Poster & Free Paper Requirements

Format of your PowerPoint presentation:
- Slide should be in 16:9, widescreen
- Size of slide should be the default setting: 33.867 width x 19.05 height
- Minimum font size should be: 14
- Maximum number of slides: 5 slides

A) Poster and Free Communication Paper:
If you don't have any videos or animated graphics in your poster:
Please send in the poster as a PowerPoint presentation or as a .jpg.
To save your Powerpoint as a .jpg, follow these steps:
1) Select "File"
2) Select "Save as"
3) Select the location where you want to save the file, type in the file name and change the format from ".ppt" to ".jpg"
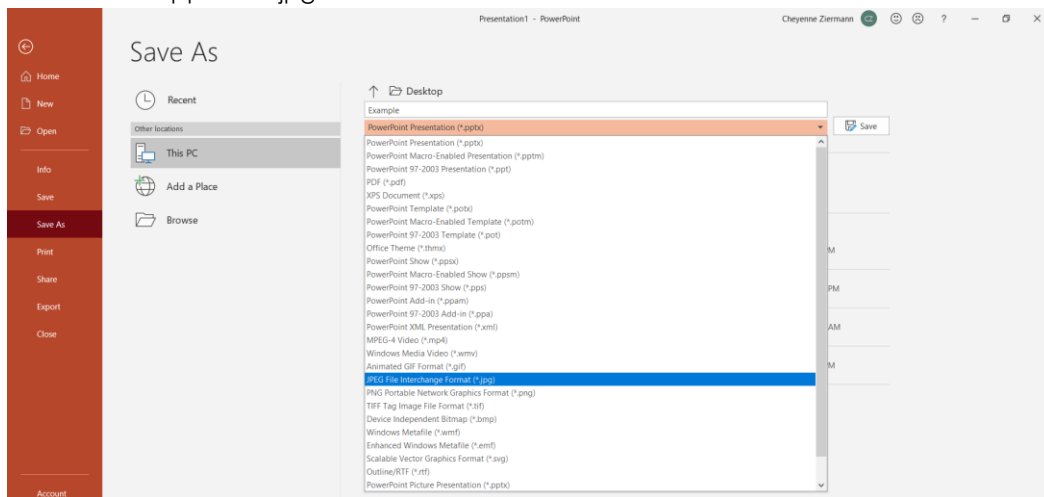
B) Poster only: If you DO have videos or animated graphics in your poster:
You need to convert your presentation into a video **(maximum 500MB)**. To do so, please execute the following steps:
1) Select "Slide Show" in the menu
2) Click on "Record Screen Slide Show." Clicking the lower half of the button gives you the option to start recording from the beginning or from the current slide.
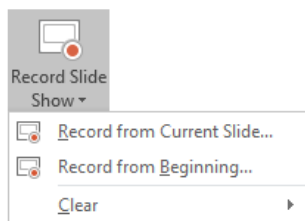
3) The slide show opens in the recording window (which looks similar to presenter view), with buttons in the top left corner for starting, pausing, and stopping the recording.

4) Click the round, red button (or press R on your keyboard) when you are ready to start the recording. A three-second countdown ensues, then the recording begins.


- The current slide is shown in the main pane of the recording window.
- You can stop the recording at any time by pressing Alt+S on your keyboard.
- Pressing the arrows on either side of the current slide allows you to move to the previous and next slides.
- PowerPoint for Microsoft 365 automatically records the time you spend on each slide, including any Animate text or objects steps that occur, and the use of any triggers on each slide.
- You can record audio or video narration as you run through your presentation. The buttons in the lower-right corner of the window allow you to toggle the microphone, camera, and camera preview on or off:
- On/off buttons for the microphone, camera, and camera previewing window look like this:

- You can also re-record by going to Slide Show > Record Slide Show.
5) To end your recording, select the square Stop button (or press S on your keyboard).
   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. However, if you need one, you can save your presentation as a video with a few extra steps.
6) Preview recorded slide show:
   On the "Slide Show" tab, click "From Beginning" or "From Current Slide".
   During playback, your animations, inking actions, audio and video will play in sync.
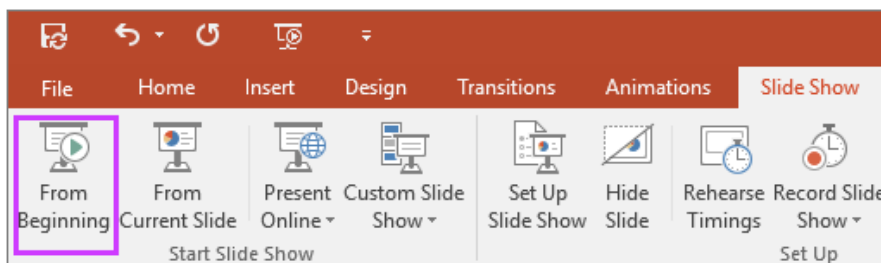
7) To then save the file as a video:
- Select "File"
- Select "Save as"
- Select the location where you want to save the file, type in the file name and change the format from ".ppt" to ".mp4" (MPEG4-Video)