AGS21 VIRTUAL

AGS 2021 VIRTUAL ANNUAL SCIENTIFIC MEETING
MEETING DATES: Thursday, May 13—Saturday, May 15
PRE-CONFERENCE DAY: Wednesday, May 12

AGS Geriatrics Healthcare Professionals
Leading Change. Improving Care for Older Adults.

ePoster Presenter Instructions

ePoster presenters must submit their ePoster as a small MP4 file (video file) presentation. The MP4 file should be **no more than 5 slides and a total recording time of no more than 5 minutes in length**.

MP4 files are due no later than **April 7, 2021***

We will send you separate instructions for uploading your presentation.

*The MP4 file for ePoster presentation has a firm deadline of April 7, 2021. There will be no extensions to this deadline. The upload system will not allow any MP4 files to be uploaded after the April 7 deadline. The MP4 file must be recorded by you and uploaded to the site. AGS Staff cannot upload MP4 presentation on your behalf.

MP4 Guidelines:
We recommend you prepare a maximum of 5 slides. The first slide should contain your abstract title and your conflict of interest disclosure information. The other slides should contain the following: Introduction or Background, Methods, Results, and Conclusions, or similar scientific process. The last slide may include acknowledgements (no corporate logos), contact information if you choose, and the date and time of your "live" poster presentation. A PowerPoint template for your ePoster is available here: https://meeting.americangeriatrics.org/submissions Record your MP4 file with audio, with you verbally presenting the information for your slides. **ePosters may not contain any corporate logos or branding. Utilize generic drug or therapy names where available.**

Naming Your MP4 File
Be sure to name your file with the following format:

Your Last Name and the first few words of your poster title
> Example 1: Smith Antihypertensive Deprescribing
> Example 2: Moore Cerebral Cortex AB

Do not name your file "AGS" or "AGS21".
When naming your file, please keep the length under 30 characters and do NOT include special symbols ($ & + , / : ; = ? @ " < > # % { } | \ ^ ~ [ ] `) as this will prevent your presentation from uploading through the submission website.

How to Create an MP4 ePoster Presentation
- Download the PowerPoint Template.
- Record yourself presenting. This can be done via Zoom (instructions below), your computer, or your institution's studio. As a reminder the maximum length for ePoster recordings is 5 minutes.

- Save your presentation as a .MP4

How To Record Your Presentation Using Zoom
- Visit https://zoom.us/ in a web browser.
- Create a Zoom account – either free or licensed will work.
- Download and install the Zoom desktop app for Mac or Windows at https://zoom.us/download
- Open and sign into the Zoom desktop app.
- Select **New Meeting.**
- Select either **Join with Computer Audio** or **Phone Call** to select your microphone input.
- Make Zoom window full screen.
- Choose **Share Screen** and select a window to show your slide presentation.
- Position and resize speaker video in lower right-hand corner so that it does not obscure any of your slide content.
- Make presentation full screen and enter presentation display mode.
- Choose **Record on this Computer** from the **More…** dropdown in the Zoom controls at the top of the screen.
- Record your presentation, keeping an eye on your time. *Rerecord if your presentation runs longer than 5 minutes.*
- Choose **Stop Recording** from the **More…** dropdown in the Zoom controls at the top of the screen.
- Exit your presentation.
- Choose **Stop Sharing** from the Zoom controls at the top of the screen.
- Choose **End**, **End Meeting for All** in the lower right-hand corner.
- Zoom will convert the meeting recording into an MP4 video file, named **zoom_0.mp4**. If you make multiple recordings, the files will be named sequentially – zoom_0.mp4, zoom_1.mp4, zoom_2.mp4, and so on.
- Rename your recording file to your last name + the first few words of your poster title (e.g. "Smith Antihypertensive Deprescribing") so that it is identifiable.
- Zoom will automatically save the recording in a folder the program automatically creates and opens to view upon completion. We recommend that you move or copy the recording to you desktop so you can find it easily.
- **Your recording is now ready for uploading for the AGS 2021 Virtual Annual Scientific Meeting! We will forward separate instructions for uploading your presentation.**

Zoom: Record a Zoom