

September 8, 2021

## Essential Requirements for Talk Preparations

The following information is provided to help speakers prepare and record their presentation for the WUWHS 2022 Hybrid Congress.

1. Your presentation will be available for all registered participants until end June 2022.
2. You are required to prepare a video recording presentation of no more than **10 minutes** in length.
3. Your presentation is to be delivered in English. Note that no interpretation or closed-captioned translation will be provided.
4. You are required to send your final video recording by any means of electronic transfer to [recording@uwwhs2022.org](mailto:recording@uwwhs2022.org) before **1<sup>st</sup> December 2021, 23:59 GST**. For the recordings to be processed and checked by our technical provider, there is considerable urgency in preparing, finalizing and uploading your recording no later than the aforementioned deadline, but preferably before that, starting from now.
5. Please include your presentation title and your full name and designation on the first slide.
6. Please state potential conflicts of interest (COI) in your second slide
7. Please save your recording as follows:  
**PRESENTATION TITLE\_FIRST NAME\_LAST NAME**
8. Save it in MP4 format.
9. Upload the attachment into the transfer method you have available (WeTransfer, TransferLargeFiles, Hightail etc.) and send to [recording@uwwhs2022.org](mailto:recording@uwwhs2022.org)

## Consent

By submitting your presentation to our technical provider, WUWHS, you are indicating your agreement that:

1. Your presentation(s)/video(s) will be uploaded on the WUWHS 2022 Hybrid Congress platform and will be available on-demand for the duration of the Congress and remain available online for 3 months (until June 2022).

**WUWHS may use the heading slide of your presentation for advertising on social media channels, such as Facebook, LinkedIn, or Instagram.**

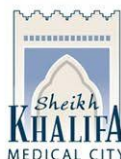
## Preparing your Presentation

- It is imperative that you adhere to your presentation time of 10 minutes.

### PowerPoint

- You can use the WUWHS Congress template, or your own institution's branding or template.
- Do not include any audio or video files embedded in your slide deck.

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