



# EUGEO 2021

## 8<sup>TH</sup> EUGEO CONGRESS ON THE GEOGRAPHY OF EUROPE

June 28 – July 1, 2021, Prague, Czechia



### INSTRUCTIONS FOR E-POSTER PRESENTATION 8<sup>TH</sup> EUGEO CONGRESS ON THE GEOGRAPHY OF EUROPE

Dear congress participant,

we would like to inform you about the process of your poster presentation. Whether you present your poster on site at the congress venue or remotely from home, please pay attention to the information below.

The congress is organized as a hybrid event allowing for in-person as well as virtual participation.

Since the poster session will be running physically as well as virtually, all posters will be provided in the congress virtual platform. **We kindly ask you to upload your poster to the congress virtual platform no later than June 21, 2021.**

The virtual platform will provide live access to the whole scientific programme. Apart from the virtual lectures we are planning so-called e-poster library and e-video library. **Within the e-poster library each e-poster will have its own chat associated for people watching your e-poster, so you should make sure to be online at least some time during the Scientific Programme within the congress dates to answer possible upcoming questions.**

Posters for virtual display must be prepared in **PORTRAIT** style (please DO NOT prepare a landscape poster) **in PDF format**. The maximum format of the poster is **A0 one page** (i.e. 841 x 1189 mm). Do NOT exceed the overall dimensions of the format.

Since many authors have opted for virtual participation, you can optionally provide also a **short video-commentary** (3-5 minutes video presentation) that has to be **pre-recorded** and **uploaded** to the congress virtual platform no later than the than **June 21, 2021**.

**The posters will be displayed during the whole congress.**

#### PHYSICAL POSTER PRESENTATION

Posters should be set up in the Poster Area **from 10:00 on Monday, June 28, 2021** and must be removed **by 17:00 on Thursday, July 1, 2021** at the latest. Those posters which will remain in the Poster Area after its closing will not be kept. The organizing committee does not provide printing services for physical poster display. It is the sole responsibility of each participant to print out their posters.

#### VIRTUAL PLATFORM POSTER PRESENTATION

##### Optional Video-Commentary Requirements

- recording must be in a separate MP4 file format
- the file size limit is 200 MB
- a bit rate of <1Mbps is recommended to ensure optimum playback experience for the users
- maximum video time is **5 minutes**
- The easiest way to create the video for upload when using Power Point is to create a voice over PowerPoint. More information can be found at: [Powerpoint](#) or [HERE](#)
- Convert your PowerPoint to MP4 video file. More information can be found [HERE](#)





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### Tips for recording

- Use an area as quiet as possible.
- Avoid areas that have echo. Rooms should be fairly small. Sound damping with carpeting, curtains, furniture helps.
- Use a good headset with its microphone close to the mouth, BUT away from the direct airstream of the mouth to reduce “pops”. Avoid using the default built-in microphones of the computer.
- Do a test recording of a couple of minutes and review the sound and picture quality, MP4 format, and bit rate before recording the entire presentation. Adjust if needed.
- When entering Power Point’s presentation mode, we recommend using the laser pointer (in full screen mode: right mouse click --> pointer options --> laser pointer).
- Remember dress code, business casual is preferred. Prefer white walls in the surroundings, light your face and do not position your camera against windows.

### How and where to submit my poster presentation

To upload your poster, please visit the live congress website (<https://eugeo2021.gcon.me/page/home>) and click the **User Login** link in the top right corner of the page.



The site will request your login credentials (*email address and password*)

- On your first login attempt the site will ask you to provide your email address (*the e-mail address you were registering with*), your password will be automatically sent to this address (*it is coming from the e-mail address info@gcon.me*).
- After login please go to personal page:





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- Use the upload poster button

HOME Programme Posters LIVE stream My remote participation Helpdesk

Networking  
Notifications  
Personal data  
Description  
Social networks  
Upload presentation  
**Upload poster**

Poster Session **Unuploaded**

**poster 3**

**Upload poster** (maximum filesize 200MB)

- **You can either upload a single document as is (e.g. .ppt/.pptx, .mp4...) or multiple documents in a ZIP package.**
- After successful upload of your poster, you will receive the confirmation email. In case there is a problem with your poster, the technical support will contact you.

**Please kindly upload your poster until June 21, 2021.**



FACULTY OF SCIENCE  
Charles University

[www.eugeo2021.eu](http://www.eugeo2021.eu)