



Guidelines for EAAP 2022 Presentations

All presentations must be made on-site

Theater Presentations: All regular theater presentations are allocated a time slot of 15 minutes. This includes 12 minutes for the presentation, followed by 3 minutes of discussion. Invited talks of 30 minutes or more should allow at least 5 minutes for discussion during the time slot.

Format:

- 16:9 aspect ratio must be used.
- Supported formats are PowerPoint (*.ppt) or PDF (*.pdf) (Apple keynote is not supported.)
- There are no restrictions regarding the size of the presentation file.
- If you are including videos in your presentation, please note that PowerPoint does not automatically embed video formats into the template. We recommend checking your presentation on another computer before the conference to ensure the videos work as intended.

Please save your slides to a USB stick. Please name your presentation as (EAAP22_sessionnumber_nameoffirstauthor). Once you have arrived in Porto, there will be an uploading desk at the congress center to transfer your presentation.

Please upload the presentations at least half a day before your session.

Posters: All poster presentations will be virtual. However, you have to be in person for discussion of your poster. You should prepare a video for online display and a PDF file with your poster for presential discussion in the allocated session.

Video:

- The poster should be prepared in Microsoft PowerPoint and should be no longer than 3 slides. These slides can be used to show zoomed in sections of your poster.
- You can then use the 'Record Slide Show' function in PowerPoint to present your poster. The maximum time for explanation of posters is 3 minutes.
- Once recorded, the presentation should then be exported in video .mp4 format. Please note that the maximum video size accepted is 130MB.
- Please upload you video in the following link - <https://meetings.eaap.org/file-poster-upload/>.

PDF:

- Create your poster in a single slide and upload this as a pdf for viewers to see on the virtual platform and to be displayed for the presential discussion at the allocated session. Download template below:

[E-Poster Template](#)

Please save your file as (EAAP22_sessionnumber_nameoffirstauthor_poster) no later than August 23rd 2022.

Posters (video and PDF) will be available on our virtual platform throughout the meeting and visitors will have the possibility to leave their comments in a chat where the author can then respond. During the assigned session, the author should be present in the allocated session in order to participate in the presentation and discussion. The assigned session for the poster has been communicated to the presenting author