Virtual BSID Annual Meeting 2021.

Audio Clip Instructions

Please note the following before recording your audio clip:

- It can be up to 2 minutes long

- Although the maximum length of the clip is 2 minutes, there is no minimum, so the audio clip can be used at your discretion: it could be a summary of the e-Poster, or it could also be used as a short introduction of the authoring team and contact details to discuss further. Please note that this clip will be available to all attendees so please ensure you are happy to give these contact details out (we would recommend an email, not a phone number).

How to record the audio clip

To record the audio clip, you can use any voice recording software. We would recommend two simple options that you are probably already familiar with and have access to, without downloading additional software:

1. You can use the voice recorder in your laptop/computer - most computers have a voice recording application. Simply click on the Start icon and type "Voice recorder" in the search bar.

2. You can also use the voice recorder on your smartphone.

When recording, please make sure you state your name and the poster presentation you are talking about at the start of the clip.

Please also ensure you are in quiet room without background noise, and speak loudly and clearly. If you have a headset with a microphone, we recommend using this for a better sound quality.

How to submit your audio clip

The deadline to submit the audio clips is **Wednesday 17th March 2021.** This is the same deadline to submit the e-Posters.

Please follow these steps to submit the audio clips:

1. Save your audio clip in MP3 format

2. Name the file as follows – this is important to help us upload it correctly within the platform:
Poster Code, Poster Title (e.g. *P001, This poster is titled XXX*)

3. Send it using a secure file-sharing system: a. Go to WeTransfer (or your chosen file sharing system)

b. Drag and drop your MP3 file

c. Add a message: please indicate clearly your name, presentation title and poster code

d. Send to conference@bad.org.uk

If you have any queries regarding the e-Poster guidelines, please check with conference@bad.org.uk.