

Pre-recording Presenter Instructions

Symposium

All symposia will be held for a total of 60 to 90 minutes. If the presentation exceeds the 90 minute time limit, it will get edited to only the allotted time. All symposia are to be conducted in English only, pre-recorded with audio in advance and visible to congress registrants from May 26th. Q&A will be optional, but there will not be an opportunity in the congress. The secretariat will not act as a mediator for any questions related to the presentations. Please provide correspondence to any questions on your own within the slides as part of the presentation.

Registration

Registration Deadline for presenters has been updated!

If you have not fully paid for your registration by **April 11th, 2021** your abstract will be automatically removed.

About Registration: <https://ipos2020.com/ipos2021/registration/index.html>

Registration Form: https://a-youme.jp/ipos/entry/c_register/enter.php

Zoom Instructions

To make sure there are no any overlapping dates for each recording session on Zoom, please tell the secretariat 3 dates (all before March 20th) you're available to record by **February 10th**. The secretariat will be creating the Zoom link and sending to chairs via e-mail.

(Please make sure you set all of the conditions below):

- Be sure to un-check the "Use Presenter View" box in PowerPoint before the session.
- Please find the Zoom link the secretariat sent via email to chairs in advance.
- Once you enter Zoom, the recording will start automatically until you leave and is saved to the Cloud. When you start a session, please say the session number and the start signal (e.g., "SY10, Start"). We will edit from the beginning until you have signaled.
- The name on Zoom will also be recorded, so please change it to the same name as the abstract (first name, last name). Instruction on how to change your name on Zoom can be found here: [Changing Your Name in a Zoom Meeting](#)
- You can use the congress graphics for your Zoom Virtual Background. They are available to download from [the congress website](#). Instructions on how to use this background can be found here: [How to use a Virtual Background](#)
- If you need any other edits to be done by the secretariat, please contact and indicate where to edit within 3 days of the recording with the approximate time, who gave the presentation,

which slides and what happened.

- AVOID having text at the very top of your slides. The text might end up covering the video screen while you are presenting, so please be aware.



- ONLY the presenter should have their video and audio turned ON.
- If you are not presenting, please turn OFF your video and mute the audio.
- Right at the start of the session, everyone's video should be on for an opening greeting, but MUTE the audio. Only the speaker will have their audio with video on.
- During discussions, everyone should have their video on.
- Speaker during discussions should have audio on, while everyone else is on mute.
- Screen share ONLY if you are using slides. Please turn it off otherwise.

If you experience any difficulties uploading your files, please contact congress@ipos2020.com for further assistance.

Resources

- [Creative ways to film yourself](#)
- [Quality Video from your smartphone](#)
- [How To Record a Zoom Meeting](#)
- [How to Share your screen](#)
- [How to use a Virtual Background](#)
- [How to change Zoom Name](#)