

INSTRUCTIONS FOR SPEAKERS AND POSTER AUTHORS

Oral presentations

For logistical and technical reasons, **all presentations will be shown by us at the conference as videos** followed by brief question session in real time, managed by a moderator. Presenters **should be available online** during their respective sessions to answer any questions.

- Language: All presentations are to be in **English** and shown at the conference as **videos** recorded in advance by presenters.
- Timing: Every speaker will have a time slot of 15 minutes: **10-12 min for the presentation (max length of video 12 min!)** and 3-5 min for questions. We kindly ask speakers to hold on to these time indications.
- Format: Presentations must be recorded in the **mp4** format. See instructions attached or on the website www.botanicasudalpina.ch
- **Submission deadline (!): Wednesday 17 MARCH 2021.** using SWISSTRANSFER (<https://www.swisstransfer.com/en>) and the email address alessio.maccagni@unibas.ch as destination.

Posters

To ensure good visibility, posters will be made available to the participants on the conference website (www.botanicasudalpina.ch) starting from **one week before** the conference.

Poster sessions will be held during the morning and afternoon coffee breaks (see program). During these breaks, a **virtual discussion room** will be created, where participants will be able to talk directly with the authors of the posters and ask questions. The technical details will be explained before and during the conference.

Poster authors may choose to prepare a classic poster in **PDF format** or an **electronic poster (e-poster)** as a short video.

- Language: The posters can be in Italian or English.
- Poster PDF: The dimensions must be 84 x 119 cm (A0, vertical).
- E-poster: **Max 4 slides**, and a **video in mp4 format** up to a maximum of **3 min**. See instructions attached or on the website www.botanicasudalpina.ch
- **Submission deadline (!): Wednesday 17 MARCH 2021.** Send Poster PDF or E-poster MP4 using SWISSTRANSFER (<https://www.swisstransfer.com/en>) and the email address sofia.mangili@ti.ch as destination.

Recording options for presentations or e-posters

For your presentation, you will need to share with us an **MP4 file** that we will broadcast during the conference (see share instructions below). There are multiple options to do such a recording, depending on your software and operating system. We highlight a few below.

POWERPOINT

In many versions of PowerPoint, you can record your slideshow as you present it and export it as a .mp4 file after you have finished recording.

Full instructions on recording: <https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>

Full instructions on exporting recording as MP4: <https://support.microsoft.com/en-gb/office/save-a-presentation-as-a-movie-file-or-mp4-4e1ebcc1-f46b-47b6-922a-bac76c4a5691>

GOOGLE SLIDES

See instructions here: <https://www.templatemonster.com/blog/turn-google-slides-into-video/>

TEAMS

If you have a Teams account, you can make a recording of your presentation with your computer's screen, webcam, and mic by having a meeting with yourself (choose "Meet now"). The recording is generally saved (and able to be edited) in SharePoint or OneDrive.

See instructions here: <https://support.microsoft.com/en-us/office/record-a-meeting-in-teams-34dfbe7f-b07d-4a27-b4c6-de62f1348c24>

QUICKTIME

If you have a Mac, you can use QuickTime to record your screen while you present from any software (NB: make sure you have turned on the record audio option). NB: QuickTime's default file type is .MOV—make sure to export it as a .MP4.

Instructions are here: <https://support.apple.com/guide/quicktime-player/record-your-screen-qtp97b08e666/mac>

Sharing your mp4 file with us

First, please name your presentation video (max. 12 min!) or e-poster (max. 3 min!) with the family name and first name of the presenting author "FAMILYNAME-FIRSTNAME.mp4".

To share your mp4 file use SWISSTRANSFER (<https://www.swisstransfer.com/en>), and send it to us using the following email address:

- for presentation videos: alessio.maccagni@unibas.ch
- for PDF poster and e-poster videos: sofia.mangili@ti.ch