

# 14<sup>th</sup> International Congress of Human Genetics

22 - 26 February 2023  
COMING HOME | ICHG 2023 | AFRICA  
C a p e T o w n  
[www.ichg2023.com](http://www.ichg2023.com)

Please note the following guidelines for **Virtual and In-Person Poster Presentations**:

The upload deadline has been extended to the **12<sup>th</sup> of February 2023, at 23:59 SAST (GMT+2)**.

## **DESIGNING YOUR POSTER (ALL POSTERS):**

Your poster should be in **portrait format** and be legible when printed **A0 size**.

When designing your poster, please refer to the [#betterposter](#) movement as a means of designing your poster to get key messages to people in a short space of time and to improve the poster viewing experience.

Note: The YouTube video is 20 minutes long and contains a summary at the end should you be short on time. It also provides links to poster templates\*.

*\*Please note that the templates provided on the link are landscape format. There are portrait templates which can be found with a quick google search.*

Should you be unable to access the link, please copy-paste this link in your browser:

<https://www.youtube.com/watch?v=SYk29tnxASs>.

## **RECORDING YOUR PRESENTATION (VIRTUAL POSTERS):**

This is **required for virtual** poster presenters and **optional for in-person** poster presenters.

Self-record your presentation. We recommend using Zoom and PowerPoint. Please see below steps and guidelines to record your presentation.

### **Things to note before you begin recording:**

- it is important to ensure that your recording is saved as an MP4 file, 720p (1MBS bitrate).
- Please include your camera feed – people relate to people.
  - *Please ensure that your camera feed is alongside your poster and does not cover a portion of the content on your poster.*
  - *When deciding on a location to do your recording, please pay attention to your background:*
    - *A plain neutral-coloured background works best.*
    - *Virtual backgrounds are discouraged.*
    - *During the day, place your laptop in such a manner that you are facing a window (closed curtains will allow sufficient light and soften the shadows on your face). Do not sit with the window behind you.*
    - *Do not shine lamps directly into your face as they will in most cases be too harsh and blind you in the process; rather attempt to diffuse the light by Reflecting the light off a wall or the ceiling and move yourself and the device until the image on your camera is flattering.*
    - *The less the light in a room the grainier your image will be.*
- It is best to use an external microphone or a set of earphones with a built-in microphone.
  - *Earphones connected to your laptop with an AUX cable create better sound than a Bluetooth connection.*
  - *Try to present in a room with carpets or large curtains to absorb the sound*
  - *reverberations and echoes.*
  - *For entry level PC laptops, we recommend using a high-quality headset with*
  - *a built-in microphone.*
  - *For Macs, we recommend the built-in microphone and camera.*

### **Recording your presentation using Zoom & PowerPoint (Virtual):**

1. Open Zoom Meetings and your poster in powerpoint.
2. Create a new meeting in Zoom by clicking the orange 'new meeting' button.
3. Test and enable microphone and camera. Kindly take note of the tips below these steps to ensure your recording is of the best quality.
4. Share your screen by clicking the 'share screen' button at the bottom on the toolbar.

5. Select PowerPoint to share.
6. Navigate to PowerPoint and open your PowerPoint poster.
7. Move your mouse to the top of the screen to reveal the zoom toolbar and click the 'begin recording on this computer' button on the toolbar (Please Note: it is recommended that you read through the rest of the steps to ensure that you have a complete understanding of the process before you record). If you do not see the begin recording button on the toolbar, click the three dots on the right and it will be there.
8. Navigate back to PowerPoint and enter presenter view (you can also do so by hitting the f5 key by default).
9. To zoom in on your poster, on the bottom left of the presenter view there is a magnifying glass icon. Select it then click on the portion of your poster that you wish to zoom in on.
10. Once you are done with your recording, navigate back to the zoom toolbar and click stop recording. You may then end the meeting.
11. Your recording will then be processed and saved to Documents > Zoom > date of the recording.

### **Uploading Your Recording (Virtual):**

Upload it to your personal YouTube or Vimeo account.

Uploading your recording to YouTube or Vimeo:

To upload your presentation recording, you can follow the steps:

1. Log in to youtube or Vimeo
2. For youtube, you must enter the creator studio by clicking on your icon on the top right of the screen, then click on 'YouTube studio'
3. Click on 'upload video'. In the YouTube studio it is near the middle of the screen, and on Vimeo it is on the top right of the screen.
4. Select your presentation recording.
5. Please upload it 720p only, and keep it as an unlisted video. If you are unable to keep it unlisted then you may keep it as a public video.
6. Once the video is processed and uploaded, copy the link to the video by clicking 'share' then copying the link to the video.

## **DISPLAYING YOUR POSTER (ALL POSTERS):**

**IN-PERSON** poster presenters, Please print your poster and bring it with you to be displayed on a poster board in the exhibition hall (Hall 1 & 2 (Ground level)) for the duration of the poster session. SIZE: **A0 portrait**. We will provide double-sided tape to affix your poster to the board.

You will be able put up your poster in the exhibition hall on the morning of your poster session and it should remain on display for the day\*.

*\*Poster presentation slots will be confirmed closer to the time of the congress.*

All poster presenters must please also log in to the [abstract portal](#) and complete the following:

- i. Upload a head and shoulders photo as well as a contact bio (150 words) on the Contact Information page.  
*This will be displayed on the mobile app.*
- ii. Upload a **PDF** copy of your poster on the Edit Abstracts tab.  
*This will be displayed on the mobile app.*
- iii. Link your presentation recording to your abstract by pasting the link to your recording in the Presentation recording link field.  
*This is required for Virtual posters and optional for In-Person posters. This recording will be displayed in the poster gallery on the mobile app.*

**Please have your photo, bio and PDF copy of your poster uploaded by 12 February 2023.**

**Virtual poster presenters must have their recordings uploaded by 12 February 2023.**

## **PRESENTING YOUR POSTER (ALL POSTERS):**

Poster sessions will take place on the 23<sup>rd</sup>, 24<sup>th</sup> and 25<sup>th</sup> of February 2023, as stated on the [congress programme](#). You will receive more information on the exact presentation time of your poster closer to the time of the congress.

*Note: As the programme is constantly changing, please check back regularly in case any changes have been made to your session. The programme will be updated on the website every **Monday**.*

During the poster session, in-person presenters are encouraged to stand by their poster and engage with other delegates. Eligible presenters (students and young investigators, and travel fellowship holders) will have their posters assessed by a judge. Should you fall under the eligible categories mentioned above, you will be required to prepare a short 2-3 minute speech (just verbally and pointing to different sections of your poster) for the judges grading the posters.

Should a presenter be away from their poster or presenting virtually, you will be able to send connection requests to other delegates to interact directly on the mobile app. Both in-person and virtual poster presenters must please check in on the mobile app regularly to see if you have received any queries.

Should you have any queries, please do not hesitate to contact me.

Kind Regards,

**Austin Ackermann**

Abstracts



**CAPE TOWN**

Tel +27 (0)21 422 2402  
Cell +27 (0)76 139 2610

Unit E14, Century City  
Square  
Heron Crescent, Century  
City  
Cape Town, 8001

**JOHANNESBURG**

Tel +27 (0)11 463  
5085  
Fax +27 (0)11 469  
0978

1st Floor Excellence  
House  
14 Mulberry Hill  
Office Park  
4 Broadacres Drive,  
Dainfern, 2191

[www.soafrika.com](http://www.soafrika.com)