

ePoster Guidelines

Dates & Deadlines

Now: [Upload site](#) open

April 1 at 12:00 PM CST: ePoster upload deadline

All ePosters are asynchronously presented and viewed electronically. Therefore, they must be narrated presentations, submitted **only in MP4 format**. Instructions on how to narrate your presentation and export it to a video file are included below.

Slide Requirements: 16:9 (widescreen) slide size

First slide: Title and author list as well as email address for correspondence

Second slide: Disclosure of relevant relationships with commercial entities

“I (or my co-authors) have nothing to disclose”

OR

“I (and/or my co-authors) disclose the following relationships:” followed by a list of the commercial companies and the nature of your relationship with them.

Last Slide: references

***Please review your mp4 file for sound/visual issues before submission. There are no slide number limits but presentations should be around 4 minutes or less in length.**

Uploading Your ePoster

1. Visit: <https://www.posnacademy.org/>

2. Log In Using Your POSNA Member Credentials

**You must be a POSNA member to upload to POSNACademy.org*

In the upper right corner, click on “Guest” and select “Login” from the drop-down menu. You will use that same username (e.g. your email) and password used to access your POSNA

account. [Troubleshooting for forgotten username/password](#). If you are not a POSNA member, email atonio@posna.org who will upload your MP4 file on your behalf.

3. **Submit Your Video:** Once logged in, click on “Add New” from the top menu and choose “Media Upload” from the drop-down list. Follow the instructions and prompts to select your video from your computer and upload it to the site. Please make sure you include the following info in the video upload fields:

- Name = Enter the title of the abstract as it appears in the Annual Meeting program
- Description = List any author(s) for the video with their credentials
- Tags = Please enter “AM25”. You may add other tags/keywords related to the topic of your ePoster.

Depending on your internet speed, uploading a video can take 10-15 minutes for larger files. **Some hospital firewalls may prevent you from uploading files and you might need to upload the files from a computer outside your institution.*

Registration Requirements

All ePoster presenters **must be registered** for the Annual Meeting by the Early Bird Deadline (April 8, 2025). The indicated presenter in the program is the individual who must be registered. Failure to register may result in removal from the program and the inability to present the following three years. Don't be a “no-show presenter.” If you are unable to present, you are required to find an *eligible* co-author to present on your behalf and notify the POSNA office of the change. If you are unable to find a replacement who meets the criteria for presenters, you will not be permitted to present an abstract the following three years. Staff will only change the presenter in the program upon written request. Urgent extenuating circumstances will be handled at the discretion of the Program Committee Chair.

For questions related to ePosters, email Lily atonio@posna.org.

Narrating Your Presentation and Exporting to Video

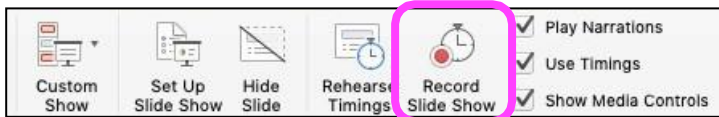


Mac Instructions

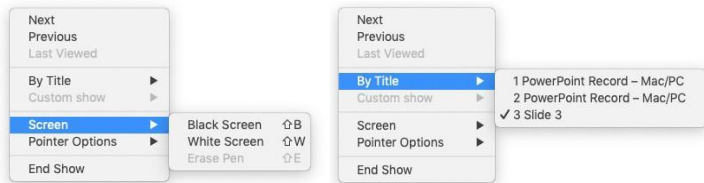
NOTE: Make sure your microphone is set up correctly. go to System Preferences > Sound

Select input and select the microphone you would like to use (internal, external, etc.)

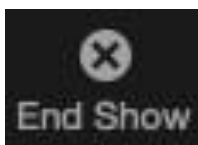
1. Prepare to Record - With your presentation open, on the **Slide Show** tab, click **Record Slide Show**.



2. During recording, use **Ctrl+Click** to access the recording commands that let you navigate through the slides, change cursors, or trigger screen blackouts or whiteouts.



3. Click **End Show** at top of screen to stop recording.



PC Instructions

NOTE: Make sure your microphone is set up correctly. Right-click (or press and hold) the volume icon on the taskbar and select Sounds.

In the Recording tab, select the microphone or recording device you'd like to set up. Select Configure. Select Set up microphone.

1. Prepare to Record - With your presentation open, on the **Slide Show** tab, click **Record Slide Show**.



2. During recording, At the top left corner of the window is the Recording toolbar, which you can use to:



: Go to the next slide



: Pause the recording



: Re-record the current slide

3. Click **End Slide Show** at top of screen to stop recording.

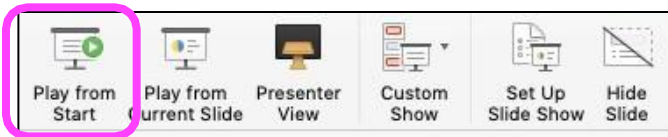




Mac Instructions

4. A **Save** dialog box appears. Click **Yes** to save your recording, or **No** if you want to record it again.

5. Click **Play From Start** to preview your recording.



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. Next you need a video file, you can save your presentation as a video with the steps below.

How to Save a Video File from a PPT Recording

For Mac, Select **File > Export**. Open the **File Format** list and select **MP4**. Select the video **Quality** you want: **Presentation Quality, Internet Quality, or Low Quality**. The higher the video quality, the larger the file size. When you've made all your selections, choose **Export**.

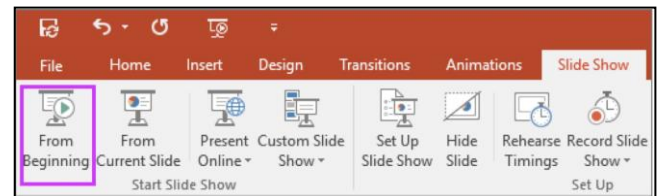
NOTE: DON'T use Save As, it doesn't offer video options. The *MP4 format* is an international standard, so it's supported more broadly, especially on hardware devices. PowerPoint 2016 for Mac doesn't support saving in a video format. Other versions of PowerPoint for macOS (2011, 2019, and the Office 365 subscription) do support this feature.)*



PC Instructions

4. A **Save** dialog box appears. Click **Yes** to save your recording, or **No** if you want to record it again.

5. Click **Play From Beginning** to preview your recording.



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. Next you need a video file, you can save your presentation as a video with the steps below.

How to Save a Video File from a PPT Recording

On the **File** menu, select **Save** to ensure all your recent work has been saved in PowerPoint presentation format (.pptx). Click **File > Export > Create a Video**. (Or, on the **Recording** tab of the ribbon, click **Export to Video**.)