



### Instructions for Recorded Project Presentations for MEOPAR's Annual Scientific Meeting

Due to COVID-19, this year's MEOPAR Annual Training Meeting (ATM) and Annual Scientific Meeting (ASM) are taking place virtually from October 19-30, 2020. The ATM will take place from Monday, October 19 to Thursday, October 22, 2020, while the ASM will take place Monday, October 26, 2020 to Thursday, October 30, 2020.

In order to showcase the breadth of MEOPAR projects (including Fathom Fund and Postdoctoral Fellowship Award Recipients), each PI (or postdoctoral award recipient) is asked to submit a 5-minute recorded Powerpoint video presentation (maximum 5 slides) about their project (only 1 presentation per project). As in previous ASMs we expect strong participation from across the network and are therefore limiting to 1 presentation per project. To ensure we can fit all participants and limit the potential for technical difficulties that may arise with live presentations, the required format will be a 5-minute pre-recorded video presentation.

As the PI, you will be responsible to circulate this information to your project team and decide who will present on behalf of your project. **Please confirm your participation by completing [this questionnaire](#) by Tuesday, September 8, 2020 to secure your project's spot at the ASM.** The ASM's schedule and sessions will be prepared once confirmations by project PI's have been received.

**Please note that all pre-recorded Powerpoint videos must be submitted by end of day Monday, September 28, 2020 to be included in the ASM's final program.** Should you have any questions, or if your project is unable to participate, please contact [meoparannualmeeting@meopar.ca](mailto:meoparannualmeeting@meopar.ca). This document contains detailed instructions on how to prepare and submit your pre-recorded video.

#### **Expectation:**

Each MEOPAR project, including Fathom Fund and Postdoctoral Fellowship Award recipients, will submit a 5-minute pre-recorded Powerpoint video presentation to be screened during the MEOPAR ASM. Each 5-minute pre-recorded Powerpoint video presentation should include a maximum of 5 slides. Only one presentation per project will be accepted. We would like PIs to speak to the impact of their work within their presentation.

Please see the [following link](#) on how to record a Powerpoint video presentation. These instructions are available for macOS and Windows. Step-by-step instructions are provided to ensure that you record your video successfully.

#### **All 5-minute pre-recorded Powerpoint video presentation must be submitted by end-of-day Monday, September 28, 2020.**

We ask that you email us a link to where we can download the file (either from Dropbox, Google Drive, OneDrive, or another file sharing platform). When naming your file, we ask that you use the file naming convention below. Use only periods, no dashes, commas or special characters.

Last name of PI. First three words of project name. date (DD.MM.YY)

Should you have any questions, please contact [meoparannualmeeting@meopar.ca](mailto:meoparannualmeeting@meopar.ca). Registration for ATM and ASM is now open. Please [see our website](#) for more information.