APBEN Annual Conference 2022

The New Norm of Professionalism and Bioethics and Beyond

Instructions for Presenters: Poster Presentation and Video Submission

---

Presentation Materials (two items)

[Item 1] A pre-recorded video presentation
- No longer than 4 minutes.
- The video presentation and abstract will be made available on the conference website.

[Item 2] A "Take-home-message" slide
- A single PowerPoint slide you are going to present during the 3 minutes live presentation.
- The team will share the slide on screen for you during your assigned LIVE session.

The above Items should be submitted to apben@cuhk.edu.hk by **30 April 2022 (Saturday)**.

NOTES TO PRESENTERS

Prior to Conference

1. Please prepare **a pre-recorded video presentation [Item 1]** and **a take-home-message slide [Item 2].** Instructions can be found on the next page.
2. The video submitted will be deemed as final and no further changes are allowed.
3. All the submitted videos and abstracts will be housed on the conference website and made available to the public prior to the event day.
4. Please send your video to the conference email: apben@cuhk.edu.hk. You may share with us the link for downloading the video if it is hosted on Google Drive/dropbox/Office 365.

During the Conference

Presenters will be grouped by theme in the Zoom virtual meeting room. We shall inform you of the date, time and link for joining the meeting room in a separate email. The audiences are expected to have reviewed the video prior to the LIVE event.

At the LIVE session, you will be invited to give a **3 minutes presentation** using the **Take-home-message slide [Item 2]**, followed by a **3 minutes Q&A (i.e. 3 + 3 minutes)**.

INSTRUCTIONS FOR PREPARING THE PRESENTATION MATERIALS

[Item 1] The pre-recorded video presentation

- Author your video in **MPEG-4 (.mp4) file format** and <u>**should not be longer than 4 minutes**</u>.
- The video presentation should be in English and **landscape orientation 16:9 (widescreen)**.
- The video will contain both your content slide and a voice-over.
- Recommended platforms for creating video presentations: PowerPoint, Panopto, or Zoom.
- This recording will not be shown live during the presentation

[Item 2] The Take-home message slide

- A single PowerPoint slide for your 3-minute LIVE presentation.
- The slide should be in English and landscape orientation.
- Slide dimensions - In MS PowerPoint, go to Design -> Slide Size -> **16:9 (widescreen)**.
- Text used for the PowerPoint <u>**should not**</u> be smaller than font size 14.
- Title is to be stated at the top of the slide.
- Name(s), department(s), institution(s) and country of author(s) should be stated clearly, directly below the title. **Name of the presenter in bold.**
- The slide should contain the following headings: Introduction, Methods, Results, Conclusion, where applicable.   (**Suggested revision:** The slide should contain headings wherever appropriate.)
- Avoid overloading the slide with text, or images with small elements to allow for better reading.
- A suggested format of the slide as below:

TITLE OF PRESENTATION
Name 1 (presenter), department, institution, country (row 1)
Name 2, department, institution, country (row 2)

HEADING 1
Content

HEADING 2
Content

HEADING 3
Content