

# **PRESENTATION GUIDELINES FOR ACMAP 2022**

## **ORAL PRESENTATIONS**

### **1. In-person oral presentations:**

Participants giving their oral presentation in person will prepare a slide deck (PPTx files only) in wide format (16:9) that must be sent to [alok\\_arun@br.inter.edu](mailto:alok_arun@br.inter.edu) with copy to [rosenidvega@br.inter.edu](mailto:rosenidvega@br.inter.edu) at least 24 hours before your session starts. All talks would be recorded and broadcasted live to ensure the availability to all virtual attendees. Participants will receive an email notifying them of duration of the talk.

### **2. Virtual oral presentations:**

Virtual oral presenters have the option of recording their presentation or presenting it live. Pre-recorded/live talks would be broadcasted live to ensure the availability to all virtual attendees. Participants will receive an email notifying the duration of the talk as well as the link to present their talk 48 hours in advance.

### **Recording instructions:**

Please record your presentation and send it to [alok\\_arun@br.inter.edu](mailto:alok_arun@br.inter.edu) with copy to [rosenidvega@br.inter.edu](mailto:rosenidvega@br.inter.edu) no later than **June 24, 2022**. Do not use the recording capability built into PowerPoint. We have found the resulting MP4 will not result in a good quality recording. **Accepted Video Formats:** MP4, MOV

**IMPORTANT:** Do not record your screen with a higher resolution than 1920 x 1080. If your computer's resolution is higher than that, please change this to a maximum of 1920 x 1080. The following screen recorders will do an excellent job of recording your slide presentation.

- For Mac — use the screen-recording feature built into **QuickTime Player**, and send us the recording as a QuickTime (.mov) file.
- For Mac — use the screen-recording feature built into **Keynote** (included with most Apple devices), and send us the resulting M4V file. To edit the recording created with Keynote we recommend **iMovie** (included with most Apple devices). Please save your file as: Resolution: 1080p, Quality: high, and Compress: Best Quality and send us the MP4 recording.
- For Windows or Mac — **Zoom Meeting Application** (free account) and send us the MP4 recording.
- For Windows or Mac — **TechSmith Snagit** (free 15 day trial), and send us the MP4 recording.

## **POSTER PRESENTATIONS**

### **3. In-person poster presentations:**

Participants giving their poster presentation in person will prepare both a printed poster for display at the ACMAP Conference in Puerto Rico and will send a PDF version (not exceeding 10 Mb) no later than 22<sup>nd</sup> June 2022 to [alok\\_arun@br.inter.edu](mailto:alok_arun@br.inter.edu) with copy to [rosenidvega@br.inter.edu](mailto:rosenidvega@br.inter.edu). Poster presenters may record an optional short video (under 3 minutes) describing their poster that will be available on-demand to all ACMAP2022 participants. Recording instructions can be found at the bottom of this page.

Posters should be prepared and printed with maximum final dimensions under 41 x 42 inches. Posters will be displayed on a bulletin board that you will choose. Tacks will be provided in Puerto Rico, but also consider bringing a few extras. All posters should be hung in the designated area (*follow the signs to “Poster Hall” at the Bayamon campus of Inter American University of Puerto Rico*) on Tuesday, June 29 between 8:00 am – 1:00 pm.

All posters will need to be removed from the poster hall by 1:30 pm on Wednesday, June 30. Posters remaining after the removal period will be taken down and recycled by ACMAP2022 staff.

### **4. Virtual poster presentations:**

Virtual poster presenters must record their poster in the form of a presentation (3 minutes maximum) and prepare a pdf of their posters. PDF files of posters (not exceeding 10 Mb) must be sent no later than 22<sup>nd</sup> June 2022 to ([alok\\_arun@br.inter.edu](mailto:alok_arun@br.inter.edu) with copy to [rosenidvega@br.inter.edu](mailto:rosenidvega@br.inter.edu)) Recorded poster talks would be available on demand to all participants.

#### **Recording instructions:**

Please record your presentation and send it to [alok\\_arun@br.inter.edu](mailto:alok_arun@br.inter.edu) with copy to [rosenidvega@br.inter.edu](mailto:rosenidvega@br.inter.edu) no later than **June 24, 2022**. Do not use the recording capability built into PowerPoint. We have found the resulting MP4 will not result in a good quality recording. **Accepted Video Formats:** MP4, MOV.

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- For Windows or Mac — **Zoom Meeting Application** (free account) and send us the MP4 recording.
- For Windows or Mac — **TechSmith Snagit** (free 15 day trial), and send us the MP4 recording.

### **VIRTUAL ATTENDEES:**

Registered individuals (who have completed the payment) attending the ACMAP 2022 Conference virtually will receive an email on 25<sup>th</sup> June 2022 notifying them of the zoom link through which they can attend the conference.