Progressive Palaeontology 2021
Presenter Information

Poster Details 🖼️

Your poster must be of **A0 size,** either **portrait or landscape,** and of **.pdf** format.

Please name your poster pdfs in the format **Surname_Name.pdf**. For example, Kouvari_Miranta.pdf.

We ask you to read and seriously take into account the information we provide regarding **colour-blindness** when designing your poster (see our document **Colour-blindness Accessibility**).

Posters will be available to view through a password-protected portal on the PalAss website.

Video details 🎞️

Your video presentation must be **a maximum of 12 minutes for a full talk** and **a maximum of 5 minutes for a flash talk**. We will trim the videos if necessary, so please make sure you are not over the time limit!

We suggest a **720p video resolution** as it provides a good balance between file size and quality. Your video must be in either an **.mp4 format (recommended)** or any other file format accepted by Youtube (see here).

Please name your videos in the format **L_Surname_Name** for lightning talks and **F_Surname_Name** for full talks. For example, L_ Kouvari_Miranta.mp4 or F_ Kouvari_Miranta.mp4.

We ask you to read and seriously take into account the information we provide regarding **colour-blindness** when designing your talk slides (see our document **Colour-blindness Accessibility**).

Captions are **obligatory** and must be in a .sbv format (see our document **Subtitles tutorial**) or any other format accepted by Youtube (see here). You may refer to our dedicated written and video manual for more information. **Please name the subtitles file with the same name as the video file.** For example, L_Kouvari_Miranta.sbv or F_Kouvari_Miranta.sbv.

After registration closes, we will upload your videos and captions on PalAss's Youtube channel so that ProgPal attendees can watch them throughout the conference. Videos will only be available to delegates attending this year's conference.

How to create your lightning and full talks

Here are the instructions for creating and saving your talk. **Please complete these steps in plenty of time before 23:59pm BST on Friday 4th June.**

1. **Prepare your slides**, making sure you make them colour-blind accessible (see our document **Colour-blindness Accessibility**).

2. **Record your voice**, making sure (if possible) to speak loudly and clearly. This will also help with speeding up captioning. Need a reminder on how to record your voice (and video) during your PowerPoint presentation? Here is how. You can also download apps, like OBS Studio (free) which will record your video separately.

3. **Export your presentation as video**. Need a refresher on how to export your narrated PowerPoint presentation into a video format? Here is a step-by-step guide. Make sure the video is in a format accepted by Youtube, like .mp4. We recommend an intermediate (720p) resolution.

4. **Make your subtitles**. See the dedicated written and video tutorial (**Subtitles tutorial**).

5. **Proof your video**. Please make sure your audio has recorded to a reasonable quality, subtitles are properly synchronised with audio, and the video length doesn't exceed 12 minutes for full talks and 5 minutes for lightning talks.

6. **Rename your video in the requested format.** L_Surname_Name for lightning talks and F_Surname_Name for full talks.

How to send us your talk/poster

1. **Upload your talk/poster at the link provided in our email**. **Deadline is 23:59 BST 4th June**. Please, do not worry that you don't immediately receive an email confirming your upload. Cnfirmation of your presentation upload will arrive shortly after the deadline. For posters, you should upload the .pdf file. For talks, you should upload the video (example .mp4) and the subtitles (example .sbv). **If you are presenting a talk and don't include subtitles in any way, we won't accept your presentation!**

2. **Choose your Q&A session via the link provided in our email.** The form collects information on your preferred Q&A sessions and states our terms and conditions for upload. You will get your allocated Q&A session time in the email following the deadline.

Following upload, we will transfer your video/poster to a private folder and check it. We will upload talks to the PalAss YouTube channel and posters to the PalAss website, ready for the conference. **Please upload your talk/poster as soon as possible.**

Especially for talks, the upload process may take more time than you expect, and the system may not be able to support large numbers of delegates trying to upload their talks simultaneously right before the deadline.

We will allocate presenters to Q&A sessions after the upload deadline, but will try to circulate this information as soon as possible after this.

If you have any difficulties or questions, please let us know, either via email (progpal2021@palass.org) or our social media channels.

We can't wait to watch your talks and posters! 🥳

The ProgPal 2021 organisers