



ALGAEUROPE 2021

7-10 DECEMBER

Online

TECHNICAL GUIDELINES

~~DEADLINE before November 15, 2021~~

The deadline has been extended to November 26, 2021

- **Format:** e-Poster presentation files will be accepted in **MPEG-4 Video format only**. Macintosh presentations (i.e. Keynote) cannot be accommodated.
- Language: All e-Posters should be prepared in **English**
- **Versions:** Your presentation must be prepared in **MS PowerPoint**
- The size of your e-Poster presentation should **not exceed 250 MB**.
- Audio and movies: Make sure that all of your **audios and videos are embedded** into the power point file.
- Fonts: **Do not use special fonts**. Use easy-to-read fonts such as Arial and Times New Roman • Use a font size of 20 or bigger • Keep text to a minimum (6-8 lines per slide, no more than 30 words per slide)
- Presenter contact information should be included on the last slide, so that attendees may reach you should they have additional questions.
- **File name:** The name of the presentation file should include the presenter's name. To avoid any compatibility problems, please do not use special characters (e.g. «, Ö, Ø, ñ, ε, ®, ý, }, {, etc.) to name your presentation.
- **Do not use any passwords or encryption** for your presentation.
- Please note that **macros should not be used** and **flash-animations are not supported**.
- Aspect ratio of your presentation should be **16:9 landscape (Mandatory)**.
- Your presentation **cannot exceed more than 6 slides / 2 minutes**.

VIDEO/AUDIO COMMENTARY

To include audio/video to your presentation, please follow these instructions

[Office 365 for Windows](#)

[Older Windows versions](#)

[MacOS](#)

SAVE YOUR PRESENTATION AS A VIDEO FILE

After you've created your slides and **recorded any timing and narrations** and **laser pointer gestures** that you want to include, you're ready to create a video file.

1. On the **File** menu, select **Save** to ensure all your recent work has been saved in PowerPoint presentation format (.pptx).
2. Click **File > Export > Create a Video**. (Or, on the **Recording** tab of the ribbon, click **Export to Video**.)
3. In the first drop-down box under the **Create a Video** heading, select the video quality – Full HD, which pertains to the resolution of the finished video.

Option	Resolution	For displaying on
Full HD (1080p)	1920 x 1080, large file size	Computer and HD screens

4. The second drop-down box under the **Create a Video** heading tells whether your presentation includes narration and timings. (You may switch this setting if you like.)
 - If you haven't recorded timed narration, by default the value is **Don't Use Recorded Timings and Narrations**.

The default time spent on each slide is 5 seconds. You can change that timing in the **Seconds to spend on each slide** box. To the right of the box, click the up arrow to increase the duration, or click the down arrow to decrease the duration.

- If you have recorded a timed narration, by default the value is **Use Recorded Timings and Narrations**.
5. Click **Create Video**.
 6. In the **File name** box, enter a file name for the video, browse for the folder that will contain this file, and then click **Save**.
 7. In the **Save as type** box, choose either **MPEG-4 Video** or **Windows Media Video**.

You can track the progress of the video creation by looking at the status bar at the bottom of your screen. The video creation process can take up to several hours depending on the length of the video and the complexity of the presentation.

Tip: For a long video, you can set it up to be created overnight. That way, it'll be ready for you the following morning.

8. To play your newly-created video, go to the designated folder location, and then double-click the file.
9. Send your e-poster presentation to info@dlg-benelux.com via www.wetransfer.com (up to 2GB for FREE)

Question? Please contact DLG Benelux info@dlg-benelux.com

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