

Poster PDF & MP3 Guidelines for the 2020 KPS Fall Meeting

1) Creating your poster PDF & MP3

Poster presentation file type:

- File type: PDF and MP3(audio recording)

※ **PDF file: ~10 pages (A4 size) converted from a typical ppt file**

※ **MP3 file: up to 5 minutes**

Your poster PDF file should include:

- The title of the presentation, presenter's name(s), and affiliation(s) at the top of the poster.
- A brief introduction, goals, experimental detail, conclusions, and references; presented in a logical and clear sequence.
- Explanations for each graph, picture, and table.

To record your audio (MP3):

- Use any kind of microphone, including those built into laptops or tablets, so long as the resulting audio is clear and easily understood.
- Be sure to export your audio as an .mp3 file format for submission.

2) Reviewing your poster PDF & MP3

To make sure your presentation passes quality control, please review the following before uploading:

- Is your poster file saved with the .pdf file?
- Do all your graphs, pictures, and tables include explanations?
- Is your text color and size easy to read on screen?

- Is your poster audio file saved as an .mp3 file?
- Is the audio consistent and clear, free from static, hums, hisses, or interference?
- Is the audio at the right level, without having to adjust your volume very high or very low?

- Does your talk start promptly? (your narration should begin within the first 3 seconds)
- Does your recording end promptly after your closing remarks, without being cut off early or continuing for too long?

3) Further resources and assistance

You may find the following resources helpful as you develop your video:

- [FreeConvert.com](https://www.freeconvert.com/) – a third-party site for compressing a video file into an MP4 file
- [Online-Recorder.com](https://www.online-recorder.com/) – a third-party site for testing your microphone or recording a voice-over file.