

WORLD CONGRESS OF
THE INTERNATIONAL
FEDERATION FOR
CANCER PREVENTION
AND COLPOSCOPY

19TH CONGRESS OF
IFCPC
PARIS 2026

4 › 6 JUNE 2026

WORKING
TO ELIMINATE
LOWER GENITAL
TRACT CANCERS

Instructions for Digital E-Poster

PowerPoint / Google Slides + Voice Recording Tutorial



Format: 16:9 Landscape



Language: English Only

Voice Recording Requirements



Total Duration

Your presentation must not exceed 5-slide presentation and 3 minutes of oral commentary.



English Only

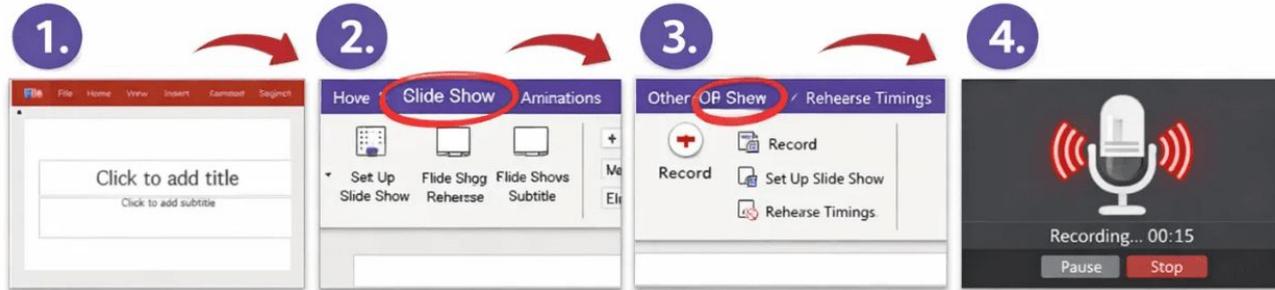
All recorded commentary must be exclusively in English.



Audio Quality

Record in a quiet environment to ensure clarity for the international audience.

How to Record in PowerPoint



1. Open PowerPoint

2. Go to 'Slide Show'

3. Click "Record"

4. Start Recording

01

Open Presentation

Open your final 5-slide PowerPoint file.

02

Navigate to Tab

Click the "Record" tab in the top menu.

03

Start Recording

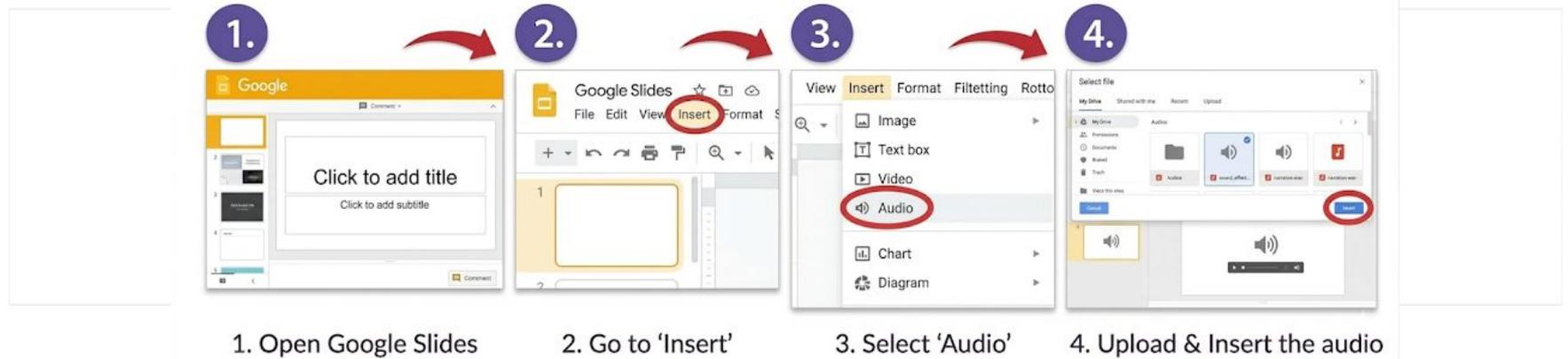
Select "Record Slide Show" -> "From Beginning". You must close the camera.

04

Speak & Save

Narrate clearly. Save your presentation by clicking on the "Export" button as a PowerPoint.

How to Record in Google Slides



01

Open Presentation

Open your final 5-slide Google Slides file.

02

Navigate to Tab

Click the "Insert" tab in the top menu.

03

Select your audio

Click Audio -> **Choose the audio** file from Google Drive or computer -> Click Insert.

04

Tips

It's best to record one audio file per slide.
Do not forget to save your file as a Powerpoint.

To record an audio comment in Google Slides, you cannot record directly inside Slides. Instead, you record the audio first and then insert it into the slide. You can record your voice using tools like: Vocaroo (very simple online recorder), Audacity (free recording software), The voice recorder app on your phone or computer.

Final Checklist

Verify your E-Poster before saving

- ✓ **Format:** 16:9 Landscape orientation
- ✓ **Length:** Total audio duration \leq 3 minutes and 5 slides
- ✓ **Language:** All text and audio in English
- ✓ **Audio:** Play back each slide to verify quality
- ✓ **Save:** PowerPoint file (.pptx) only ; **MP4 file will not be accepted**

✉ Next Steps: Submission

Authors will be contacted by **email in March** with instructions to upload their final E-Poster to the dedicated congress platform.

Online Submission of Your Poster: Your E-poster with the English commentary must be uploaded to a dedicated platform **before May 3, 2026**.