lobby (as shown in the picture on the left).



【Step 2 Enter Poster Hall】

Select the Poster Hall button on the bottom of the screen and choose the appropriate category to view your poster.

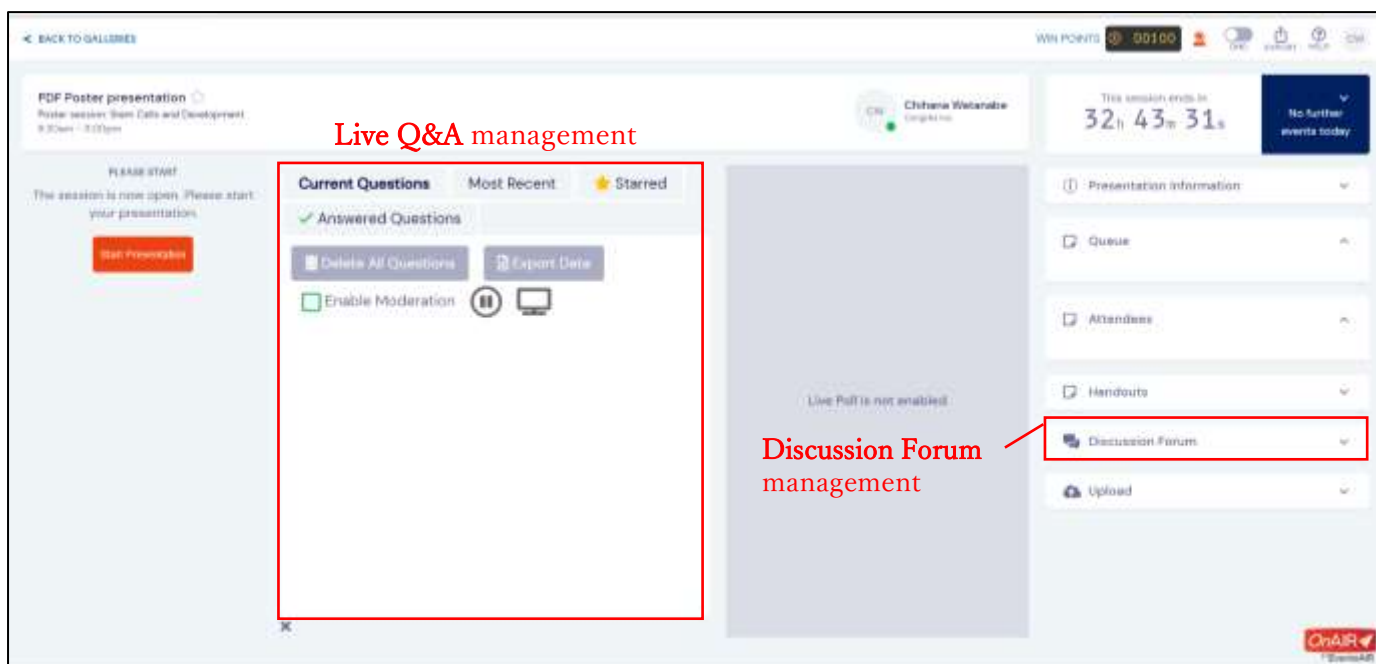


【Step 3 Find Your Poster】

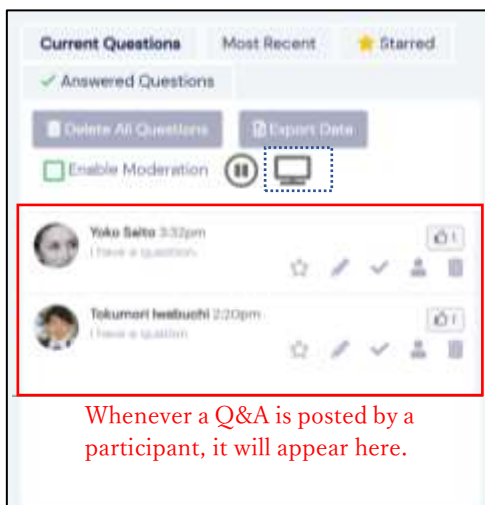
You may search for posters by number, title, or name using the search field. Alternatively, scroll the screen to find your poster and click on the "View my presentation" button.

When you select your poster you will see it in Poster Presenter View.

Please note only presenters can use the functions boxed in red.



【Live Q&A】

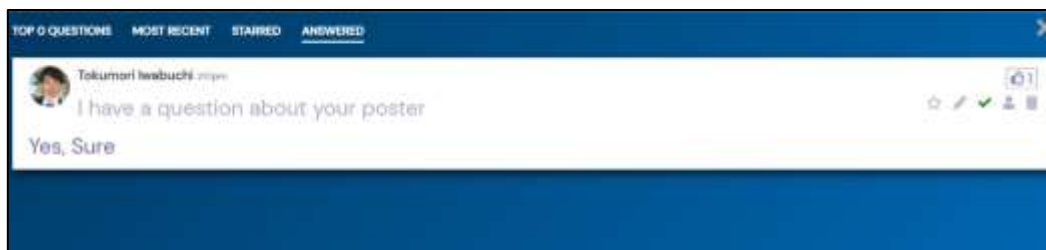


Live Q&A is a powerful question management system where you can view incoming questions from your poster visitors.

Multiple visitors can ask questions at once, and you can type in answers that will be visible to all viewers.

- To answer a question clicking on the pencil icon . It will then be move to the answered tab.
- To delete a question, click on the trashcan icon .
- When you are in the Poster Presenter View, you cannot view other posters. Click on so that the Q&A module will open up in a new window so that you can see other pages. Please note that there is

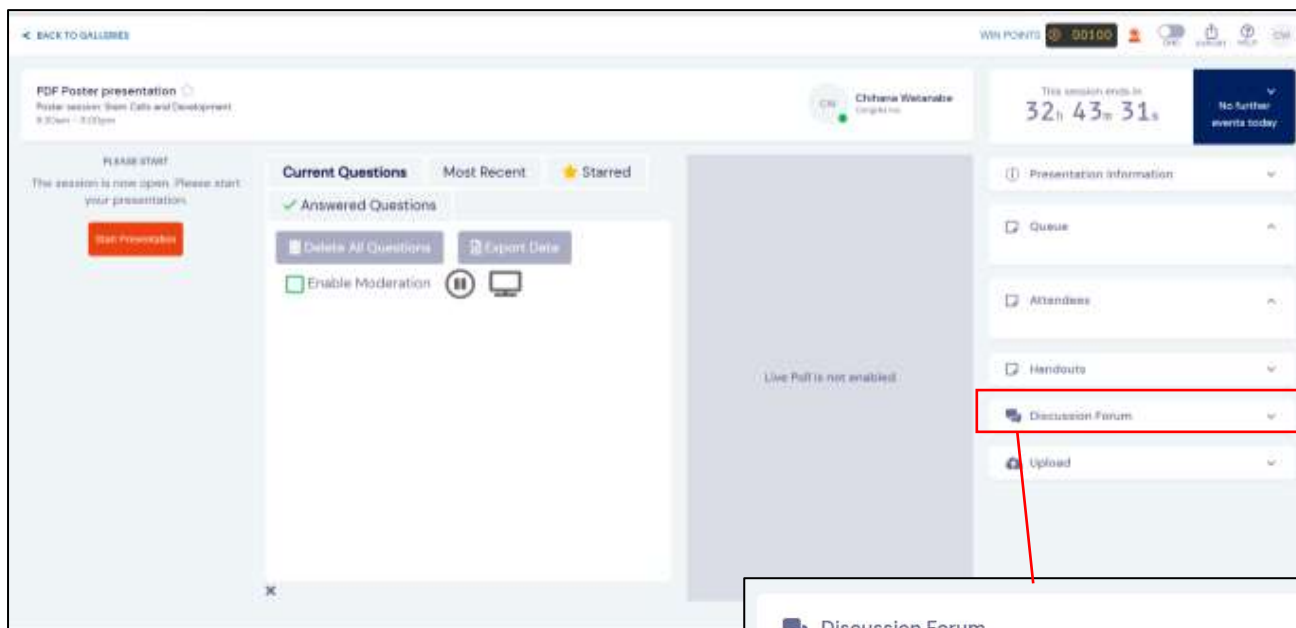
no notification function, so we recommend that you check the Q&A window regularly.



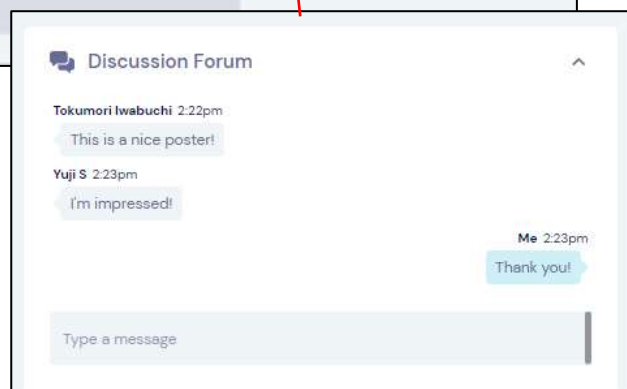
【Discussion Forum】

All attendees and poster presenters can use this chat feature throughout the event.

In the administration screen, you can also post your own chats and delete chats from participants.



- Please try to answer the questions if posted here.
- Also, please check Discussion Forum regularly as you will not be notified when you receive a new comment.
- This chat is available at any time during the event. The image on the below shows the screen as seen from the attendee’s side. For details, please refer to the User Manual which will be sent to all attendees.



Discussion Form as Attendee View

IV. For More Information

Please contact the Congress Secretariat for any questions regarding poster presentations.

Congress Secretariat of the ISSCR/JSRM 2021 Tokyo International Symposium

E-mail: 2021tokyo-sec@congre.co.jp