



Please find below all relevant information regarding your Mini-Oral.

The Mini-Oral submission via online upload is available from today to a protected server of M Events Cross Media GmbH. For the 59th ERA Congress 2022 it will be mandatory to upload your Mini-Oral online till May 16th (**12:00, Central European Summer Time, CEST**).

As stated in our previous invitation communication, in order to present your work, **you must be regularly registered for the congress.**

If you are unable to present, a co-author can take your place, provided that he/she is regularly registered.

All the **Mini Orals presentations** uploaded that do not have a registered presenting author will be removed from the virtual scientific programme before the congress opening (May 19).

Mini-Oral format:

Please upload your Mini-Oral as a pre-recorded PowerPoint file (*.pptx with PowerPoint Narration Function) in 16:9 landscape orientation. **Maximum 6 slides are allowed for a total duration of 5 minutes**

Please see the following technical requirements for the Mini-Oral:

- File format: PowerPoint (*.pptx with audio narration)

- Mini-Oral structure:

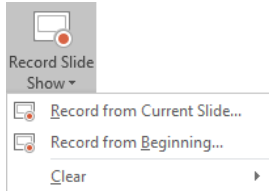
- 1) title
- 2) intro
- 3) methods
- 4) results
- 5) discussion
- 6) acknowledgements

Only PowerPoint files will be accepted – other formats are not permitted.
Presentations attached to an email cannot be processed.

How to pre-record your Mini-Oral

Please find herewith the manual on how to pre-record your Mini-Oral with the **MS PowerPoint narration function (5 minutes max)**:

1. With your presentation open, on the Slide Show tab, click Record Slide Show.
 - Clicking the upper half of the button starts you on the current slide.
 - Clicking the lower half of the button gives you the option to start from the beginning or from the current slide.



(The Clear command deletes narrations or timings, so be careful when you use it. Clear is grayed out unless you have previously recorded some slides.)

1. Please disable your camera when recording your slides!
 - **Only Slides and Audio are necessary for your presentation.**

For detailed instruction or in case you use a different windows version or Mac OS please follow this [link](#).

- **Presentation time (5 minutes max)**

It is required that your pre-recorded Mini-Oral strictly adheres to the given presentation talk time, as stated in the program. In case your presentation exceeds the talk time, it will be cut off by the system.

PLEASE NOTE:

PowerPoint will create one sound file per slide. Therefore, please try not to speak during the slide change.

Upload your Mini-Oral

- During the upload process, you will be requested to upload a picture of yourself which will be used for the online platform.

Please upload your Mini-Oral to the M Events protected server before May 16 (12:00 CEST)

For submitting your files use the following link:

[login](#)

When your Mini-Oral(s) has been successfully submitted you will receive an automated confirmation email.

Please also visit the [FAQ page](#) for further information.

If you have any technical questions related to your presentation, please feel free to contact the Helpdesk at: era@m-events.com