

Digital Poster & Mini-Oral Presenter Guidelines

It is with great pleasure that we welcome you as a presenter at the Sydney Cancer Conference 2021. To ensure your presentation runs smoothly, please take the time to read these guidelines.

PRESENTATION LENGTH & FORMAT

You have been accepted as a digital poster presenter with an optional pre-recorded mini-oral presentation.

You may therefore submit both your digital poster file and a pre-recorded presentation video with a time allocation of 3 minutes maximum.

Your poster and video will be always available to delegates on-demand, including before and after the Conference. Delegates will be able to view your poster and watch your mini-oral recording and post questions on the Q&A in the platform at any time. We encourage you to check your poster intermittently to see if you have been left any questions.

There will also be dedicated times in the program where delegates are encouraged to visit the poster gallery. Please make yourself available to interact with interested delegates during these dedicated poster sessions (see program for up-to-date timing).

PREPARING YOUR DIGITAL POSTER – due 19 August 2021

Posters will be available for viewing throughout the event in an online Poster Gallery.

There will also be dedicated times throughout the program where delegates are encouraged to visit the poster gallery. Please make yourself available to interact with interested delegates during these dedicated poster sessions (see program for up-to-date timing).

The layout of your poster is at your discretion. The aim of posters is to display your project or an idea in a concise form, enabling attendees to grasp the essentials of the subject in a short time frame.

Creating your poster:

- All posters must be submitted in **PDF FORMAT**. We recommend digital posters are created in PowerPoint and converted into PDF format.
- You are limited to a **maximum of 5 pages/slides within the single .pdf file**.
- **JPEG or PNG** is the preferred file format for inserted images. Please be mindful of any copyright of photos or other images/diagrams used when creating your poster.
- **Slide transitions and animations are not recommended** due to the conversion from PowerPoint to PDF.
- Audio will **not** be available on posters (but will be available on the mini-oral recordings created separately).

PREPARING YOUR MINI-ORAL VIDEO – due 19 August 2021

We ask you to please supply the recording by **19 August 2021** at the latest.

Your pre-recorded presentation video must be:

- In .MP4 format and in 'landscape' orientation
- No longer than 3 minutes.

If your recording is significantly longer, we will have to request you shorten it or re-record so please do not submit a video longer than the specified length.

How to pre-record: There are numerous software options available to pre-record your presentation. We would recommend Zoom. Please [click here](#) to read '*Using Zoom to Pre-Record*' for instructions on how to record.

SUBMITTING YOUR FILES – due 19 August 2021

Presentation recordings and digital posters should be sent to the Conference Managers (SCC2021@arinex.com.au) via [WeTransfer](#), a free file sharing service. We ask you to put both files (pre-recording video and digital poster PDF) into a folder on your computer first and share this folder via WeTransfer. Please ensure your file names include your name, the Paper ID and Paper Title. **Please submit by 19 August 2021.**

PRESENTER CHECKLIST

1. **You will need:** A PC/laptop, webcam, microphone, and stable internet with 5-10Mbps bandwidth.
2. Please submit your pre-recorded video via WeTransfer by **19 August 2021** at the latest.
3. Please submit your digital poster via WeTransfer by **19 August 2021** at the latest.

LOGGING INTO THE VIRTUAL PLATFORM

You may use the virtual platform on either **desktop** or **tablet**. We highly recommend using the latest version of **Google Chrome** to access the platform. [Download Google Chrome here](#). You will be provided with more information on how to access the virtual platform shortly.

CONFERENCE PROGRAM

The conference program is available on the [SCC2021 website](#) and will be updated regularly as more speakers are confirmed.

QUERIES

- For program enquiries, please contact Marcel Batten, marcel.batten@sydney.edu.au
- For technical enquiries about presentation formats, the virtual platform, digital posters and rehearsals, please contact the Conference Managers, SCC2021@arinex.com.au