



AACR Annual Meeting

Instructions for Creating E-Posters



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Guidelines for Creating E-Poster Presentations

All poster presenters for the AACR Annual Meeting must submit an e-poster. You may choose from **one** of two options while creating your e-poster:

- **PDF with Optional Audio File.** You may submit a PDF of your poster. The poster should be created in a size that is slightly larger than an average screen (e.g., 24-36 inches in width), so that users can zoom in on details through the e-poster viewer. The file size of the PDF should not exceed 50 MB.

While it is not required, you have the option to submit an audio file containing a description of your poster that users can play while viewing. The audio file must be created in **mp3 or m4a audio formats only**; no other formats can be accepted. See additional guidelines below.

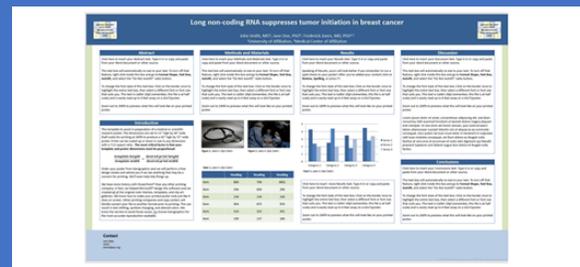
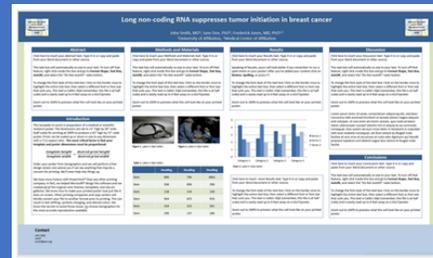
- **Slide Video.** You may submit a slide video of yourself presenting the highlights of your poster. Slide videos may contain a **maximum of five slides** (not including a title slide) and must be submitted in **mp4 format**. (PowerPoint or Keynote file submissions are not permitted.) See additional guidelines below.

Guidelines for Creating E-Poster Presentations

PDF with Optional Audio

- **Dimensions.** Your e-poster PDF should be created in a size that is slightly larger than an average monitor screen (e.g., 24-36 inches in width), so that users can zoom in on details through the e-poster viewer.
- **Cropping.** Be sure to crop out any extraneous margins around your poster. If the final PDF includes blank space around your poster, the usable area of the poster will be reduced and the zoom function will be limited (see below):

Correct: The poster PDF on the right has no extraneous white space. Users can zoom in all the way in the poster view.



Incorrect: The two poster PDFs above have extraneous white space around the usable area. When viewers zoom in on these posters in the e-poster viewer, the PDFs can only expand to the outer edges of the white space, limiting the zoom function.

- **Optional Audio Recording.** You have the option to submit an audio description with your PDF poster. Audio files **must be in mp3 or m4a formats**. While any application can be used to create the mp3 or m4a files, examples of audio recording apps for iOS and Android devices are provided below:
 - iOS: [Apple Voice Memos App](#) (natively installed on iPhones and Macs)
 - iOS: [Voice Record Pro App](#)
 - Android: [Smart Recorder App](#)
 - Android: [ASR Voice Recorder App](#)

- **Social Media.** The AACR Annual Meeting policy on social media is as follows: Conference attendees may share information from presentations on social media provided that they respect the wishes of presenters. Presenters may label their posters with “DO NOT POST.” Attendees must respect the presenters’ requests in these instances and refrain from posting any images from these designated posters on social media.

While preparing your poster, you must add a “DO NOT POST” tag if you do not want the poster to be shared on social media.

Guidelines for Creating E-Poster Presentations

Slide Video

- **Video Format.** Your slide presentation **must be submitted as an mp4 video.** Submissions of slide decks are not permitted. You can use Zoom, PowerPoint, or Keynote to create a video of yourself presenting the slides; instructions are below.
- **Title Slide / Number of Slides.** The first slide in your deck should be a title slide that displays the title of your presentation as well as your name and affiliation. After the title slide, you may include a **maximum of five slides.**
- **Slide Format.** Your slides must be saved in **16:9 widescreen format.** For assistance in changing the size of your PowerPoint slides, [click here](#). While it is not required, you may use the [current AACR Annual Meeting slide template](#).
- **Social Media.** The AACR Annual Meeting policy on social media is as follows: Conference attendees may share information from presentations on social media provided that they respect the wishes of presenters. Presenters may label any or all slides in their presentations with “DO NOT POST.” Attendees must respect the presenters’ requests in these instances and refrain from posting any images from these designated slides on social media.

While preparing your slide presentation, you must add a “DO NOT POST” tag to any slide that you do not want to be shared on social media.



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Instructions for Recording Slide Presentations Zoom Users

Recording Slide Presentations: Zoom Users

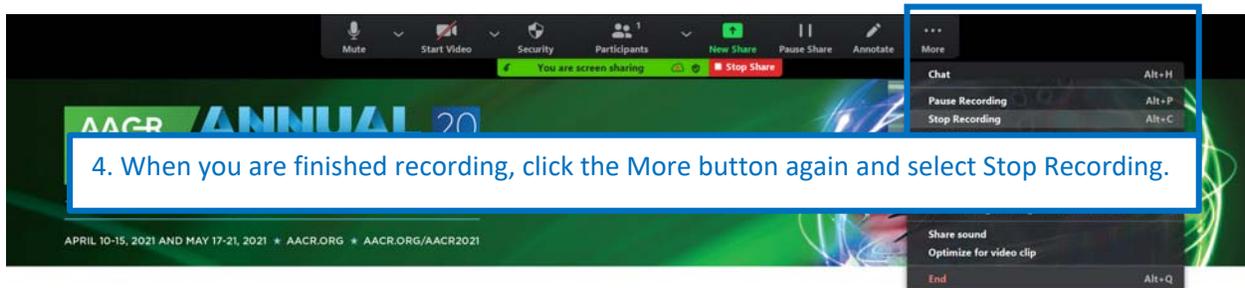
1. Begin a Zoom meeting and turn off your video.

2. Click the Share Screen button. Click on "Screen" to share your desktop, and then click the Share button.

3. Open your slide presentation. When you are ready to present, click the More button at the top of the screen and select Record. You can choose to save the recording to your computer or to the Cloud.

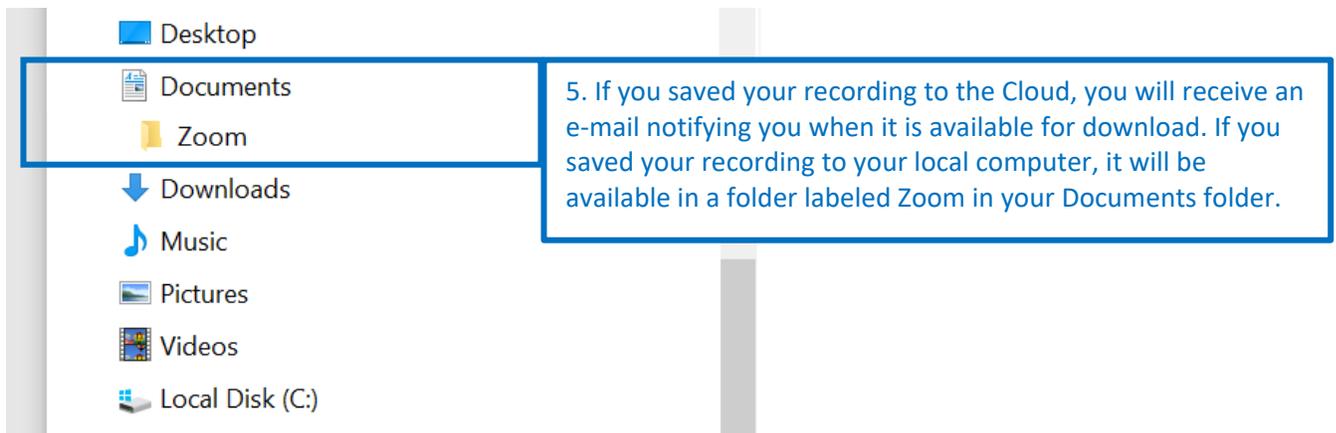
Improving diagnostic yield in pediatric cancer precision medicine

James Ewing
Cornell University Medical College, Ithaca, New York



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Instructions for Recording Slide Presentations PowerPoint Users

(PowerPoint 2019 and 2024)

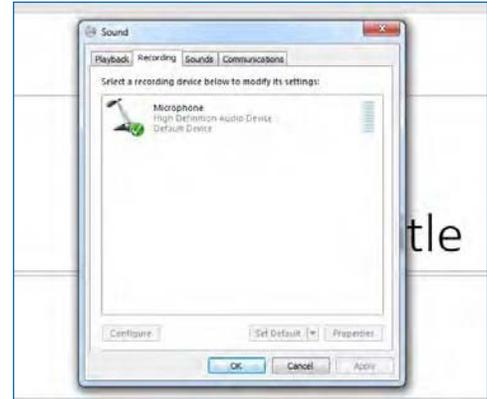
PowerPoint 2019

Step-by-step instructions for how to record your narration and it to your PowerPoint slides

Step 1 Setup Your Microphone

Before you start to record audio inside PowerPoint, start off by making sure that your microphone is plugged in and ready to record. Whether you're on Windows or macOS, you'll want to access the audio device settings and set your default microphone.

You can't change which device to record from or set volume levels for the microphone inside of PowerPoint, so make sure that it's ready for recording before you dive into PowerPoint.



Step 2 Press Record in PowerPoint

To record narrations in PowerPoint, start off by finding the **Slide Show** tab on PowerPoint's ribbon. Click on the Slide Show tab to change the available options.

Make sure that you start on the first slide in PowerPoint to record audio and timings for the entire presentation.

Now, find the **Record Slide Show button** and click on it



Step 3 Your Webcam in the Recording

You can add your webcam to your recording. In the lower right portion of the screen when you are in the Record PowerPoint screen. You can select the webcam image to turn on your webcam to be recorded with your PowerPoint.

During the recording process you will not be able to reposition the video. After you are done recording you can move the video to any location on a individual slide.

This is not an option in PowerPoint 2019 on macOS.

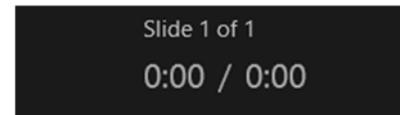


Step 4 Start Recording Your Narration

Once you Start Recording, PowerPoint will go into a full screen presentation view. It also begins recording audio from your microphone.

In the upper left corner of the window, you'll see **Record**. A runtime counter is under the bottom left corner of the current slide. Use this to keep track of the length of your presentation.

You can use the arrow keys on your keyboard to switch between slides while recording. Use the **right arrow** to jump to the next slide. You can only go forward while recording.



Basically, PowerPoint is recording exactly what's on your screen along with the audio you speak into your microphone.

When you're finished, there are several ways to exit the record screen. You can Click Stop and then close the window with the X in the upper right corner. You can click past the last slide and the record window will close.

Step 5 Use Annotations (Optional)

While you're recording your presentation, you can also add **annotations** to your PowerPoint. You can use a digital pen, or highlighter to add markings.

This feature is great when wanting to gesture toward something specific on the slide during your narration.



Step 6 Reset Presentation Timings as Needed

Let's say that you had the perfect audio take, but the timings of your slide changes were off by a bit. That's no problem; we can readily restart the process of setting your slide timings.

To do that, make sure that you're on the Slide Show tab and click on Rehearse Timings. Your presentation will go into full screen mode and you can use the arrow keys to changes slides to set new timings.

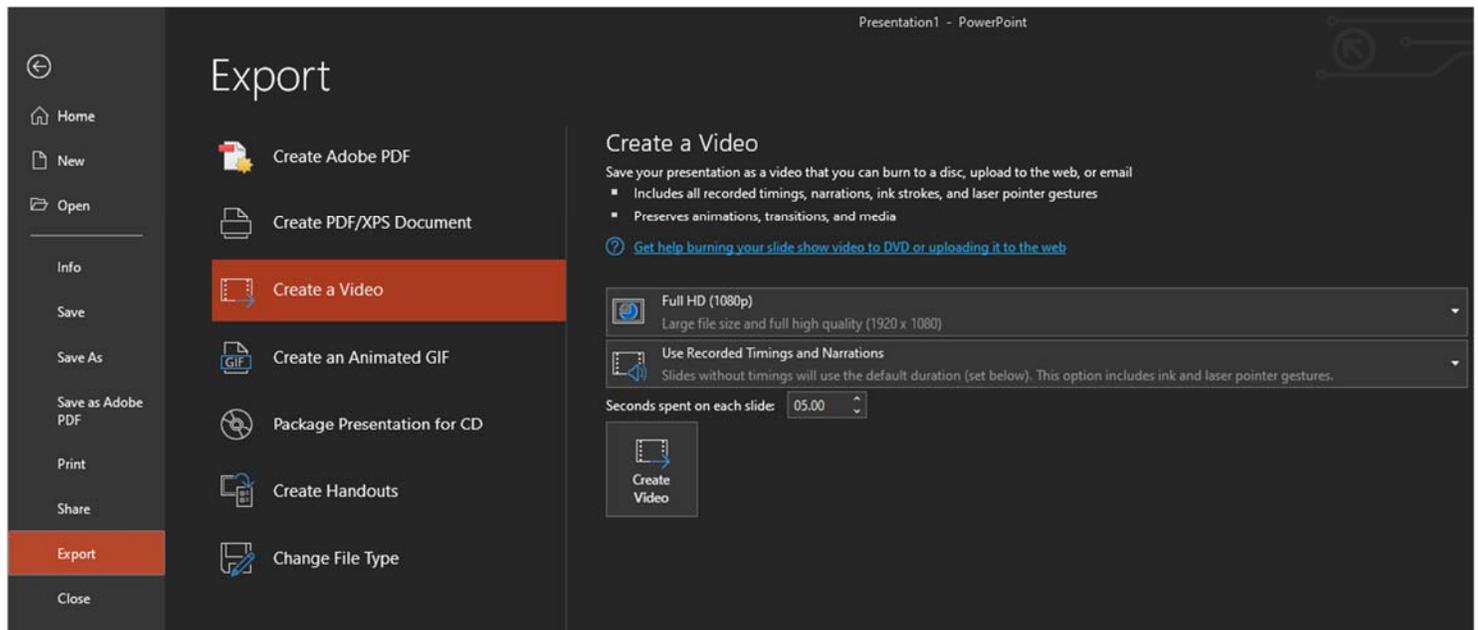
Now that you're finished, it's time to export the presentation as a video.



Choose Rehearse Timings to re-do the timing of your slide changes as needed.

Step 6 Export Presentation as a Video

Now that you have the perfect audio and slide timings it's time to export the PowerPoint as a video to be uploaded to Orchestrate or a cloud storage provider like Dropbox. You will choose where to save the file when you click "Create Video".



Make sure that the export options look like the above. The "Use Recorded Timings and Narrations" option is the most important.



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Remote Presenters Instructions for Recording Slide Presentations Keynote Users

(Keynote does **not** include an option to record speaker video)

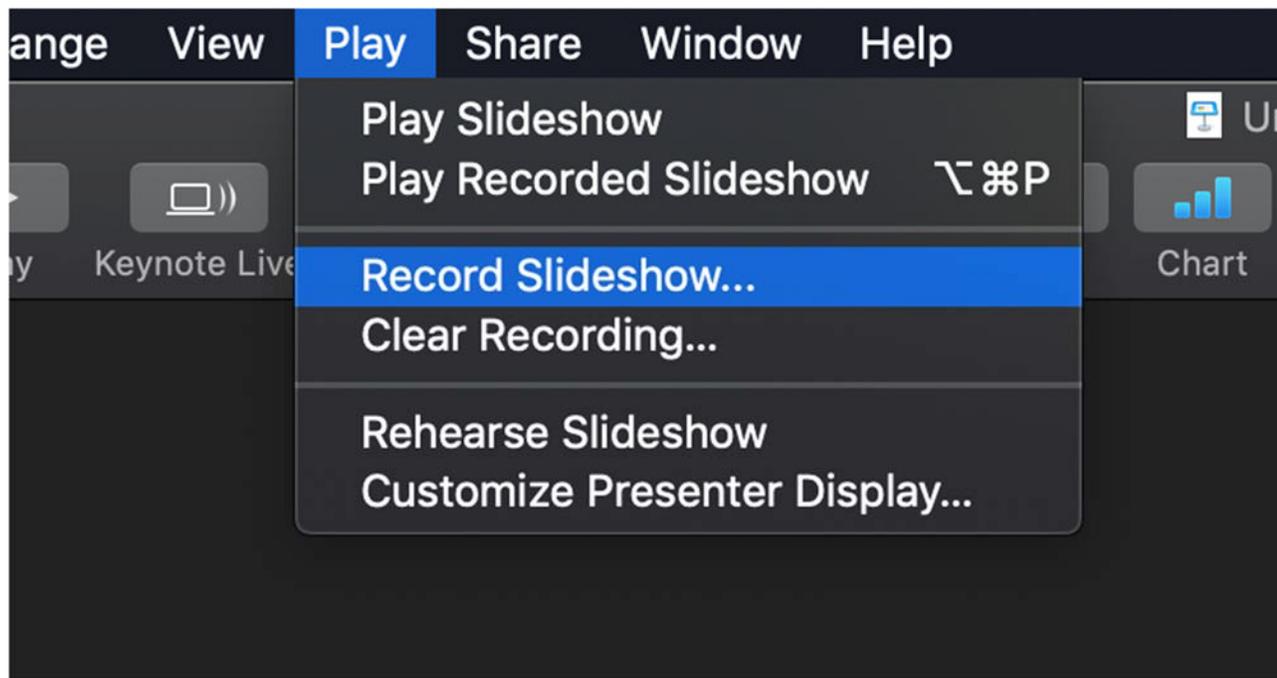
Keynote

Step-by-step instructions for how to record your narration and add it to your slides

Record the Voiceover Narration

To record a voiceover narration, you advance through the presentation at your natural speed as you talk. As you advance through each slide or build, your voice and timing are recorded and preserved for playback.

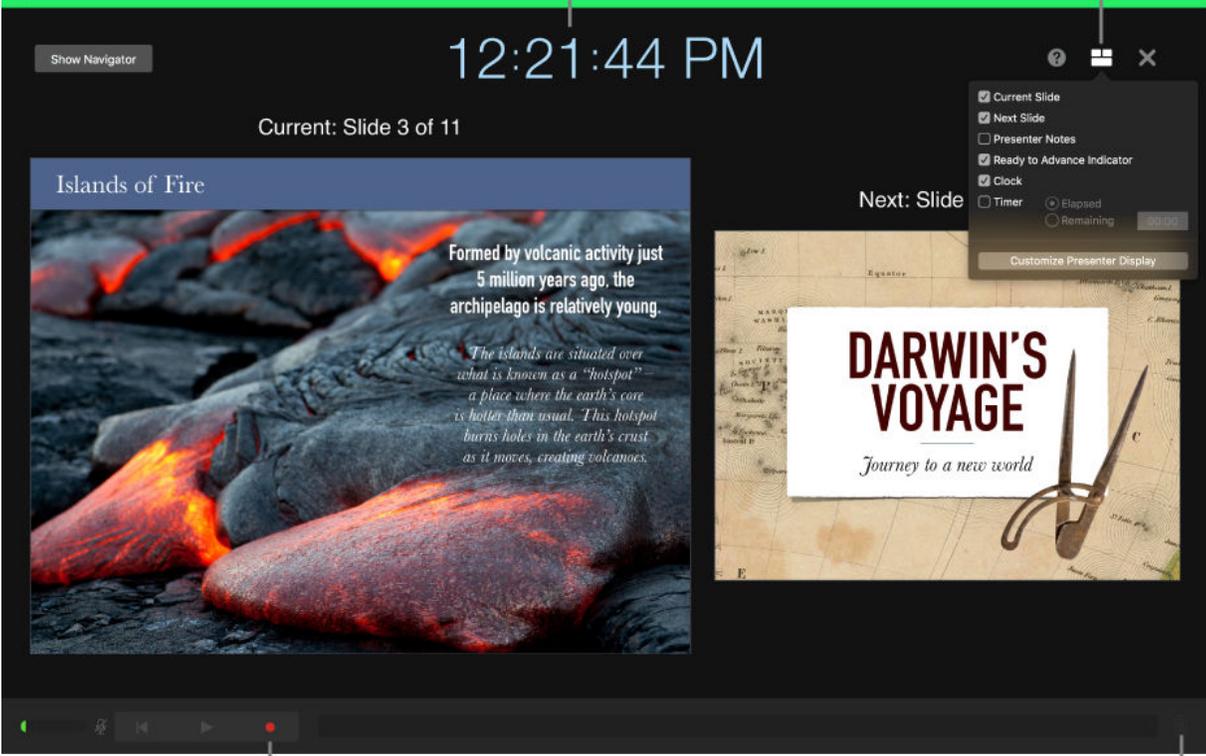
To get to the screen to start recording click Play in the top bar and select Record Slideshow.



This bar is red when a build or transition plays.

Current time

Choose what you see while you record.



Current: Slide 3 of 11

Islands of Fire

Formed by volcanic activity just 5 million years ago, the archipelago is relatively young.

The islands are situated over what is known as a "hotspot" — a place where the earth's core is hotter than usual. This hotspot burns holes in the earth's crust as it moves, creating volcanoes.

Next: Slide

Current Slide
Next Slide
Presenter Notes
Ready to Advance Indicator
Clock
Timer
Elapsed
Remaining

Customize Presenter Display

DARWIN'S VOYAGE
Journey to a new world

Click to start your recording.

Delete your recording.

1. Click to select the slide where you want the recording to start.
2. Click  in the [toolbar](#), then click the Audio tab at the top of the sidebar on the right.
3. Click Record in the sidebar.
The recording window appears.
4. To start recording your presentation, click  at the bottom of the window.
The timer counts down from 3 before recording begins.
5. Speak clearly into the microphone to begin your narration.

6. To advance to the next slide, click the slide in the recording window, or press the Right Arrow key on your keyboard.

You can pause the recording at any time by clicking the Pause button.

Click  to resume recording.

7. To stop recording, click .

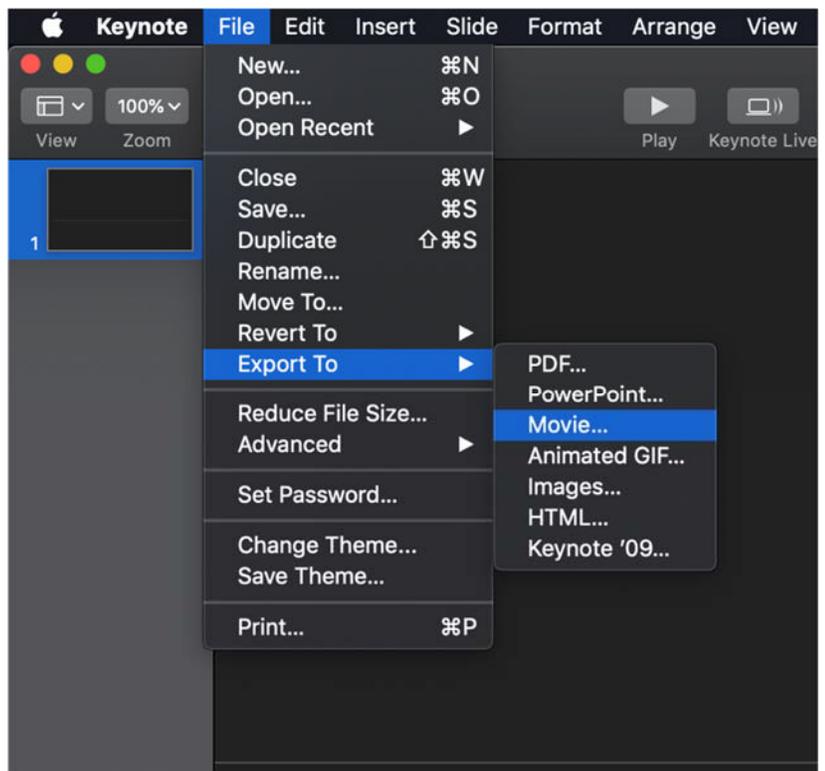
8. Press Esc (Escape) to save the recording and exit the presentation.

To listen to your narration, play your slides.

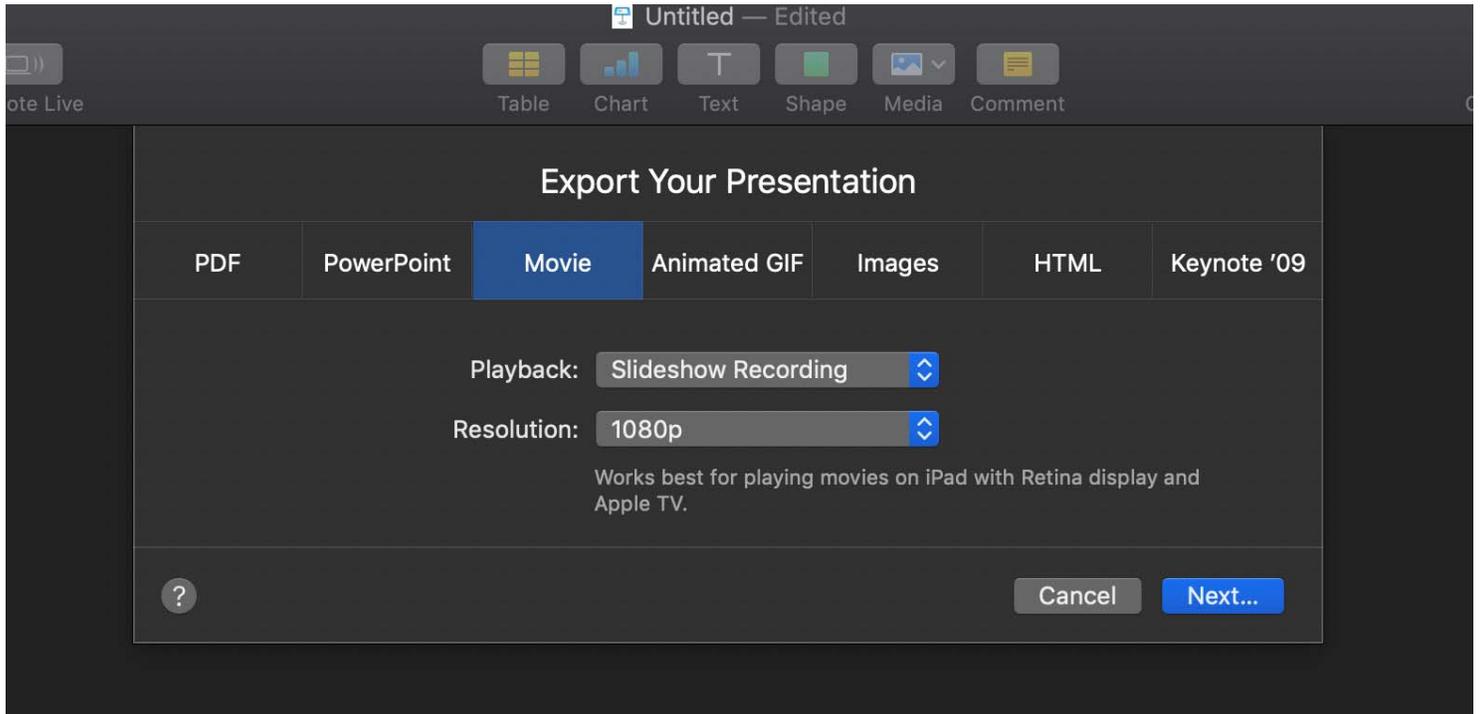
Export the Recorded Voiceover as a Movie

Now that you have recorded your voiceover it's time to export your slides as a movie. This lets us upload the file to Orchestra or a cloud storage provider like Dropbox.

To begin your export, click File from the top bar, then select Export To > Movie.



Next, Select Slideshow Recording for Playback and 1080p for the Resolution.



Save the File with the name of your presentation then upload the file to Orchestrator or a cloud storage provider like Dropbox.

