

## **Instructions for Poster Presenters – Freyer 2021**

- The Freyer Symposium will be virtually held over the Zoom platform on Friday 3rd and Saturday 4th September.
- Poster presentations for the meeting will be held on a virtual platform involving a 3-minute pre-recorded video narrating 4 PowerPoint Slides.
- Each presenter will be required to submit their final presentation by 12:00 midnight on Sunday 29th August (any poster received after that time will not be accepted) in order to allow curation of the session  
to <https://www.dropbox.com/request/RX3MtB1YXvrzyXpFALb5>
- Presenters are required to register to present at the meeting at [www.freyer.ie](http://www.freyer.ie)
- Presenters are also required to register with zoom to access the meeting. Please find links below;
- Dragons den link [https://nuigalway-ie.zoom.us/webinar/register/WN\\_F-KhvQShSWS5pBQDtGjpLg](https://nuigalway-ie.zoom.us/webinar/register/WN_F-KhvQShSWS5pBQDtGjpLg)
- Friday link <https://nuigalway-ie.zoom.us/meeting/register/tJUld--rrz0oHt0o3zHQ7Lplb4ZHQjrMCVs1>
- Saturday link [https://nuigalway-ie.zoom.us/webinar/register/WN\\_aZRIVoMBRmqjaphGyuktaw](https://nuigalway-ie.zoom.us/webinar/register/WN_aZRIVoMBRmqjaphGyuktaw)

Instructions for recording presentations-

<https://www.youtube.com/watch?v=TNUWDQj2L2g>

[https://www.facs.org/-/media/files/clinical-congress/2020/presentation\\_recording\\_checklist.ashx](https://www.facs.org/-/media/files/clinical-congress/2020/presentation_recording_checklist.ashx)

## **Instructions for Oral Presenters – Freyer 2021**

- The Freyer 2021 Symposium will be virtually held over the Zoom platform on Friday 3rd and Saturday 4th September.
- Oral presentations will take place on Friday 3rd September: Each presenter will have to join their allocated session through a link provided by zoom at the beginning of the session
- Each presentation will be 7 minutes presentation with 3 minutes for questions
- Presentations must be uploaded in Microsoft PowerPoint widescreen 16:9 format; presentations should be approximately 10-12 slides.
- It is advised presenters run through their slides with a colleague and familiarize themselves with sharing slides using the Zoom platform in the days leading up to the conference.
- Presenters are required to register to present at the meeting at [www.freyer.ie](http://www.freyer.ie)
- Presenters are also required to register with zoom to access the meeting. Please find links below;

- Dragons den link [https://nuigalway-ie.zoom.us/webinar/register/WN\\_F-KhvQShSWS5pBQDtGjpLg](https://nuigalway-ie.zoom.us/webinar/register/WN_F-KhvQShSWS5pBQDtGjpLg)
- Friday link <https://nuigalway-ie.zoom.us/meeting/register/tJUld--rrz0oHt0o3zHQ7Lplb4ZHQjrMCVs1>
- Saturday link [https://nuigalway-ie.zoom.us/webinar/register/WN\\_aZRIVoMBRmqjaphGyuktaw](https://nuigalway-ie.zoom.us/webinar/register/WN_aZRIVoMBRmqjaphGyuktaw)

### **Instructions for sharing your slides on Zoom**

Single-monitor setup with slide show in full screen

1. Open the PowerPoint file you want to present.
2. Start or join a Zoom meeting.
3. Click Share Screen in the meeting controls.
4. Select your monitor then click Share.
5. While sharing your screen, switch PowerPoint to slide show mode by clicking the Slide Show tab > From Beginning or From Current Slide. The green border indicates the monitor you are currently sharing.