

104th Annual Meeting of the German Society of Pathology

Our immune system – state within the state
BERLIN · JUNE 4–6, 2020

DEUTSCHE
GESELLSCHAFT FÜR
PATHOLOGIE E.V.
Seit 1897 – dem Leben verpflichtet



Poster audio walk – How to create the audio file to your poster

Please, read the following instructions before recording the audio file to your poster:

Content

The audio file should have the following content:

1. Title of your abstract/poster presentation
2. Your name and, if different, the name of the first author of your poster presentation
3. If applicable, name of the study group or scientific project
4. Furthermore, you can structure the content of the poster in the following sections: question, methods, results, conclusion-scheme or you can pick one aspect (a table, a diagram, a result e.g.) and specify it more extensively for your listener.

Length

- We recommend a length of no more than 3 minutes for your audio presentation. Maximum length for the upload of the file is 5 minutes.

Quality

- We recommend recording your audio file with your smartphone.
- Best results are achieved in a quiet environment. Hold your smartphone approximately 20 cm away from your mouth while speaking.
- Speak clear and precise.

Recording

- We recommend recording your audio file with the voice memo-app on your iPhone or Android. If it is not pre-installed on your phone you can download it for free in your app-store.
If you want to record your audio file with your computer there are several free voice recorders available online or already pre-installed on your PC. You may choose to use a headset for good results.
For help:
iPhone, iPad: <https://support.apple.com/en-us/HT206775>
Android: https://play.google.com/store/apps/details?id=vr.audio.voicerecorder&hl=en_US
- Record the content of your audio presentation outlined above in one or several audio files.
- Check the quality of the audio file(s) after each record. If it is not sufficient, you may record it again.
- Transmit the audio file from your smartphone to your computer by using the “share”-function in the app to send it to your own email address.
- As a last step you have to merge the audio files in the right order if you recorded your presentation in more than one file and convert it into a mp3-file.
If you recorded only one file you only have to convert it into mp3-file for the upload.

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- There are several free online tools available to merge and convert your file:

We recommend:

<https://audio-joiner.com/>

- Upload your file/s (If you recorded more than one file you must upload it in the right order to merge it successfully)
- **Important: click “Disable fade out” on the right side**



- Format: mp3
- Choose „join“
- Download your file

Please, follow these steps to submit the audio file online:

- Use your login to the abstract submission system ([Link](#)) to upload the audio file to your poster abstract.
If you forgot your password, please, use the “Send new password”-link to order a new one.
- After the login a list of your abstracts will be shown automatically in “my abstracts”.
- Your poster abstracts will show an input mask for the upload of your audio file/s. Please, choose the right audio file per poster.
Attention: The audio file/s must be stored on your computer/hard drive for the upload and not in the cloud.
- The closing date for the upload is June 3, 2020 (one day before the conference starts). You may alter your audio files until this date at any time. If you upload a new version the old one will be deleted automatically.