



ESB 2021

**FUTURING
BIOMATERIALS**

31st CONFERENCE OF THE EUROPEAN SOCIETY FOR BIOMATERIALS
TOGETHER WITH THE 43rd ANNUAL CONGRESS OF THE IBERIAN SOCIETY OF BIOMECHANICS AND BIOMATERIALS (SIBB)



5 – 9 SEPTEMBER 2021 / PORTO, PORTUGAL

Oral & Poster format Guidelines

This table gives you an overview of the most important tasks or questions you may have. You will find more information in the text after the table. Here is the main information for you in an overview:

Task	Oral Presentation
File format for presentation slide(s)	PDF, PPTX (< 50 MB)
Page limit / outline	Not restricted / 16:9 ratio
Upload	Video presentations with slides are mandatory . Presentations files (with slides) are optional but would be great!
Video format	MP4 / 1080p (< 1 GB)
Video length	10 min for oral from abstract authors 25 min for Keynote talks
Best browser solution	The <u>preferential</u> browser to use are Google Chrome or Edge Chromium <u>Do not use VPN connections!</u>
Deadline to upload your files	Thursday, August 12, 2021
The session at which you present	<ul style="list-style-type: none"> - We ask you to log in to the session 15 min before it starts; - Your webcam and microphone must be activated by you; - Your presentation will be announced by a moderator / chair person; - At the end of your talk 5 min discussion time is scheduled; - Keynote speakers with Zoom presentation: The technical support releases your screen and you can start your presentation - from then on you are visible and audible for the auditorium; the QA will be immediately after your talk. - Abstract authors with oral presentation: The technical support will start your uploaded pre-recorded video presentation.
Security / restricted access	All provided files can only be viewed or downloaded by registered attendees (individual password protected access). Public access is not possible.
General Questions	info@esb2021.org
Contact if you have technical questions (e.g., upload error, mp4 too big, etc., to the conference tool)	info@esb2021.org <u>AND / OR</u> support@eventclass.org



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1. Information for speakers of the Live, Pre-Recorded and Poster presentations during the ESB 2021

1.1. General

By submitting your contribution, you accept the publication of your material in the context of the **31st Conference of the European Society for Biomaterials (ESB)**, together with the 43rd Annual Congress of the Iberian Society of Biomechanics and Biomaterials (SIBB). Slide presentations are available to registered participants of the virtual conference as PDF download, **only** if the presenting authors confirm their wish to share during the presentation upload. All oral sessions, including live discussions, will be recorded and made available at the platform for a short period. Video presentations are protected from download, as well as from access via foreign domains and can only be accessed from the secured conference platform.

1.2. Preparation of your presentation(s)

1.2.1. Abstracts

All invited speakers are requested to first submit an abstract of their presentation. This is necessary as the congress virtualisation platform is based on the abstracts. If not finished yet, please submit your abstract via the platform at the following link: https://eventclass.org/contxt_esb2021/ **until July 20, 2021.**

All presenters from abstract submission already have submitted an abstract. **NO ACTION IS REQUIRED!**

1.2.2. Slide presentation

Please prepare a MS PowerPoint slide presentation as the basis of your video presentation. Your presentation should be prepared in **16:9 aspect ratio** and should not exceed the maximum size of 200 MB. Please disclose any potential conflicts of interest at the end of your presentation, or indicate that there are no conflicts of interest.

1.2.2.1. Video presentation of abstract authors with oral presentation

Please record your created presentation as a video in advance of the event. This pre-recorded video presentation will be played during the session. All authors are expected to be present during the session for the live discussion at the end of each session / pre-recorded talk.

1.2.2.2. Video presentation of invited keynote speakers

We would be happy if you could present your invited talk live via Zoom. Nevertheless, we kindly ask all invited speakers to provide a pre-recorded video presentation which will serve as a backup, should unforeseen events prevent you from presenting live.



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Recording your presentation with MS PowerPoint (Windows)

MS PowerPoint already provides suitable tools for recording. You can find instructions on how to proceed with recording divided by the MS PowerPoint version you are using (Office 365, 2010, 2013 - 2019, macOS) at the following link:

[Record a slide show with narration and slide timings](#)

Once you have added an audio track to your presentation, export your presentation as an MP4 video file as described in the following links:

[Turn your presentation into a video](#) - When exporting, select the "Presentation quality" option 1920x1080 pixels (Full HD, 1080p)

Recording your presentation with Keynote (macOS)

If you use Keynote as a presentation program, you can find instructions on how to record your presentation with Keynote (MacOS) behind the following link:

[Record Keynote presentations on Mac](#)

Follow the link below and you will learn how to export your recorded Keynote presentation to a MP4 video file: [Export as *.mp4 files under macOS](#)

Alternative recording options

As an alternative to the PowerPoint on-board tools, or in case you use a program other than MS PowerPoint to produce your presentations, you can also use freely available add-on programs, such as OBS (Open Broadcaster Software) to create your video presentation. These are very intuitive to use and also produce high quality presentation videos ([Download Link OBS Software](#)).

For this purpose, we recommend a [video tutorial](#) that explains how to perform a screen capture including webcam on your device with OBS.

Your produced video should meet the following criteria:

Resolution: **1920 x 1080 pixels (Full HD, 1080 p)**

Size: **1 GB maximum**

File format: **MP4**

Length/Time: The length depends on the time available for your presentation in the program window. Please check the online program for more information, it will be available mid of July. Oral presentations from **abstract authors** are scheduled with 8 min of presentation time, means you record a 8 min video presentation. **Keynote speakers** (invited keynote speakers and symposia keynote speakers) prepare 25 min of presentation, **plenary speaker** 40 min of presentation.

1.2.3. Submission of your presentation

Please submit your video presentation together with your slide presentation electronically.



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Please log in to the Abstract/Conference Management with the data used when submitting your contribution at https://eventclass.org/contxt_esb2021/. The functionality to upload poster and video presentations is already activated.

After you have successfully logged in, you find the "Upload" link under submissions. It will take you to the upload form for your contribution. The upload itself is self-explanatory. If you want to change an already uploaded file, please repeat the upload with a more recent file version. The newer file replaces the existing version. If the upload fails for whatever reason, please send us your file(s) via WeTransfer (<https://wetransfer.com/>). In doing so, send your transfer to abstract@eventclass.org and leave a note in the comments field with your name, email address and title of your contribution so that we can match your presentation(s).

The deadline for presentation submission is **Thursday, August 12, 2021**.

1.2.4. Briefing and training (invited keynote speakers with live Zoom presentation only)

In order to ensure a smooth process during the live transmission, we cordially invite you to a test in advance. On the one hand, your computer technology will be checked for compatibility, and on the other hand, we will give you a short introduction to the video meeting system (Zoom) used. Experience shows that the test takes about 15 min in advance. We will send you a booking link for your individual appointment in August.

1.2.5. Technical requirements (invited speaker with Zoom presentation only)

Internet connection

A stable internet connection is required. The bandwidth should be at least 10 MB/s for download and 2 MB/s for upload. If possible, please use a wired internet connection (LAN) on your end device. An internet connection via W-LAN should be avoided.

Browser

We recommend the use of an up-to-date browser such as Firefox or Google Chrome. Please make sure that these are updated (available updates are installed). If none of the listed browsers are installed, we ask you to install one of the variants in advance.

Download link for Firefox: <https://www.mozilla.org/de/firefox/new/>

Download link for Google Chrome browser: <https://www.google.com/chrome/>

Equipment

Webcam: This should be functional as a separate optical recording device, or as a solution integrated into the end device.



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Microphone: The use of a headset connected to your end device is recommended. Alternatively, a solution consisting of microphone and loudspeakers integrated in the end device can be used (not recommended).

Please check your technical devices in advance for image and sound quality and familiarize yourself with the operation of the devices.

Zoom account (optional)

All live presentations will be conducted via the Zoom video platform. If you do not already have a Zoom account, please register for a "free registration" on the website <https://Zoom.us>. This will expedite access prior to the event and briefing.

1.2.6. The day of your presentation

In good time before the start of the event, you will receive your access data to the virtual conference platform by email. We kindly ask you to log in to the virtual waiting area at least 15 min before the start of the session.

Best practice / checklist for your live presentation

- Webcam and microphone are switched on at your device;
- A contact person is available in the waiting area to answer any technical questions you may have;
- Please ensure a distraction-free environment during your presentation, put your phone on silent, close applications you do not need and your email inbox.

Your presentation - invited speakers with Zoom presentation only

Your presentation will usually be announced by a moderator / chair person. The technical support releases your screen and you can start your presentation. From then on, you are visible and audible for the auditorium.

At the end of your talk the QA will follow. Chair persons will read out questions from participants asked via Zoom Q/A.

Your presentation – abstract authors with oral presentation

Your presentation will usually be announced by a moderator / chair person. The technical support will start your uploaded pre-recorded video presentation. At the end of your presentation a discussion is scheduled. We ask you to log in to the session 15 min before it starts. Switch on your microphone, chair persons will read out questions from participants asked via Zoom Q/A.



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Additionally, participants can use a forum at the virtual platform to send questions or comments concerning your presentation. You will receive an email if a comment was sent, your answer will be also end in the attendee's inbox.

We wish you much success at the ESB Conference 2021.

1.3. Questions / contact

If you have any questions, please do not hesitate to contact us at:

1.3.1. Organizational

Conference Secretary ESB 2021

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1.3.2. Technical questions

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