



## GUIDELINES FOR 1-MINUTE FLASH PRESENTATION

**Deadline for uploading your e-poster:**

**Friday, 17 December**

(23:59 Honolulu, Hawaii, USA)

Uploading instructions will be sent on or before Friday, 10 December.

In addition to your PDF e-poster, you are required to prepare a 1-minute pre-recorded flash presentation. The goal is to pitch the topics of your research to attract the audience's interest to your poster and poster presentation. All flash presentation videos will remain available online throughout the entire conference, on the same page as your poster in the EventPilot platform, to provide enough time for all attendees to view posters and enjoy the presentations, at their convenience.

Your flash presentation file **MUST** follow these six (6) requirements:

- be an MP4 video file (**NO** other video formats are acceptable)
- be 45 to 60 seconds
- be 100 mb or **LESS**
- be HD quality
- widescreen format (Aspect Ratio 16:9)
- include the conference border (see below)

### Conference Border

Your presentation **MUST** have the conference border at the bottom for the entirety of your presentation. To update your poster number in the PowerPoint slide, go to the slide master via the top bar in PowerPoint: view - master - slide master. Select the top image on the left panel and then enter your poster number. Refer to the [conference program](#) for your assigned poster number. We recommend that you search the program by your paper title.

Font sizes on slides should be comparable to 18 points Arial (20 points Calibri) or larger for participants on mobile devices. Do NOT use font sizes smaller than 18 points. We recommend you use a sans-serif typeface.

Questions may be sent to: [authors@microtas2021.org](mailto:authors@microtas2021.org).

### **The following pieces of advice may help in preparing and recording your video.**

- Ensure the area to be recorded in is well lit with no bright lights in the video frame.
- You are not required to have your face in the video, but if you do, consider the level of your camera. Placing it at eye level is usually better than shooting from below.
- Make sure your entire face is visible and that you are not continuously moving your head!
- Record your video in a time or place with no background noise, and no risk of other persons or pets coming into the field of view of the camera!
- There are no restrictions on the media that you can use, but keep the audio and visual features on-topic. Ensure they support your message instead of distracting from it.
- Refer to General Video Instructions for additional information to assist with your presentation.

### **There are many ways to create and edit your video.**

- PowerPoint can make a video from a presentation. Select 'Slide Show', 'Record Slide Show', then save as an MP4.
- OBS Studio which is a free and open source software for video recording and live streaming:  
<https://obsproject.com/>.
- Screen recording tools. This site provides examples of free tools that you can use:  
<https://www.techradar.com/news/the-best-free-screen-recorder>,
- Recording video of any kind and editing it using video editing tools like Adobe Premier, and Apple iMovie.

### **The following information is to assist in planning the content of your video.**

This link provides advice from the University of Sussex for their Three Minute Thesis competition:

<http://www.sussex.ac.uk/internal/doctoralschool/researcherdev/threeminthesis/preparing3mt>

#### **1. Write down what you want to say:**

Speak and write for your audience who will not be experts in your specific area of research. To do this you should:

- Think of a way to attract the attention of your audience and get people interested in your research, avoid jargon and academic language.
- Imagine that you are explaining your research to a (not scientific) friend or family member.
- Do not dumb down or devalue your research, what you are doing is exciting and you should convey enthusiasm for your subject.

#### **2. Have a clear outcome in mind:**

Know what you want your audience to take away from your presentation. For a 1-minute presentation, you may just want to excite the audience and encourage them to visit your poster.

#### **3. Tell a story, think out of the box, and be creative:**

You may like to present your work like a story, with a beginning, middle and an end. It is not easy to condense your research into 1 minute, so you may find it easier to break your presentation down into smaller sections. Try writing an opener to catch their attention, then highlight your different points, and finally have a summary to restate the importance of your work.

#### **4. What not to do:**

Do not write your presentation like an academic paper. Try to use shorter words, shorter sentences and shorter paragraphs. You can use humor, however be careful not to dumb down your presentation or say something that may not be understood by someone from a different culture.

#### **5. Revise:**

You may like to proof your presentation by reading it aloud, firstly to yourself and then to an audience of friends and family. This allows you to not only check your grammar and writing style, but also to receive critical feedback and test the cohesion and clarity of your story. Do not be afraid to ask your audience if your presentation clearly highlights what your research is about and why it is important. Practice your text, speak clearly and use variety in your voice (fast/slow, loud/soft). Do not rush - find your rhythm. Remember to pause at key points as it gives the audience time to think about what you are saying.