



GUIDELINES FOR AUTHORS – CONFERENCE PAPERS

Congratulations on having your abstract accepted! Before preparing your presentation, please take a few minutes to read the following guidelines.

For this virtual event, all conference papers will be presented as asynchronous pre-recorded videos. In order to prepare your video file you may use any software you choose, providing that you will send the organizers an mp4 file. Helpful tips on how to record a presentation with audio and video are provided by several webinars as well as the latest version of MS PowerPoint (for instructions click [HERE](#)). To record your presentation a camera and a microphone are required.

Except for the plenary talks, there will be no live presentations of conference papers. Instead, during the conference each thematic and open section will be allocated a time slot in the programme for live, moderated Q&A discussions on the presentations previously uploaded to the conference website. Presenters will be able to access their uploaded presentations under the link provided a week prior to the conference using the e-mail address given in the registration form. Likewise, conference attendees will be able to watch pre-recorded presentations a week in advance to prepare for discussions in virtual rooms.

On the day of their scheduled appearances, presenters will be asked to join in designated virtual rooms on the ZOOM platform to participate in a Q&A session to answer questions regarding their paper. Each live ZOOM meeting will be moderated by session chairs. At the beginning of the live Q&A discussion, each presenter can be asked by the session chair to briefly (under 1 minute) recap on their study. In order to join the virtual room, simply find your session in the programme under the link provided a week prior to the conference / “Live Sessions” tab. Again, presenters will login in with the e-mail address they provided in the registration form. While joining the virtual room, please provide your first and last name so the session chair is able to verify which speakers are present.

Preparing and uploading a pre-recorded presentation to the conference website:

1. Each presentation cannot exceed the time allotted, 20 minutes.
2. If possible, presenters are asked to record their presentations in a 16:9 format ratio.
3. The required file format is a file with the mp4 extension (an MPEG-4 video file format).
4. Audio and video have to be recorded together with the presentation in slideshow mode.
5. Presenters are asked to name their file using their first, last name and abstract submission ID (SubID) with the format given below:

SubID_Surname_Firstname.mp4

Abstract submission IDs can be found in the abstract acceptance letter. Should you not be able to find it, please write to isb13@nobell.pl.

6. Please follow the [LINK](#) to upload your mp4 file.



7. **The deadline for uploading presentations is 15 June 2021.** Presentations not uploaded by the designated date may not be included in the symposium programme.

General recommendations for preparing a presentation

1. Speakers are entirely responsible for the presentation content (e.g., slide order, graphics).
2. While recording a presentation avoid bright lights and windows in the background. Front-facing natural light works best.
3. Please, avoid a cluttered and distracting background.
4. Presenters are asked to wear proper attire for the recording.

Should you need further assistance, please contact the ISB13 Symposium secretariat at isb13@nobell.pl.