



GUIDELINES FOR PRESENTATIONS

ISAPh2021 will be held fully in online mode. All presentations will be live streamed online for public viewing using Microsoft Teams. Please see below for specific details on oral and poster presentations.

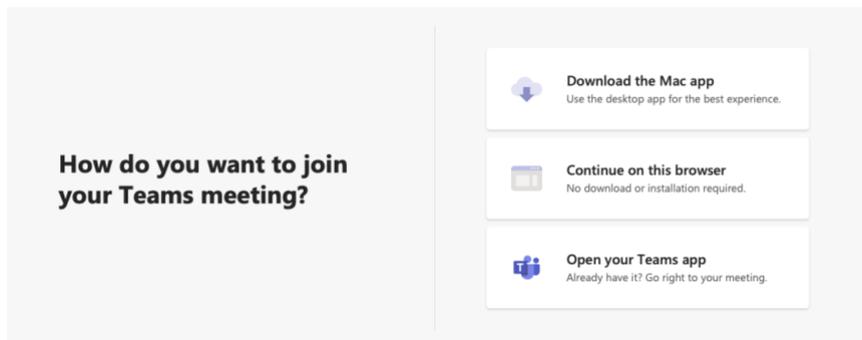
Microsoft Teams is the platform used at Rovira i Virgili University for remote teaching, meetings, webinars, etc. If you are not familiar with Teams, please read the following guidelines carefully to ensure a successful presentation.

Accessing ISAPH2021 sessions using Microsoft Teams

MS Teams links to the individual sessions are embedded in the pdf version of the program that has been sent to you via email. Unique links guarantee free movement in and out of the virtual rooms during parallel sessions.

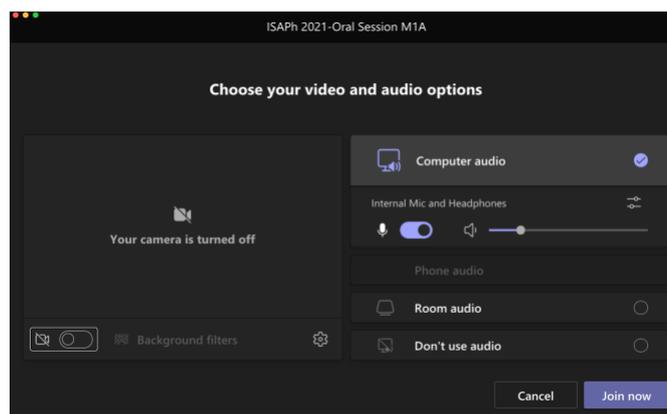
Sessions are all public but only registered participants (presenters or attendants) will be allowed to enter the rooms. In that sense, we ask that you exercise caution if you share the pdf in order to avoid unlawful use of the links. While there might be last minute changes in the program, the links to the sessions will not change.

Once you click on the link, you will be asked how you want to join the meeting:



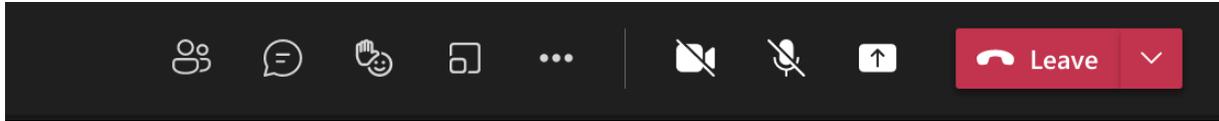
For presenters, we strongly recommend that you download the app (Mac or any other OS) and install it in your computer, as that will guarantee that you do not have any problems sharing files or using any of the functionalities of the application that may not be available in the web-based version and that can vary depending on the browser that you use.

After you download, install and launch the application, you will be taken to the video and audio options page:



During any time other than your actual presentation or if you want to participate in the discussion sessions (see below for more info), please set both your camera and your microphone to OFF. You can then click JOIN NOW to access the meeting room.

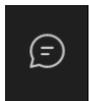
Once you're in the meeting room, please pay attention to the menu bar that will appear on the top right corner of the screen:



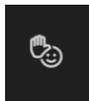
Here, the following icons are of interest to you:



click on this icon to see a list of participants in the meeting



click on this icon to enter the meeting chat



this icon should be used to raise your hand if you want to participate in the discussion sessions



click on this icon to activate the sharing options so you can share your presentation

MS Teams offers several sharing options:

Share your screen: this will allow attendants to see the contents of your screen, allowing you to switch between different windows if necessary.

Share a specific window: use this option if you don't want to accidentally move to a screen that you do not wish to share.

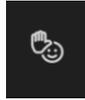
Browse your computer: use this option if you want to select a specific file to share, such as a Powerpoint or pdf file. This is our recommended option, as it will guarantee that there are no interferences from other active applications or windows. Once you've selected the file and it has loaded on the main window, you can start your presentation. To finish the presentation, click the  button.

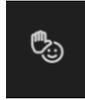
If your presentation includes sound, make sure to click on the  button. The first time you turn this option on you may be asked to install a driver, which should take just a few seconds.

If you wish, you can send your presentation to us ahead of your session for added reassurance. That way, if you encounter any problems sharing your presentation from your own computer, we can upload it ourselves and avoid time loss. You can send it to isaph2021@urv.cat, using the last name of the first author as the file name.

ORAL PRESENTATIONS

Oral presentations will be organized in parallel sessions (see [program](#)). Each session is divided into three presentations in 30-minute slots. The presentation itself should last no more than 20 minutes, which will be followed by a maximum of 10 minutes for questions / comments.



If you wish to ask a question or make a comment, please use the  icon to let the session chair know that you want to participate in the discussion. The chair will invite you to talk based on request order and time available. Remember to turn on your microphone and camera before you start speaking. This will make for a more personalized exchange than using the chat function.

Every session is followed by either a coffee break or a lunch break, which will allow for an opportunity for further discussion and social interaction between participants.

POSTER PRESENTATIONS

Poster presentations will be done in the form of pre-recorded 5-minute videos. During the poster session, each paper will be assigned a 10-minute time slot, of which 5 minutes will be devoted to the presentation of the video plus 5 minutes for the discussion. To ensure a fruitful discussion, poster presenters are asked to be available during this time.

You may use a variety of applications to record your video in order to explain, in a maximum of 5 minutes, the main parts of their study. We recommend that you use the Powerpoint desktop app, which allows for recording of a narrated presentation (see quick demo video [here](#)). Remember to add all media (audio/video) you want to show into your slides. To save as video, go to File > Export > Create a Video. Set the resolution to 720p/Internet Quality or above and “Use Recorded Timings and Narrations” then click “Create Video”. It will be saved automatically as .mp4. Keep in mind that these steps may vary depending on your version of Powerpoint.

Save your video file using the last name of the first author of your paper. Since the file will be of a considerable size and therefore difficult to send over email, we recommend that you get the file to us by sharing a link to your cloud storage or by using one of the publicly available file sharing apps such as [WeTransfer](#), etc. Send the file / link to us at isaph2021@urv.cat no later than September 1.

REHEARSAL SESSIONS

We will be available for rehearsal of your presentations and testing of any technical aspect on Thursday, September 2, at two different times in the day to allow for people in different time zones to connect at a reasonable time. Click on the session to access the corresponding MS Teams link:

[Rehearsal Session 1](#): 09.00-11.00 hours CEST (UTC +2)

[Rehearsal Session 2](#): 18.00-20.00 hours CEST (UTC +2)