

## Instructions for oral presentation and/or virtual posters

Submissions for oral and virtual poster presentations should be submitted as a power-point presentation, **no more than 6 slides** total.

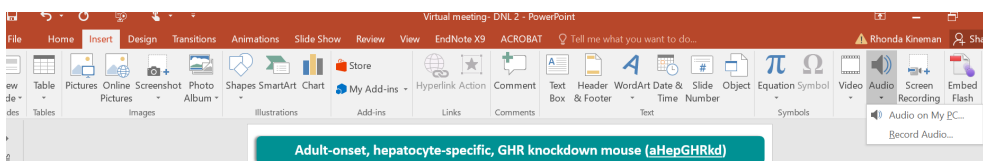
To be considered for a short talk, submit presentations by 12 noon, September 12, 2021. For virtual poster presentations, submit presentations by 12 noon, September 24, 2021.

Submit all presentations to Leigh Hellman by email ([lhellm2@uic.edu](mailto:lhellm2@uic.edu)).

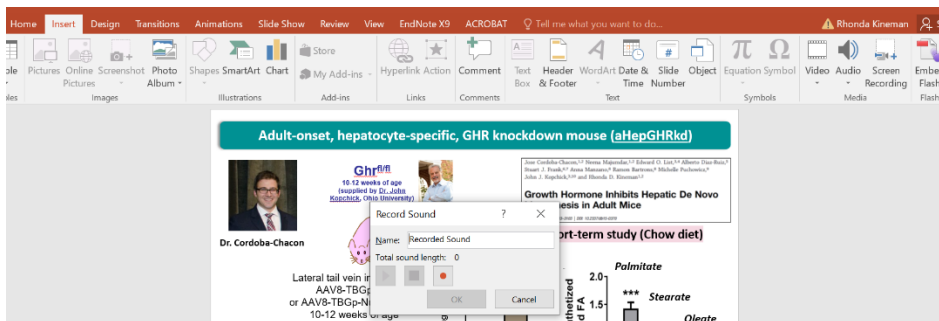
### Guidelines:

- 1) The first slide should contain the title, authors, affiliations and abstract.
- 2) The remaining 5 slides can be used to summarize the approach (methods), results and conclusions. You can put more than one figure/slide with associated text to describe, but make sure each slide is not too crowded and clearly highlights the main points.
- 3) **Do NOT** use animations or videos.
- 4) However, you are encouraged to include a 5 minute (no more than 300 second) audio recording, summarizing the key points of your work. This will be very helpful in evaluating posters submitted for consideration for an oral presentation and/or a poster award.
- 5) We realize there are many ways to record your powerpoint with audio. To make the presentation styles and platform accessible to all, please follow the directions below.
- 6) For simplicity and to minimize file size (<10MB) an audio can be inserted in each slide, with combined duration no more than 5 minutes.
- 7) To insert audio (using PPT on a PC) – see screen shots below showing each step.

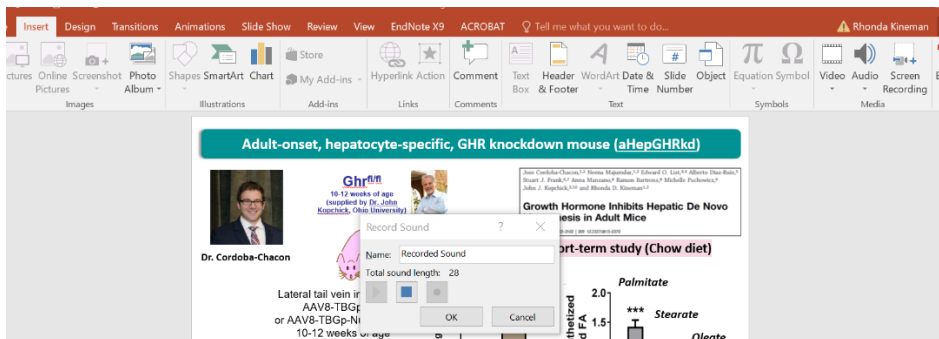
- Select “insert” in top bar



- To the right you will see an “audio” button
- Press “record” and a window will pop up with a red button. Press the red button to begin to record.



- You will see the seconds counting up for you recording.
- Press “OK” to save the recording, for each slide.



- 8) Email PPT file to Leigh Hellman ([lhellm2@uic.edu](mailto:lhellm2@uic.edu)) and Jenibe Temiquel ([Temiquel@uic.edu](mailto:Temiquel@uic.edu)) indicating if you want your presentation considered for an oral presentation. All submissions will be considered for a poster award. Include your full name and professional status (undergraduate, graduate student, post-doc, etc...) and institution.