

#IPBES8 Stakeholder Days Virtual poster session

Instructions for preparing virtual posters

Only one poster per participant/organization will be accepted. **Deadline for poster submission is 20 May 2021.**

Posters can be in the format of

1. A one-page PDF and should be 'portrait' in terms of layout/orientation ('landscape' format will not be accepted), or
2. One recorded (maximum 2 minute) presentation video, to which you can (optionally) also add one related poster in PDF format (your corresponding poster will be available next to your video presentation).

Technical specifications for e-posters

Please save your final e-poster as a **PDF** before sending it to stakeholders@ipbes.net

Please note the following technical requirements:

- File format: PDF only
- Poster size in pixel: 1080 width x 1536 height – portrait orientation
- Poster size in cm: 38,1 width x 54,2 height – portrait orientation
- Font size: ≥16

Technical specifications for video recorded presentation

Please send your final video recorded presentation to stakeholders@ipbes.net

The presentation should contain typically 3 to 5 slides.

Please note the following technical requirements:

- Recommended aspect ratio for best viewing experience is 16:9, although 4:3 can be used.
- Video format: .mp4
- Max. file size: 50 MB
- Max. number: 5 slides
- Max. duration: 2 minutes

Recording your poster presentation

There are several video conferencing tools available to easily record a presentation. You can use any meeting software as long as you get a good quality recording and your final file is in the MP4 format. Here are some links to instructions on recording a meeting on common platforms:

- GoToMeeting: [How to Record a GoToMeeting Session](#) and [How to Convert and Open the GoToMeeting Recordings](#)
- Google Meet: [Record a video meeting – Meet Help](#) and <https://help.mlc-wels.edu/books/academic-support-resources/page/use-google-meet-to-record-a-presentation>
- Microsoft Teams: [Record a meeting in Teams – Office Support](#)
- PowerPoint: <https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>
- Skype: [Skype for Business: Recording a Meeting](#)
- WebEx: [Video Conferencing – Record a Cisco Webex Meeting](#)
- Zoom: [Local Recording – Zoom Help Center](#)

A bit rate of <1Mbps is recommended to ensure optimum playback experience for the users. To check the bit rate, right click on the file name, click on properties, go to the details tab, and look for total bitrate. If the bit rate is too high, please lower the quality to “Internet Quality” to create the MP4.

Tips for recording:

- Use an area as quiet as possible
- Avoid areas that have echo. Rooms should be fairly small. Sound damping with carpeting, curtains, furniture helps.
- Use a good headset with its microphone close to the mouth, but away from the direct airstream of the mouth to reduce “pops”. Avoid using the default built-in microphones of the computer
- Do a test recording of a couple of minutes and review the sound and picture quality, MP4 format, and bit rate before recording the entire presentation. Adjust if needed
- When entering Power Point’s presentation mode, we recommend using the laser pointer (in full screen mode: right mouse click --> pointer options --> laser pointer)