

## On-Demand Recording Preparation & Upload Instructions

### Create your recording:

- Create a PowerPoint + Audio presentation saved as an MP4 or .MOV. It is important that you save your file in one of these formats to prevent downloading from the site.
- A tutorial on adding audio to a PowerPoint can be found here: [How to Add Voice Over on PowerPoint Slides](#). There is no MRS template that you have to follow.
- Instructions on how to save your PowerPoint file to an .MP4 or .MOV can be found here: [Save a presentation as a movie file or MP4](#).
- Maximum file size is 1 GB.
- Slide 1 should contain the abstract title, symposium, the presenter's name, organization and email address.
- Poster presenters should break up their poster into three or four slides for ease of viewing.
- To be considered for a Best Poster Award, **virtual poster presenters** must upload their recording and register for the virtual meeting by **April 18, 2024**. All Best Poster awards, including poster presentations given during the virtual meeting, will be announced during the onsite poster sessions in Seattle.

### Uploading your recording:

1. An email was sent on March 25, 2024 from 2024 MRS Spring Meeting & Exhibit ([meetings@mrs.org](mailto:meetings@mrs.org)) containing your access link. Select the link to enter your invitation.
2. Scroll to the bottom of the invitation and click the box labeled 'Select File'.

#### Questions & File Upload

Recording for On-Demand Viewing

MP4, MOV

File size limit: 1 GB

Select File

FILE NAME	UPLOAD
<input type="text"/>	<input type="button" value="2. Upload Selected File"/>

3. Select the file you wish to upload from your computer (do not use your phone or tablet) and click 'open'. Please keep in mind that only .MOV or MP4 formats will be accepted to upload and files may not exceed 1 GB. Depending on your internet speed, it may take several minutes for the upload to complete.

- Click the box labeled 'Upload Selected File'.

## Questions & File Upload

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#### Select File

FILE NAME	UPLOAD
C:\fakepath\TEST VID <input type="button" value="1. Select File"/>	<input type="button" value="Upload Selected File"/>

### Upload Progress



100 %

Processing upload, please wait...

- Thank you for taking the time to upload your On-Demand recording. Please note that you will not be able to view your recording on the virtual platform until after you register and the site goes live in early April.