

ANH2020

POSTER PRESENTATION GUIDELINES

Congratulations on being selected to record a poster presentation at the 5th Annual Agriculture, Nutrition & Health Academy Week, held virtually from **30 June to 2 July 2020**. Please read these guidelines carefully. They have been prepared to help you deliver a strong and effective virtual poster presentation. Questions? Please contact ANH-Academy@lshtm.ac.uk.

FORMAT

We invite you to submit a 1-minute pre-recorded video presentation of your work to be shared on the ANH Academy website prior to the event. These videos will be arranged, along with your abstract, in the virtual poster hall.

Please use a **maximum of 3 slides** to accompany your **1-minute** poster presentation. You are also welcome to use no slides! We welcome innovation in the style of your poster presentation.

INSTRUCTIONS

Please upload your 1-minute recorded presentations to the [ANH Academy website](#) by **Tuesday 23 June**. Unfortunately, in order to avoid technical issues, failure to meet this deadline will result in removal from the programme.

You can record your presentation in any format you would like. We recommend Zoom as a straightforward platform (see below for detailed Zoom recording instructions), but you may also record your presentation on your mobile phone. If you decide to use your phone, make sure your phone is on a horizontal surface, record in landscape (not portrait), and make sure your face is centered and visible. Any videos you submit to us must be in MP4 format, but your slides can be in PDF or PPT format.

How to record your presentation using Zoom:

- Log in to [Zoom](#) on your internet browser.
- If you have not already, download Zoom version 5.0 by clicking on the orange button that says “Get 5.0 Now”.
- From your internet browser, click “Host a Meeting” (select “With Video Off” or “With Video On” – either one works)
- Follow the prompts from Zoom to open up the meeting in the Zoom application.
- Test if your microphone is working by clicking the arrow next to the “Mute” button, clicking “Test Microphone & Speaker” and then following the Zoom instructions.
- Check if you see a button that says “Record” in the bottom of your Zoom window. If you don’t, you will need to enable your account to record Zoom meetings. Please [use these instructions](#) to enable this setting on your Zoom account. Note: If the option is grayed out, it has been locked at either the group or account level, and you will need to contact your Zoom administrator.

If you have a **paid version of Zoom** (for example, a licensed Business or Education account), continue with these instructions:

- In the Zoom application window, click “Record” in the menu at the bottom, and then click “Record to the Cloud” and then click “Continue”. More information on recording a Zoom meeting to the cloud can be found [here](#).
- Make sure you are not muted.
- Share your presentation by clicking the green “Share Screen” button in the menu at the

If you have a **free Basic version of Zoom**, continue with these instructions:

- In the Zoom application window, click “Record” in the menu at the bottom.
- Make sure you are not muted.
- Share your presentation by clicking the green “Share Screen” button in the menu at the bottom and following the steps to share your slides.
- Give your presentation.
- When you are done, click the red “Stop share” button at the top of your screen and then the

bottom and following the steps to share your slides.

- Give your presentation.
 - When you are done, click the red “Stop share” button at the top of your screen and then the red “End” button at the bottom right of the Zoom application window.
 - Go back to your [Zoom](#) account on your internet browser.
 - Click “My Account”.
 - Click “Recordings” and then “Cloud Recordings”. You’ll see your recording of your presentation at the top of the list. You can download it to watch and listen to see if everything worked.
 - Click “Share...”.
 - Click the circle next to “Publicly”.
 - Click “Save”.
 - Click “Copy sharing information to the clipboard”.
 - Paste that information into a text file or Word document and [upload it to our website](#) in the section of the form that says “Pre-recorded video upload (MP4 format)”.
- red “End” button at the bottom right of the Zoom application window.
 - A window that says “Convert” will pop up – wait for that to finish (it may prompt you to select where on your computer you’d like to save your recording – please select somewhere that is easily accessible).
 - Navigate to the place on your computer you saved the recording. Watch and listen to it again to see if everything worked. The file you’ll want to [upload to our website](#) will be entitled “zoom_0.mp4”. Please rename the file with your full name before you upload it.

Slides guidance:

Please include the following on your first slide:

- ANH2020 logo - [download the logo file here](#)
- Conference link: <http://www.anh-academy/ANH2020>
- Conference hashtag: #ANH2020
- *Optional:* Put any social media handles you have (Twitter, LinkedIn) on your first slide and end slide.

Tips for presentations:

- **Do** focus on key elements of your research, such as study design, methods, findings and implications/relevance for agriculture-nutrition-health pathways.
- **Do** practice your presentation several times in advance to ensure you can clearly communicate your research within 1 minute.
- **Don’t** spend time on a detailed introduction or description of the country in which the study has taken place.
- **Don’t** cram slides full of text. Instead, use them as visual aids to support what you are talking about. Less is more.

Useful links to presentation advice can be found [here](#), [here](#) and [here](#).

Open to learning new tips and tricks to improve your presentation?

- [Watch this video about how to make a 1-minute video presentation](#) by Thalia Sparling, Postdoctoral Fellow with the IMMANA Programme at LSHTM.
- [Watch a recording of our special ANH2020 presenters’ webinar](#), with James Falik, IFPRI’s Visual Design and Production lead, who will provide insights and suggestions on enhancing your presentation.

Manage how your recording looks:

- Lighting should be bright and even and preferably come from in front of you and never behind you to avoid casting shadows on your face.
- Your background should not be distracting.
- Try to look at your camera instead of a screen or paper. This will give the effect of eye contact and visual engagement. Use the gestures and mannerisms that you would typically use in person.

Please get in touch if you have any questions at all, we look forward to receiving your recordings!

Kind regards,
ANH Academy Team
ANH-Academy@lshtm.ac.uk

