



# 20th Biennial Meeting of SFRR International

## Deadline for Narrated Communications 15 February 2021

### Instructions

- Your presentation must be a single PowerPoint file with voice recording
- Page setup 16:9 (On-screen Show Width: 25,4cm - Height: 14,29cm)
- It should last maximum 10 minutes
- It should contain no more than 12 slides

### How can you create your narrated PowerPoint? Please follow these steps

- Once you have created your presentation, you just need to record your explanation for each slide. Please use headphones with microphone and make your recording in a quiet place in order to improve the sound quality of your presentation.
- In PowerPoint click on "Slide Show" menu and then click on "Record Slide Show" button
- Start your explanation slide by slide, and the computer will automatically save the time slot for every slide.
- Please, ensure that you use the laser pointer to highlight any item/axis/area during your presentation. Watch the video to see how to access the laser pointer: <https://vimeo.com/510284192>
- Once you have finished with the last slide, please don't forget to save your work.

Please send your recorded presentation to the following address: [certificates@meetingpharma.com](mailto:certificates@meetingpharma.com)

In case you can't send your presentation by email due to the size of the file, we recommend using [WeTransfer.com](https://www.wetransfer.com), [Myairbridge.com](https://myairbridge.com) or [Transfernow.net](https://www.transfernow.net)

## Deadlines for Symposium Lectures and Oral Presentations

You should book your recording slot not later than: 19 February 2021

All the recordings must be done not later than: 26 February 2021

Our technical team will contact you directly and help you to make the connection and recording. We recommend to make the recording in a quite location, well-lit and with a good internet connection

### Contact

MeetingPharma, A/A Asun Torres  
[atorres@meetingpharma.com](mailto:atorres@meetingpharma.com)  
[www.meetingpharma.com](http://www.meetingpharma.com)