



E-Posters

Thank you for accepting to present a poster at ISAPS World Congress. We now need you to upload your poster to our system by Friday, September 16, 2022. Upload options will not be available on site. Your poster will be available for viewing by delegates onsite at our e-poster terminals, on our virtual platform, and on the Congress app.

We recommend that you present your poster as a single page (pdf or jpg).

You also have the option to:

- present it as up to 5 PPT slides, saved as a pdf, or
- to including a short recorded poster to summarize your work (**no more than two minutes**).

To upload your poster

Please access the Submission Home here and log-in with your personal log-in:

<https://www.xcdsystem.com/isaps/abstract/index.cfm?ID=95yGhRL>

The Upload-Process contains several steps:

For each poster, you will see the following buttons:

- 1) Upload Poster Cover- required**
- 2) Poster Handout: only needed if your poster is longer than 1 page**
- 3) Record/Upload Presentation: optional, if you have videos**



Step 1 | Upload Poster Cover:

Click on "Upload Poster" to upload your poster as a pdf or image file. You will be able to navigate your computer filing system to select the file you need.

If you have created your poster in PowerPoint you will first need to save it as pdf or jpg.

To save your PowerPoint as a .jpg, follow these steps:

- 1) Select "File"
- 2) Select "Save as"
- 3) Select the location where you want to save the file, type in the file name and change the format from ".ppt" to ".jpg"

If you have produced a **single page poster** file, this is the **only step you need to complete**. The image will appear as the "Cover Image", displayed as the main screen image – this can be viewed in 'full screen view'.

If you have produced a **several page pdf**, only the first page of your pdf will show as the "Cover Image", displayed as the main screen image. You then need to proceed to **step 2 "Poster Handout" and upload again for the full further detail to show**

Step 2 | Poster Handout – only needed if you your poster is longer than 1 page



If your pdf is longer than 1 page, you need to upload your multi-page pdf (maximum of 5 pages) here again. This then allows, that when delegates click on the cover, the whole pdf is visible and they can scroll through the complete document.

This completes your upload if you do not have videos.

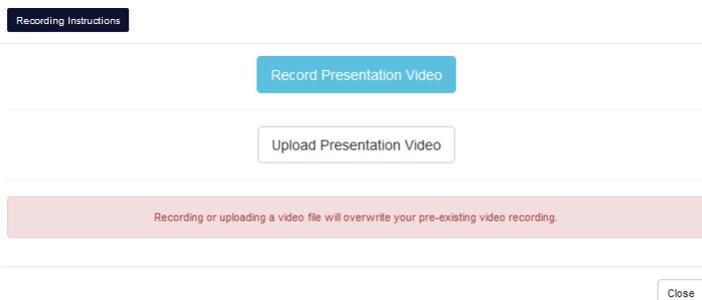
Step 3 | Record/Upload Presentation – optional, only if you have a video:



Here you can upload your poster as video (in case you have videos or animated graphics included). This will be available to users if they click through from the cover image of a particular poster. **Please note that the video cannot be longer than 2min.**

To convert your poster into a video, you have two options:
Within your X-CD-Tool:
Within your Abstract, Click the Record/upload -button

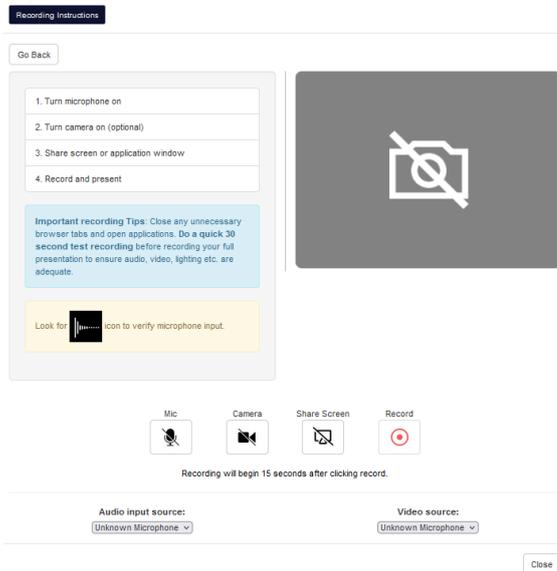
The following window will open:



You can either:

1. Record Presentation Video directly here (blue button)
2. Upload a video that you already have created (for example in ppt – white button)

(1) If you click “Record Presentation Video”, the following window appears



Turn on the microphone and the camera and select your presentation via “Share Screen”. Then start the recording with the red button.

There will be a 15sec Countdown that starts your recording.

Once you have finished your presentation, stop the recording via the red button.

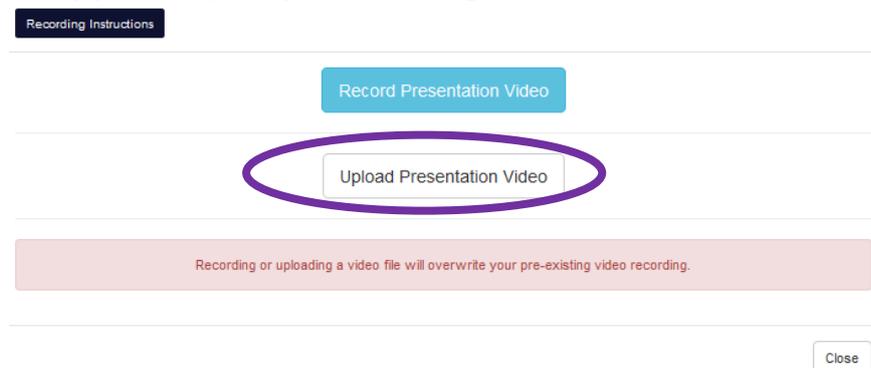
You can now preview the video, and:



In the left top bottom you can also find “Recording Instructions” if you need further help.

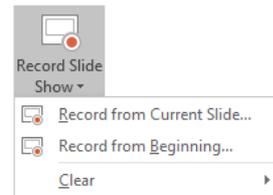
(2) If you prefer to record your video within PowerPoint you need to do this before you upload your presentation and save it to your files as an .mp4 file (please see separate detail instructions over page)*

Finally you can upload your video using the white button:



*Instructions to record a PPT video presentation

- 1) Select "Slide Show" in the menu
- 2) Click on "Record Screen Slide Show." Clicking the lower half of the button gives you the option



to start recording from the beginning or from the current slide.

- 3) The slide show opens in the recording window (which looks similar to presenter view), with buttons in the top left corner for starting, pausing, and stopping the recording.
- 4) Click the round, red button (or press R on your keyboard) when you are ready to start the recording. A three-second countdown ensues, then the recording begins.

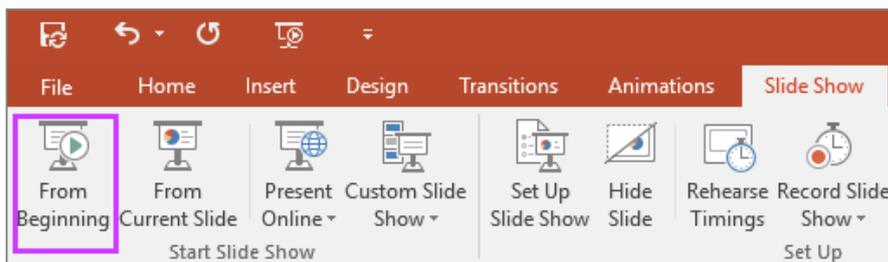


- You can stop the recording at any time by pressing Alt+S on your keyboard.
- Pressing the arrows on either side of the current slide allows you to move to the previous and next slides.
- PowerPoint for Microsoft 365 automatically records the time you spend on each slide, including any Animate text or objects steps that occur, and the use of any triggers on each slide. Please check you do not exceed the time limit, or your presentation will be removed.
- You can record audio or video narration as you run through your presentation. The buttons in the lower-right corner of the window allow you to toggle the microphone, camera, and camera preview on or off:
- On/off buttons for the microphone, camera, and camera previewing window look like this:



- You can also re-record by going to Slide Show > Record Slide Show.

- 5) To end your recording, select the square Stop button (or press S on your keyboard). In this process, what you record is embedded in each slide, and the recording can be played back in Slide Show. A video file is not created by this recording process. However, if you need one, you can save your presentation as a video with a few extra steps.
- 6) Preview recorded slide show:
On the "Slide Show" tab, click "From Beginning" or "From Current Slide".
During playback, your animations, inking actions, audio and video will play in sync.



- 7) To then save the file as a video:
 - Select "File"
 - Select "Save as"
 - Select the location where you want to save the file, type in the file name and change the format from ".ppt" to ".mp4" (MPEG4-Video)