



Instructions for narrated E-poster presenters

What is a narrated E-poster?

- A **narrated ePoster** is a combination of a poster and a short pre-recorded powerpoint presentation and where you can highlight important parts of your work in a dynamic presentation.
- By selecting the pdf poster, your video will be played.

Technical requirements

- All narrated ePosters are asynchronously presented and viewed electronically. Therefore, they must be narrated presentations, submitted only in MP4 format.
- Instructions on how to narrate your presentation and export it to a video file are included below:
 - First create your poster and generate a pdf version in portrait mode, DIN A0.
 - Then prepare your narrative and record the video as instructed below.
- Requirements:
 - **Poster** requirements: 16:9 widescreen slide size, save as .pdf
 - **Slide** requirements: 16:9 widescreen slide size, save as .mp4
 - First slide: Poster in thumbnail overview, Title and authorlist as well as email address for correspondence
 - Second slide: Disclosure of relevant relationships with commercial entities: "I (or my co-authors) have nothing to disclose" OR "I (and/or my co-authors) disclose the following relationships:" followed by a list of the commercial companies and the nature of your relationship with them for the presented topic.
 - Last Slide: references
- *Please review your mp4 file for sound/visual issues before submission.
- There are no slide number limits but presentations should be maximum 3,5 minutes or less in length.
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Instructions for narrated E-poster presenters

Uploading your narrated E-poster

- Poster upload deadline: Friday 14 August 2026
- Link to the OneDrive to upload your narrated E-poster: [Upload your poster here!](#)
 - Submit the poster as PDF
 - Submit your video as mp4
- Use the following syntax for your file: CWIG2026- Narrated e-poster - ID number - first name last name presenting author
- Depending on your internet speed, uploading a video can take 10-15 minutes for larger files. *Some hospital firewalls may prevent you from uploading files and you might need to upload the files from a computer outside your institution.
- Any questions? Please send your question to cwig2026@kuleuven.be

Narrating Your Presentation and Exporting to Video

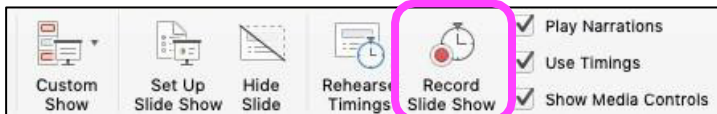


Mac Instructions

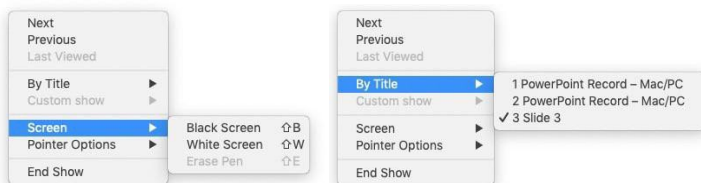
NOTE: Make sure your microphone is set up correctly. go to System Preferences > Sound

Select input and select the microphone you would like to use (internal, external, etc.)

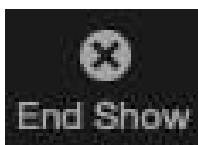
1. Prepare to Record - With your presentation open, on the **Slide Show** tab, click **Record Slide Show**.



2. During recording, use **Ctrl+Click** to access the recording commands that let you navigate through the slides, change cursors, or trigger screen blackouts or whiteouts.



3. Click **End Show** at top of screen to stop recording.



PC Instructions

NOTE: Make sure your microphone is set up correctly. Right-click (or press and hold) the volume icon on the taskbar and select Sounds.

In the Recording tab, select the microphone or recording device you'd like to set up. Select Configure. Select Set up microphone.

1. Prepare to Record - With your presentation open, on the **Slide Show** tab, click **Record Slide Show**.



2. During recording, At the top left corner of the window is the Recording toolbar, which you can use to:



: Go to the next slide



: Pause the recording



: Re-record the current slide

3. Click **End Slide Show** at top of screen to stop recording.





Mac Instructions

4. A **Save** dialog box appears. Click **Yes** to save your recording, or **No** if you want to record it again.

5. Click **Play From Start** to preview your recording.



In this process, what you record is embedded in each slide and the recording can be played back in Slide Show. A video file is not created by this recording process. Next you need a video file, you can save your presentation as a video with the steps below.

How to Save a Video File from a PPTx Recording

For Mac, Select **File > Export**. Open the **File Format** list and select **MP4**. Select the video **Quality** you want: **Presentation Quality, Internet Quality, or Low Quality**. The higher the video quality, the larger the file size. When you've made all your selections, choose **Export**.

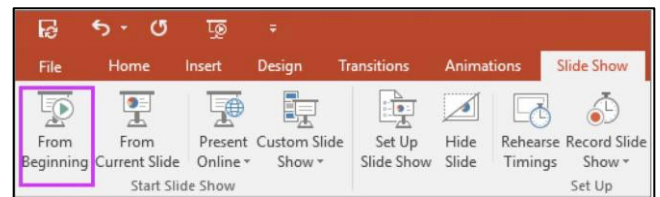
NOTE: DON'T use **Save As**, it doesn't offer video options. The ***MP4 format*** is an international standard, so it's supported more broadly, especially on hardware devices. PowerPoint 2016 for Mac doesn't support saving in a video format. Other versions of PowerPoint for macOS (2011, 2019, and the Office 365 subscription) do support this feature.)*



PC Instructions

4. A **Save** dialog box appears. Click **Yes** to save your recording, or **No** if you want to record it again.

5. Click **Play From Beginning** to preview your recording.



In this process, what you record is embedded in each slide and the recording can be played back in Slide Show. A video file is not created by this recording process. Next you need a video file, you can save your presentation as a video with the steps below.

How to Save a Video File from a PPTx Recording

On the **File** menu, select **Save** to ensure all your recent work has been saved in PowerPoint presentation format (.pptx). Click **File > Export > Create a Video**. (Or, on the **Recording** tab of the ribbon, click **Export to Video**.)