

# Information about Video Poster or Oral Presentation

**April 30th, 2022:** April 30, 2022: Deadline for communicating the final acceptance of works to the authors, as well as the type of presentation (video poster or oral), confirmed by the Scientific Committee of the event.

**May 30th, 2022:** Deadline for authors to upload video posters (maximum 5 minutes each) to YouTube.

**06th to 08th 2022:** Period of execution of CBC.TCS.2022 (04 conferences, 10 symposia and presentation sessions - oral and video poster).

**June 9th, 2022:** Day of the 07 mini-courses.

Participants may choose to present their work in the following formats (oral or video poster), which will be informed by the authors in the abstract to be submitted. However, the **final decision** of each presentation will be communicated to the authors until **April 30th, 2022**.

**Oral Presentations:** Due to time limitations in the event's schedule, the Scientific Committee will need to select 32 works for oral presentation only. For such thing, it will be considered the first option initially made by the author, although some who opted for the panel presentation could also be consulted about the possibility of presentation their work in oral format. Each oral presentation will have a **maximum duration of 10 minutes**. Thus, we ask authors to size their presentation for this time, avoiding delays in the event's schedule.

**Video poster presentations:** They will occupy most of the event (85% of the submitted works), consisting in the recording of a video presentation with a **maximum duration of 5 minutes**, following the rules, examples and tutorials that will be demonstrated below. The slides must present their texts in English, requiring special attention when reviewing them (if you deem it necessary, consult a native speaker). The presentation can be done by the author in their native language during it, however, in this case, **subtitles in English** must be inserted in the videoposter, according to the rules and tutorials below. Videoposters must be uploaded to YouTube, with the link inserted on the congress website ([www.cbc-tcs.com](http://www.cbc-tcs.com)), in the ABSTRACTS' menu, until **May 30th, 2022**. Videoposters will be available to attendants from the very first day of the event (June 06th, 2022), with a list of papers and respective links to be made available in due course.

During the conference, the videoposter's author must be online at the individual presentation room that will be announced shortly, during the entire time established for the presentation (see the **Scientific Program** on the event's website - "**SCHEDULE**" menu), consulting the Videoposter Session). On this occasion you will be able to answer the questions by the evaluator and others present.

## Video Poster Development

- Plan a succinct structure for the content to be presented. A compact structure should sport the following topics: **Title, Authors & Home Institutions** (Slide 1); **Introduction & Aims** (Slide 2-3); **Development** (Material & Methods: Slide 3); **Results & Discussion**: Slide 4-5); **Conclusion** (Slide 6); and **Bibliographic References** (Slide 7). However, the quantity, design and creativity in the making of the slides are up to the authors, as there are presentations with 15 slides that may be adapted to speech during the 5 minutes of videoposter duration.
- The videoposter can be recorded with a cell phone, tablet or digital camera, as long as it uses the **landscape layout (horizontal image)**. Another option is to record a video by capturing the screen and the audio, using your computer. Below is a **suggestion of some softwares** that can be used for editing, screen capture, audio capture and their respective tutorials.
- Once completed, the videoposter must be uploaded to YouTube by the author. This platform accepts several formats for uploading, but, based on previous experience, we recommend using the **H.264 format**, which will save the file in **.MP4** extension.
- The video must **respect the 16:9 aspect ratio**. Don't forget to leave space for captions at the bottom of each slide. Below we present how to place the subtitles, as well as how to edit them.

## Videoposter Development

During the process of creating and recording the videoposter, authors will be able to use numerous tools available, choosing those which they are most familiar with. Authors can choose those tools they deem most appropriate.

Below, as a suggestion, we indicate some tools to guide those with less familiarity or contact with video recordings, as well as screen captures and audio processing.

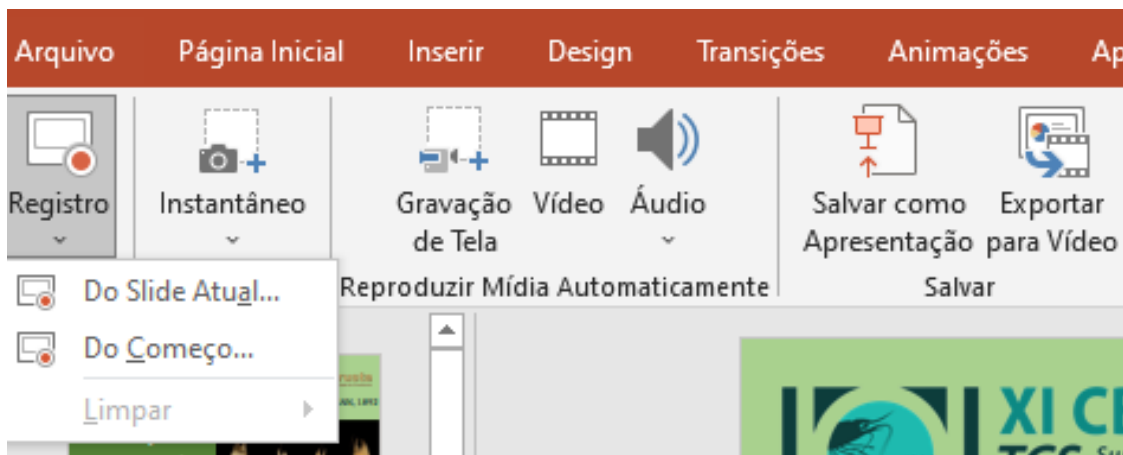
**PowerPoint Software:** Used in the making of slide shows, having among its features the recording of slides in video format, with audio included. So, after the presentation slides have been done, you can start recording the sound for each slide separately or for the presentation as a whole, as shown below.

- The first step to record from PowerPoint is to click on the “Recording” menu (Figure 1).



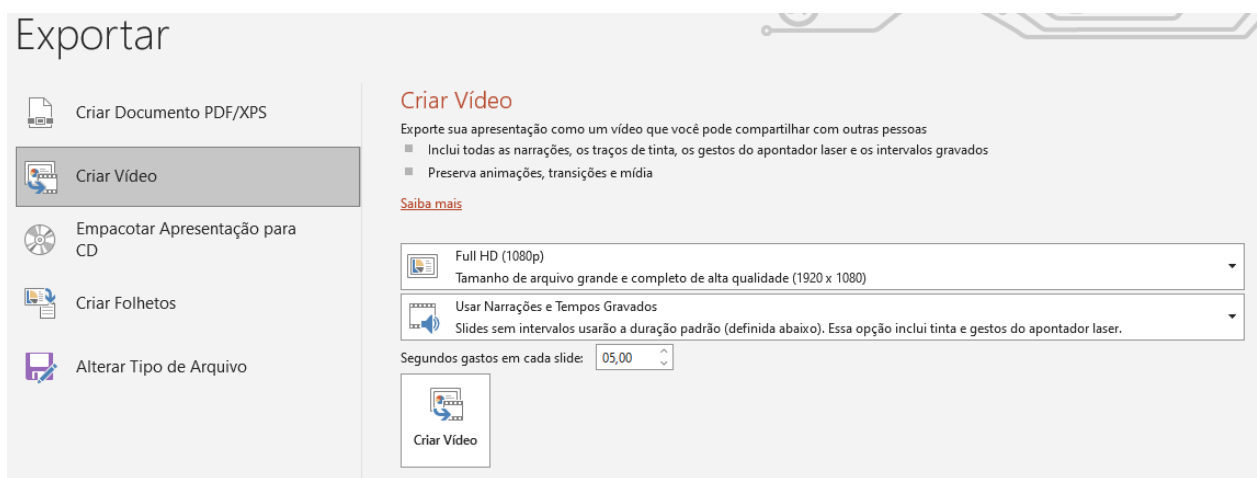
**Figure 1.** PowerPoint program menu, indicating the “Record” option.

- The recording will start from the current slide or the beginning of the presentation. During the sound recording process, it is recommended to look for a quiet place, as well as to use headphones with a microphone or any other sound device (eg, directional microphone or similar), avoiding white noise as much as possible for better capturing the sound.
- To record the sound, the program allows you to choose “slide by slide”, the sound of each slide to be recorded separately, being a valuable tool to avoid small errors during recording. The other option is to record the entire performance from the beginning. Figure 2 shows the menu with the option “**Record**” selected, and the recording choice “**From Current Slide...**” should be selected later.



**Figure 2.** Recording menu, showing the corresponding menu, with the option “Record” and choose “From Current Slide...”.

- At the end of the recording, you will need to export the video (Figure 3), so that it can be saved on your computer (choose your desktop as the location). Click on the “**Export to Video**” tool, and an interface as shown below will open (or similar – it depends on the software’s version). The author must choose the video recording quality, which we suggest should be done in **Full HD (1080p)**.



**Figure 3.** Video export options on PowerPoint.

## **Upload Videoposter on YouTube**

**1) Videoposter's Title:** The title must be registered in the following format:  
**CBC.TCS.2022 – Paper Title.**

**2) Videoposter description:** The following information should be included:

- XI Brazilian Congress on Crustaceans (CBC) & The Crustacean Society Summer Meeting (TCS) - 2022;
- Title of the paper (identical to the abstract);
- Name of Authors (identical to the abstract);
- Project abstract (150 words): Build an abstract with a succinct description of the work (do not use the full text of the abstract = 400 words).

**Important:** The visibility of the video poster must be marked as public.

## **Videoposter Examples**

[Videoposter 1 \(4:59\)](#)

[Videoposter 2 \(5:03\)](#)

[Videoposter 3 \(3:03\)](#)

[Videoposter 4 \(4:59\)](#)

## **Suggestions of Programs & Tutorials (in English)**

[How to Add Subtitles to YouTube Videos - Automatic Subtitles & Translation \(5:08\)](#)

[How to Upload Videos on YouTube \(3:59\)](#)

[How to Use OBS Studio - Complete Tutorial for Beginners! \(28:18\)](#)

[How To Use Audacity for Beginners in 2020! \(Complete Audacity Tutorial\) \(9:13\)](#)

[Videoposter Record with ActivePresenter \(5:14\)](#)

Santos (Brazil), April 26th, 2022

***Dr. Marcelo Pinheiro & Dr. Rogério Costa***  
**Chairmen of the CBC.TCS.2022**