



Setup and upload of your eTalk video presentation file

During the conference, all accepted abstract texts will be made available online. In addition, all abstracts will be presented in the format of a short, recorded eTalk (maximum length: five minutes). Please follow the instructions below to set up your eTalk file using PowerPoint or Loom. Please upload your file by April 23, 2021.

Instructions for the set up of your Abstract Presentation file with PowerPoint

In PowerPoint you can add or record audio data for your slides:

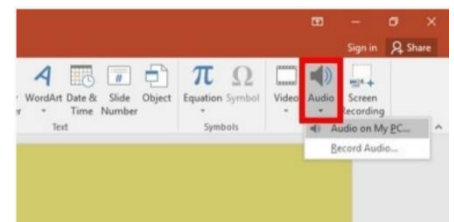


Record Slide Show:

1. Select Slide Show > **Record Slide Show**
2. Choose between the option
 - Record from Current Slide to record from a specific slide
 - Record from Beginning
3. When you are ready, select Record with only audio recording and start speaking
4. You can manage narration and timings in your presentation and can use the pen or highlighter tools to mark up your recording

Add audio from your PC

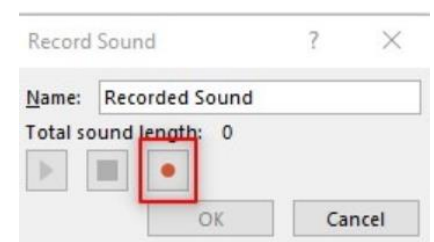
1. Select **Insert > Audio**.
2. Select **Audio on My PC**.
3. In the Insert Audio dialog box, select the audio file you want to add.



Record audio

For each slide you will need to record a separated audio file that will only contain information about each slide

1. Select **Insert > Audio**.
2. Select **Record Audio**.
3. Type in a name for your audio file, select **Record**, and then speak.





Please note that your device must have microphone enabled to record audio.

- To review your recording, select **Stop** and then select **Play**.
- Select **Record** to re-record your clip or select **OK** if you're satisfied.
- To move your clip, select and drag the audio icon to where you want it on the slide.
- Select **Play**.

Change playback options

Select the audio icon and then select the **Audio Tools Playback** tab.



To hide the speaker icon from your slide, please click on the 'Speaker' icon. A new 'Playback' menu will be opened on the right of the upper menu. Click on 'Playback' and tick the box next to "Hide During Show"



Then select which options you would like to use:

- To trim the audio, select **Trim** and then use the red and green sliders to trim the audio file accordingly.
- To fade in or fade out audio, change the number in the **Fade Duration** boxes.
- To adjust volume, select **Volume** and select the setting you prefer.

To choose how the audio file starts, select the dropdown menu, and select the following option:

- **Automatically** – Plays automatically once you advance to the slide that the audio file is on.

To choose how the audio plays in your presentation, select the option:

- **Play Across Slides** – Plays one audio file across all slides.

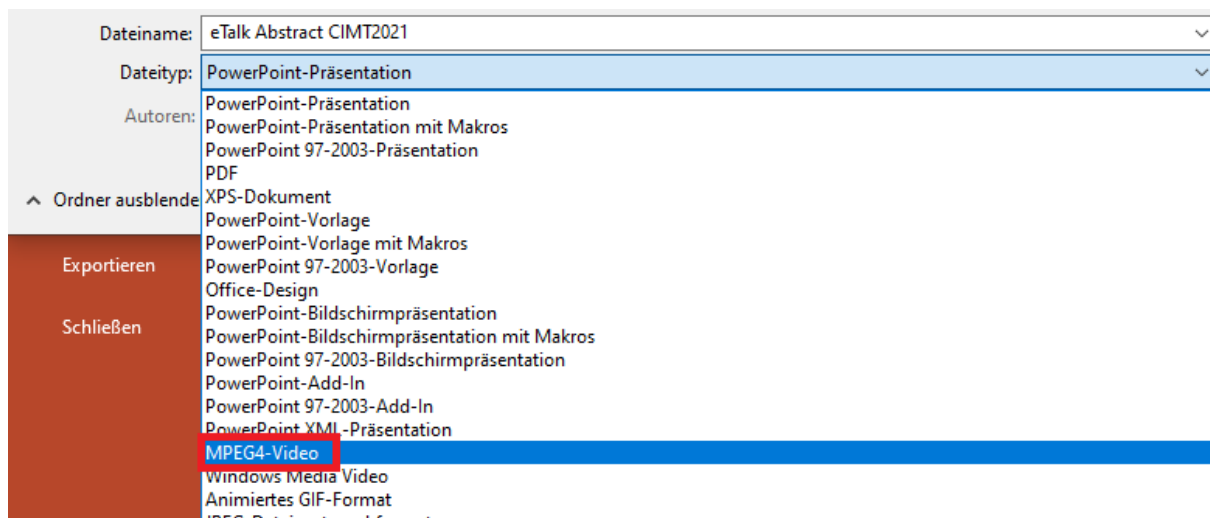
Delete audio

- To delete audio, select the audio icon on the slide and press **Delete**.



Save Power Point Presentation with Audio for your eTalk

- Select **Save as**
- In the “Save as”-type box choose **MPEG-4 Video**
- In the “Data name”-box, enter a file name for the video, browse for the folder that will contain this file, and then click **Save**.



You may find more information and a detailed video about adding and recording audio in PowerPoint on the Microsoft Support website:

www.support.microsoft.com/en-us/office/video-add-and-record-audio-eeac1757-5f20-4379-95f2-0d0cd151d5b8

www.support.microsoft.com/en-us/office/record-a-presentation-2570dff5-f81c-40bc-b404-e04e95ffab33

18th CIMT Annual Meeting

May 10 - 12, 2021

Europe's Cancer Immunotherapy Meeting
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Instructions for the set up of your abstract presentation file with Loom

If you are **unable** to add audio and **save** the presentation as **MPEG-4 Video in PowerPoint** we **recommend using the tool Loom for your eTalk recording.**

Loom is a video messaging tool to record your camera, microphone, and desktop simultaneously. We recommend using Loom with the Package “**Business**” for 8\$ per month. After the booking you can cancel the package right away and you will still get the availability to use Loom for one month.

You can download the recommended desktop app for your video here: www.loom.com/download

How to record your Powerpoint Presentation

- Open your **presentation** slides in your PowerPoint
- Then open the **desktop app** and select your **Screen** with **Full screen** as your capture mode settings (please set the camera off).
- Once ready, hit the **Start recording button** and then launch your PowerPoint presentation into **Full-Screen Presentation** mode
- Record your slides as usual and once you are done you can click to end the recording.
- Your video will then process to your video library - from here you can trim your recording (for example you can edit the first few moments while you were getting started).
- When you are done editing, you can download your video to save it.

You may find more information and a detailed video about recording and editing your video with Loom on the Loom Support website: <https://support.loom.com/hc/en-us/articles/360002236078-How-to-record-a-presentation-with-Loom->

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How to upload your eTalk video file

To submit your presentation as Video on Demand, please follow the steps below:

- Go to the CIMT abstract submission platform and sign in with the login name and password used for abstract submission (if not available, please use the link "Send new password").
- After logging in, the list of abstracts will automatically open in the menu item "My abstracts".
- Click on the "Browse" button to open your local file directory. Select your video file and click on "Save". Please note that the video file must be saved locally on the computer (not in the cloud).
- Your upload will be confirmed directly on the website after successful completion. Depending on the size and your personal internet connection, this process may take a few minutes.
- You can change your presentation and upload a new version at any time until the **submission deadline on April 23, 2021, 24:00 (CET/CEST)**. The previous version will be deleted after uploading a new file.

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