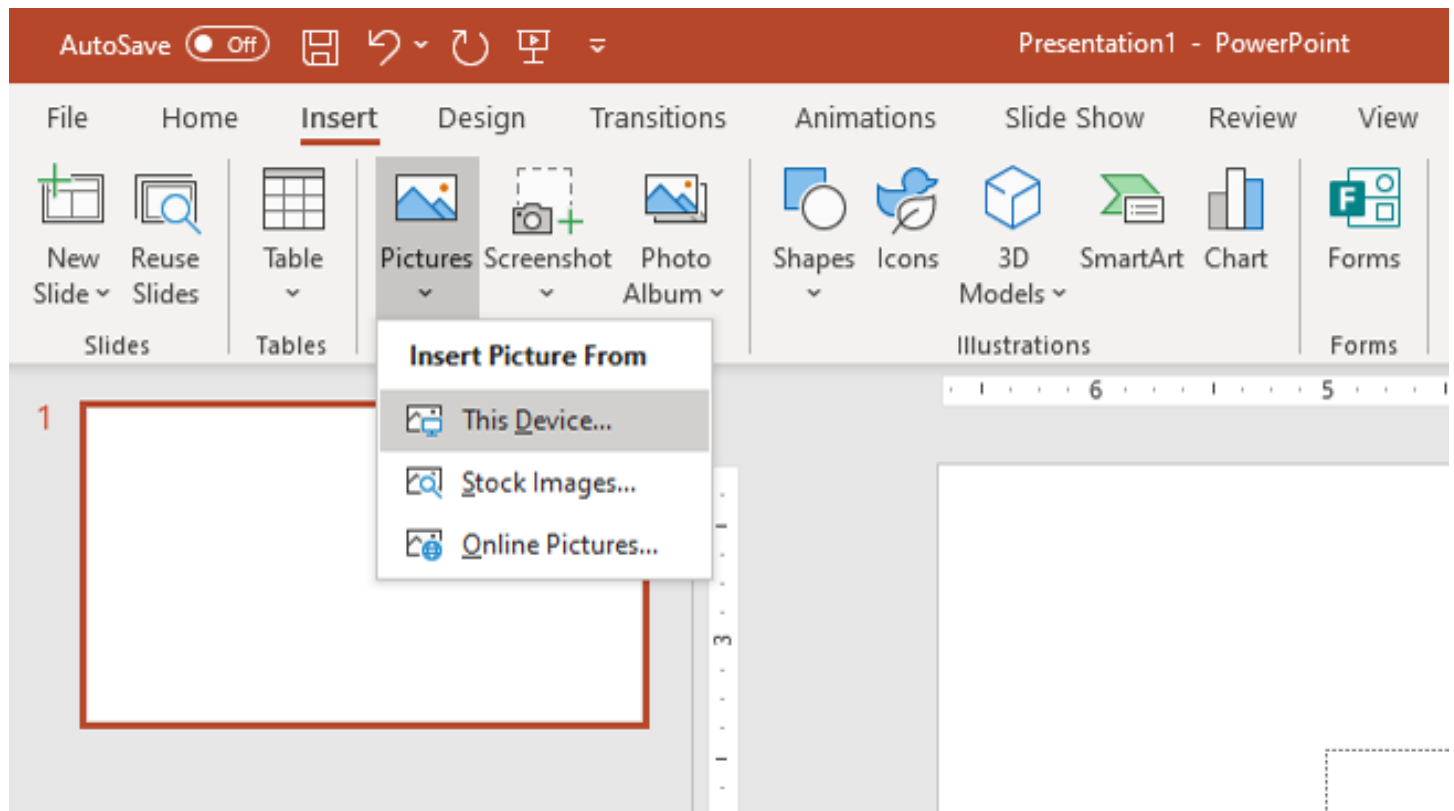


Instructions for Recording Audio Narration to Accompany a Poster in the SOT Virtual Meeting Platform

STEP 1

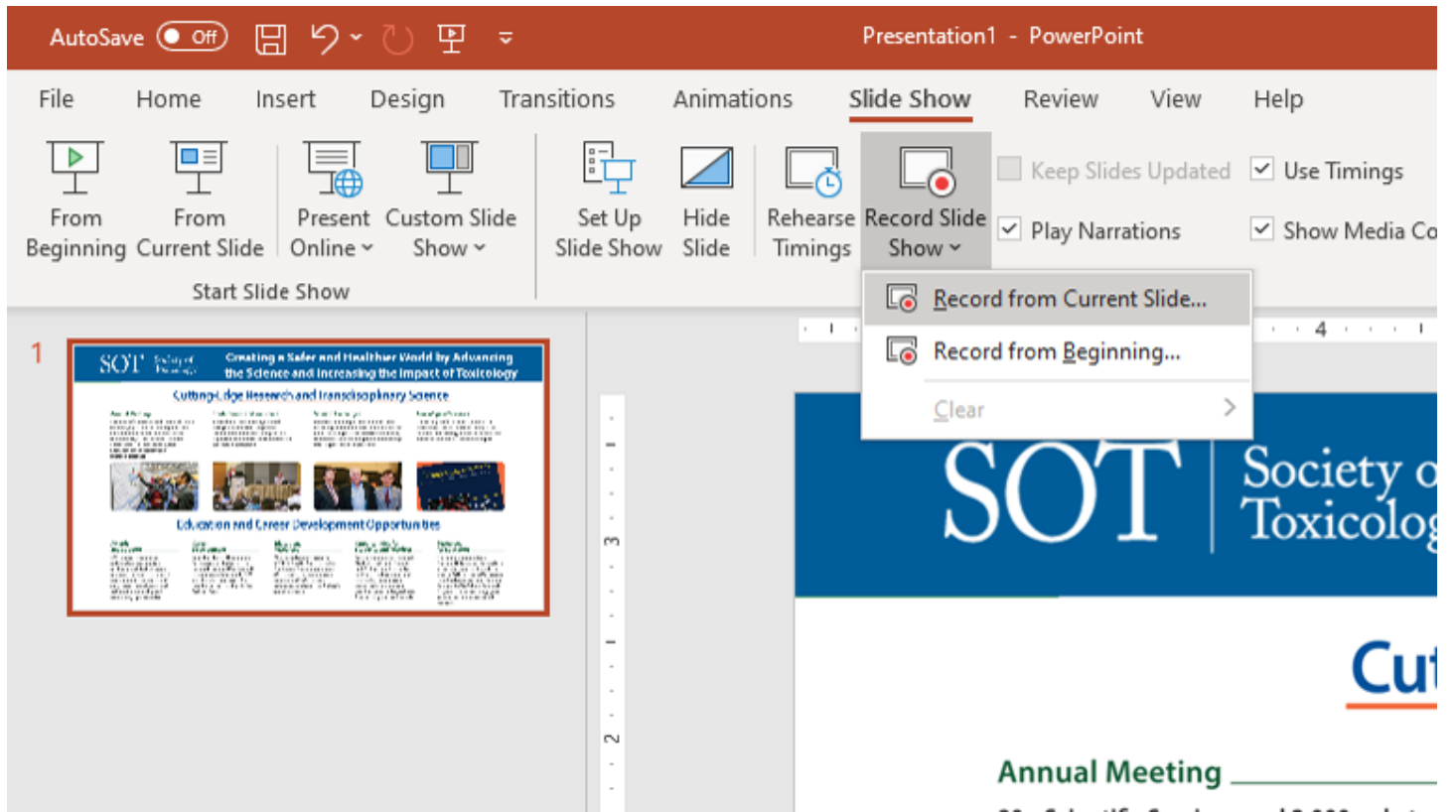
Create your poster as a single slide in PowerPoint or in a program that allows you to create a photo file (PNG, JPEG, TIFF, etc.), ideally in a 16 x 9 ratio for optimal viewing.

If you create your poster outside PowerPoint, open a blank PowerPoint document. Insert your poster by going to the “Insert” menu option and selecting Pictures > Insert Picture From > This Device. Once your poster graphic is inserted, you can resize it to fill the PowerPoint slide.



STEP 2

With your poster on a PowerPoint slide, you can open the PowerPoint recording feature by going to the "Slide Show" menu option and selecting Record Slide Show > Record From Current Slide.



STEP 3

In your new Recording Screen, ensure that your microphone is on and your camera is off by referencing the icons in the lower-right portion of the screen.

Then, use the record button in the upper left to begin your audio narration.

You may press pause or stop at any time, and select record again when you are ready to proceed—this will not overwrite anything recorded thus far.

If you want to start a new recording, select Clear > Clear Recordings. When you are satisfied with your recording, close the Recording Screen window.

SOT | Society of Toxicology

Creating a Safer and Healthier World by Advancing the Science and Increasing the Impact of Toxicology

Cutting-Edge Research and Transdisciplinary Science

- Annual Meeting**
80+ Scientific Sessions and 2,000+ abstracts on emerging issues related to public and environmental health and the safety of therapeutics, as well as novel research approaches—all advancing current knowledge in toxicology and related disciplines
- Conferences and Webinars**
30+ webinars and meetings hosted each year by the SOT Component Groups and Committees alongside SOT-supported conferences on contemporary concepts in toxicology
- Session Exchanges**
Memberships and partnerships with other toxicology or biomedical societies around the globe resulting in co-chaired sessions during conferences and the integration of toxicology into larger scientific discussions
- Toxicological Sciences**
The Society's official journal, focused on publishing a broad spectrum of impactful research in toxicology as well as reviews and editorials that address important topics

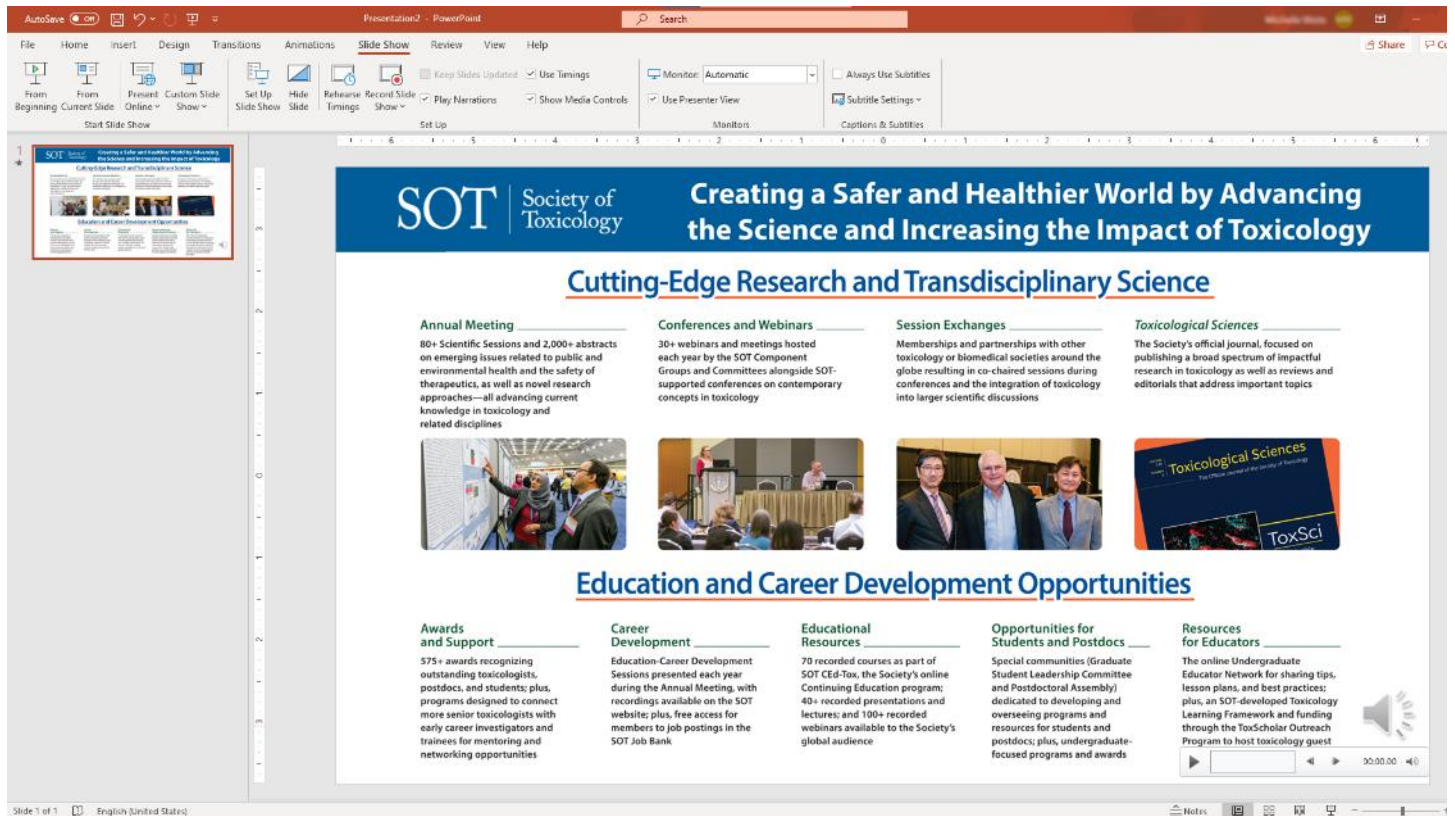
Education and Career Development Opportunities

- Awards and Support**
575+ awards recognizing outstanding toxicologists, postdocs, and students; plus, programs designed to connect more senior toxicologists with early career investigators and trainees for mentoring and networking opportunities
- Career Development**
Education-Career Development Sessions presented each year during the Annual Meeting, with recordings available on the SOT website; plus, free access for members to job postings in the SOT Job Bank
- Educational Resources**
70 recorded courses as part of SOT CE4-Tox, the Society's online Continuing Education program; 40+ recorded presentations and lectures; and 100+ recorded webinars available to the Society's global audience
- Opportunities for Students and Postdocs**
Special communities (Graduate Student Leadership Committee and Postdoctoral Assembly) dedicated to developing and overseeing programs and resources for students and postdocs; plus, undergraduate-focused programs and awards
- Resources for Educators**
The online Undergraduate Educator Network for sharing tips, lesson plans, and best practices; plus, an SOT-developed Toxicology Learning Framework and funding through the ToxScholar Outreach Program to host toxicology guest lecturers at campuses around the world

Slide 1 of 1
0:00 / 0:00

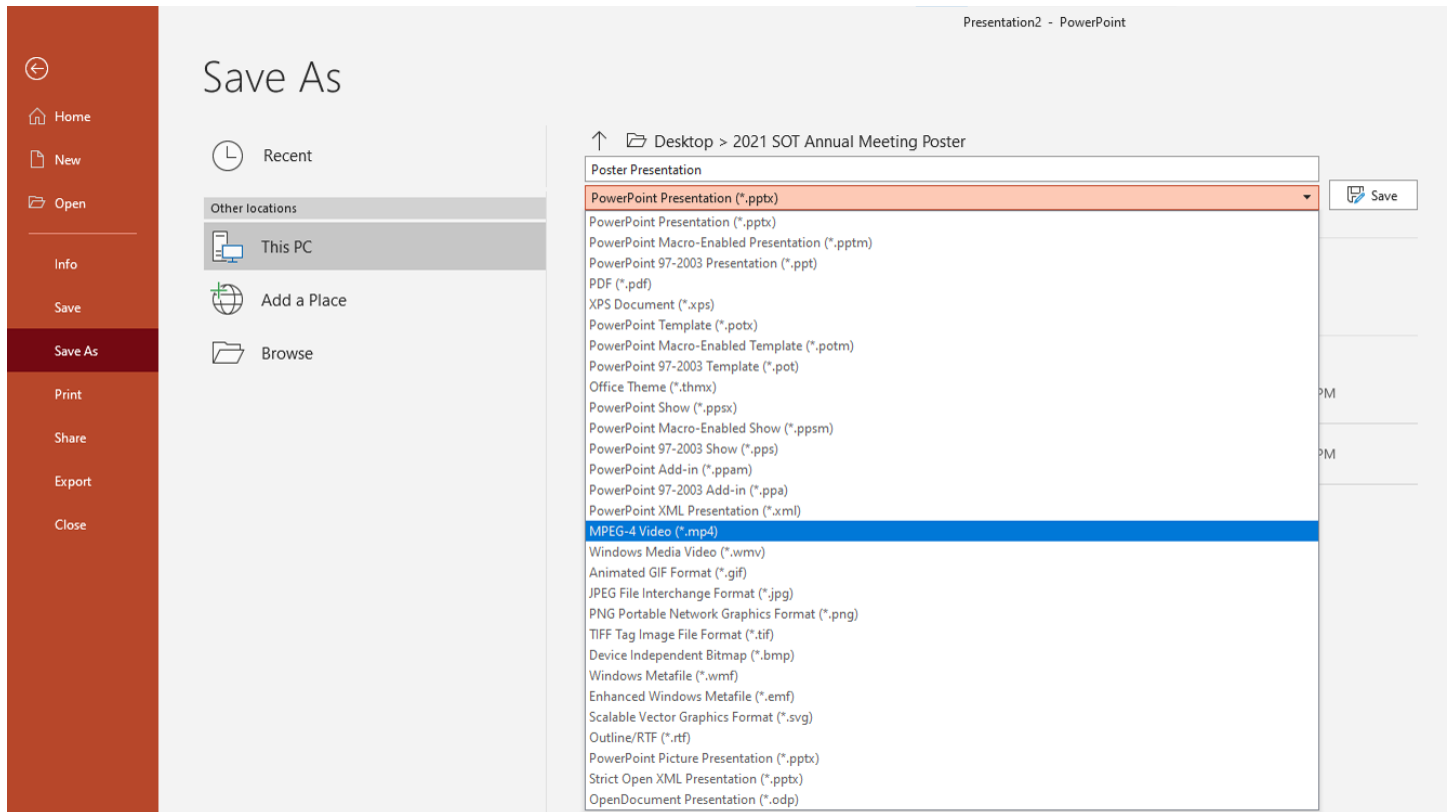
STEP 4

If your audio recording was successful, you will see speaker icon on the lower-right portion of your PowerPoint slide. You can play your audio from this location if you want to double check the narration.



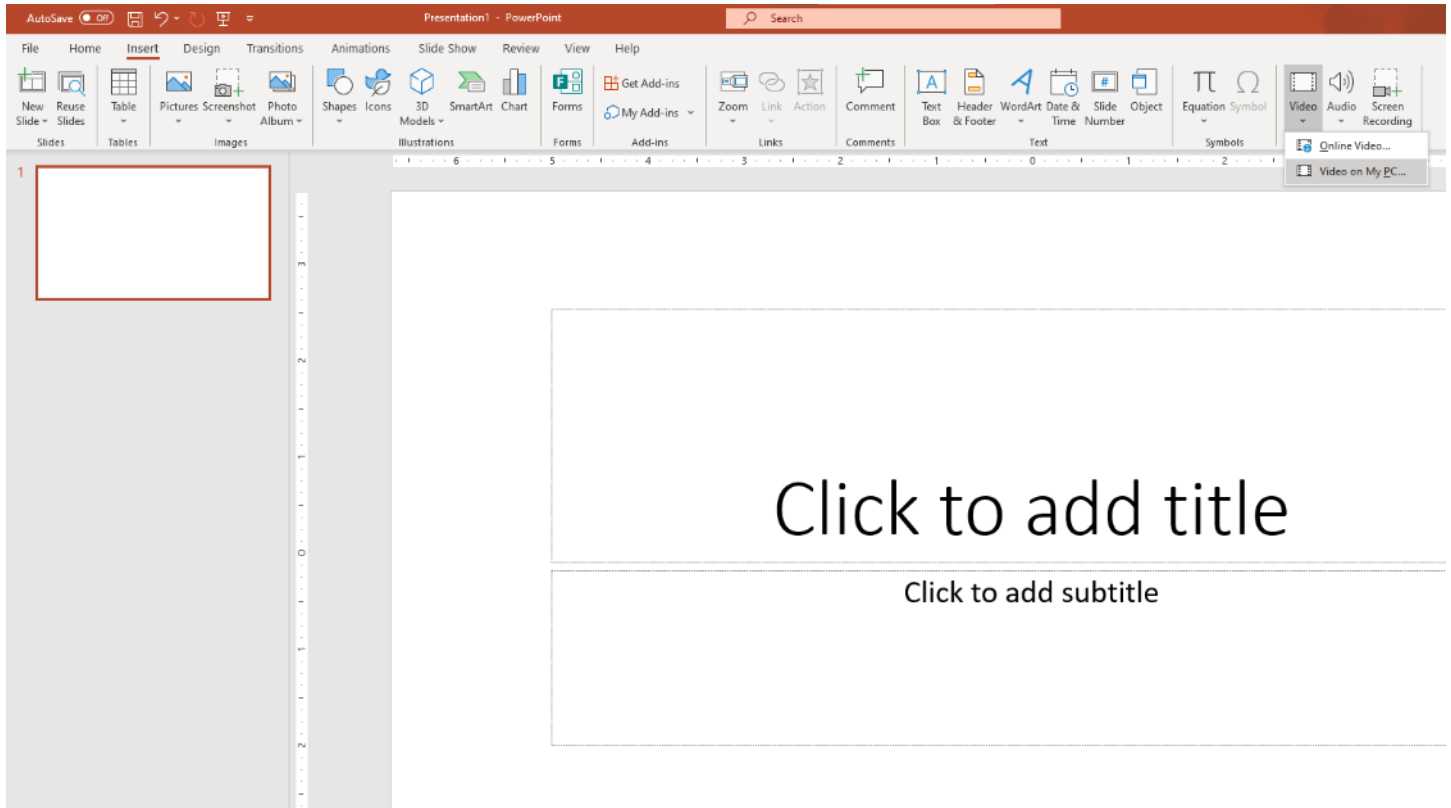
STEP 5

Next, select File > Save As. Once you have selected the location in which you are saving your poster with audio narration, be sure to **select the file format MP4**. This is the video file format that is required for successfully pairing your narration and poster for display in the SOT Virtual Meeting Platform.



STEP 6

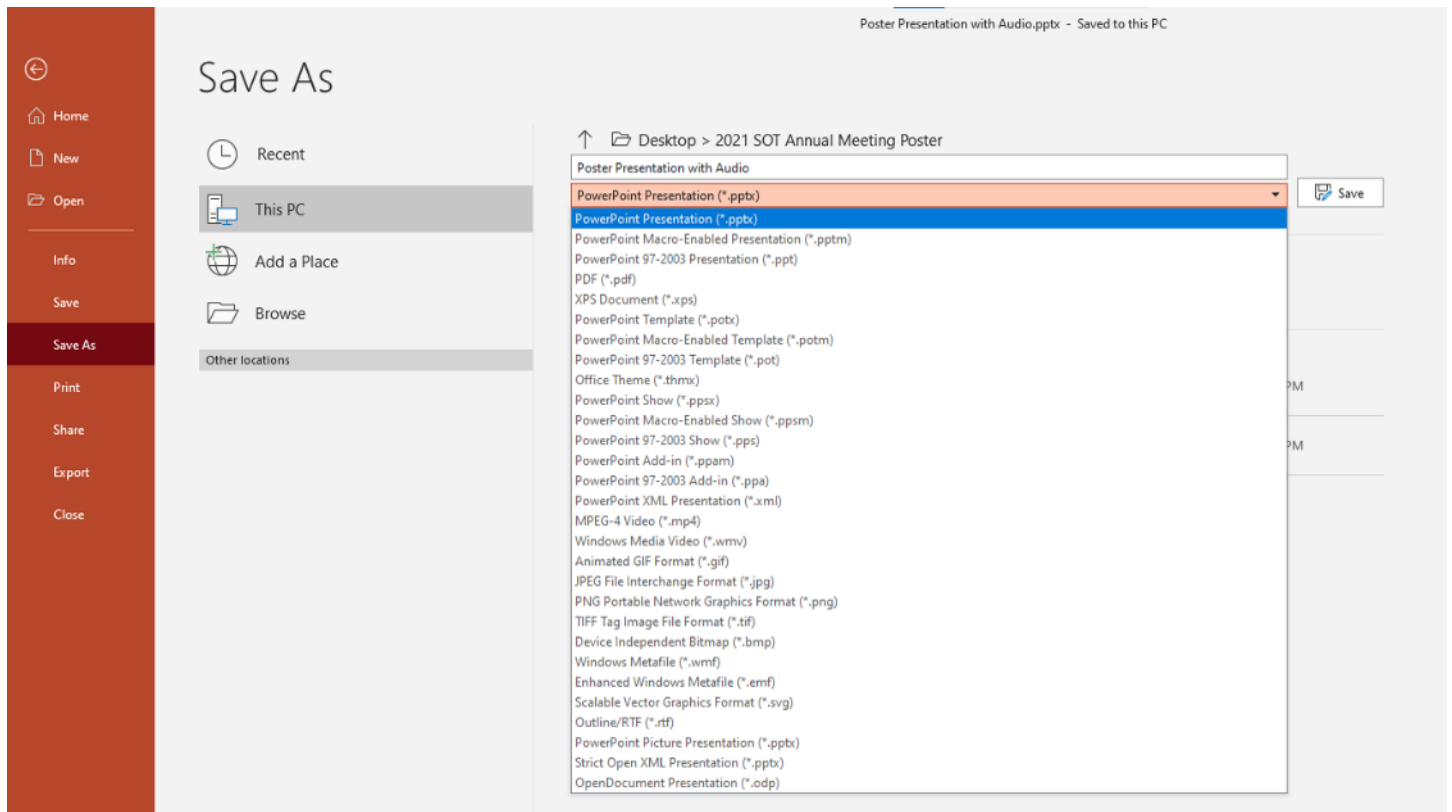
Once your MP4 file is saved, open a blank presentation in PowerPoint. Then, go to the “Insert” menu option and select Video > Video on My PC. Choose the MP4 file that you just created. When inserted, your video should fill the blank slide, but if it does not, you can resize and position it.



STEP 7

Now, you need to save this new PowerPoint slide by going to File > Save As.

This time, **save your file as a PPTX file**, which is the standard PowerPoint file format. This PPTX file is the file that you will upload to the SOT Speaker Management System to allow attendees to view your poster, zoom in on specific features, and listen to your audio narration.



Final Note

In late January 2021, each presenting author was emailed a link to and information on how to access the SOT Speaker Management System in order to upload posters. If you have any questions, experience any difficulties, or did not receive an email, please contact David Rossé at davidr@toxicology.org.