



# PHSU-PRI Annual Scientific Conference

## POSTER PRESENTATION

### Presentation Type

Pre-recorded live mode and printed for display  
(The video is required for evaluation purposes)

### Length

The video should be 3 minutes maximum.

### Definition

The scientific poster presentation provides a forum for brief discussions of the objectives, methods, results and conclusions of a specific study. Narrative and visual material such as photographs, charts, and diagrams may be used. The presenting author must provide email to answer questions from the judges.

### Poster Display Dimensions

The poster must be **vertical** in the following dimensions:

3 ft (36 in) in length

4 ft. (48 in) in height

### Video Presentation

The scientific poster presentation must be made in PowerPoint (3 to 5 total slides approximately)

#### ➤ Cover slide

The cover slide, also known as the first slide, must have (see image below as an example):

- Logo and brand of the institution you are representing
- Title
- We will add presentation number
- Name of all authors
- Institutional affiliation of the authors



➤ **Graphics & Format (only for PHSU and PRI participants)**

If you do not have the guidelines, please request them via email at: [sbatista@psm.edu](mailto:sbatista@psm.edu), or [marsantiago@psm.edu](mailto:marsantiago@psm.edu). If you are from PHSU you must follow the *PHSU Brand Guidelines*.



## Video Recording from Home or Office

Video record your poster presentation using PowerPoint from your home or office.

➤ **Using PowerPoint**

Set your PowerPoint presentation as usual to record your presentation on PowerPoint.

- Below are some examples of how to do it:

Video: [How to Record a PowerPoint Presentation](#)

Video: [How to Record a PowerPoint Presentation & Tips](#)

- Record narration and timings (Use video and audio).

1. Select **Record** > Choose **Cameo** – insert all slides
2. Choose options: **Record from Beginning** - to record from the beginning of a presentation
3. When you're ready, select the red circle on the top to **Start Recording** and start speaking.

**Note:** Narration won't record when slide transitions happen so let these play first before you start speaking.

- Manage narration and timings

There are different ways to manage recordings in your presentation:

- **Pause** - to pause a recording
- **Stop** - to end a recording
- **Replay** - to replay a recording
- **Pen, Highlighter, or Eraser** - use the pen, highlighter, or eraser tools to mark up your recording

- Remove narration or timings

An audio icon appears on a slide when the narration is available. You can also remove narration or timings from your slide.

1. If you're in record mode, select **Clear**.
2. Choose from two options:
  - **Clear Recording on Current Slide** - to delete narration and timings on the current slide
  - **Clear Recording on All Slides** - to delete narration and timings from all slides at once

- Save a recording

When you're done recording, export your presentation as an **mp4 video**.

1. Select **Export** at the top right of the recording screen.



2. Place a file name
3. Browse and select where you wish to save your video
4. Select **Export Video**
5. Submit your video [HERE](#)



**Note: Max capacity is 500 megabytes**

### Poster Presentation Submission

- Send your presentation by submitting the video [HERE](#) *no later than April 11, 2025.*
- Submit your poster following these instructions:
  - Pre-record presentation in **.mp4** file
  - **3 minutes maximum**

### Commercialism

Posters must avoid commercialism, promotion, or advertisement. Posters that are deemed to be commercial, promotional or advertisement will be taken down.

