NCSWH 2021: Guide for Poster Presentations

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Deadline: Pre-recorded MP4 presentation and Poster PDF are due **April 26, 2021**

NCSWH 2021: Guide for Poster Presentations

This document presents requirements and guidelines for giving a poster presentation at the upcoming Virtual NCSWH 2021, based on accepted best practices for giving effective online presentations. *Please read through this carefully as you prepare your poster presentation, and again well in advance of presenting at NCSWH.*

Poster presentations will be pre-recorded. A PDF of the poster will be submitted along with the pre-recording.

This document is aimed primarily at those giving poster presentations and recording using Zoom. To pre-record your 3-7 minute session, we suggest using Zoom Meetings, you can find out more about the platform here. You can also sign up for a free limited membership, which is handy for practicing your presentation.

General Overview

Your poster presentation will be available to conference attendees in two different ways: (1) as a static pdf, (2) A prerecorded 3-7 minute video file that is available to attendees throughout the conference and for 30 days afterwards via an individual online link.

You will need to prepare just one poster (in PDF format) and a 3-7 minute video explaining your poster and the research behind it.

Setting up Zoom and other technical stuff

It is critically important that you prepare your technology well in advance of the actual presentation date. Important guidelines are given below. *Download the Zoom app onto the computer you will use for your presentation*. The app is

required to give a presentation (but not for audience participants). You can download the Zoom app here. To avoid unnecessary complications, please ensure that your Zoom app is up to date with the current version. We strongly recommend that you use a computer, rather than a phone or other hand-held device, to give your presentation.

- *Use a modern browser that is updated to the latest version*. Chrome and Safari, as well as others, should work.

- *Test your internet speed*. You can do this at Fast.com or by using an appropriate app. The minimum speeds needed are 4 Mbps (download) and 2 MBPS (upload). Be sure to test from the location where you will be giving your presentation.

- *If possible, use a headset*. The audio for audience members is far better if you use a headset with a microphone.

Test and practice Zoom on your browser. This is particularly important if you have not used Zoom much in the past. To do this, go to https://zoom.us/test and then click "Join." Familiarize yourself with the controls for audio and video. Practice muting and unmuting yourself and turning on and off your video. Add a virtual background (see official NAOC backgrounds below). Make sure that your headset speakers/microphone are connected properly. In general, make sure that you are comfortable with using and running Zoom.

Guidelines for designing effective poster presentations

Posters will be accessible to registered attendees through the Cadmium app and will have an accompanying audio presentation. Poster PDFs and accompanying audio presentations will be available at any time throughout the conference or 30 days after the conference ends for viewing.

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- *Recording Requirements.* Video must be submitted as a MP4 recording to Valencia@collaborative-solutions.net

- *Technical Requirements*. All posters must be in PDF format. All PDF files will have a maximum upload size of 10 MB, and in fact smaller (approximately 5 MB) is better. Once you have created your poster in your software of choice (e.g., PowerPoint, Adobe Illustrator, Google Slides), simply save your poster as a PDF. Once you have your PDF, you can reduce the file size by using this website. Additional tips for optimizing the pdf of your poster for online viewing can be found here.

- *Design Recommendations*: There are no restrictions on dimensions, but keep in mind that while it is possible to zoom in to any section of the poster, we recommend keeping the poster to a size that is comprehensible on a screen. We also recommend keeping text to a minimum and using a large font size (e.g., 18-24pt) to facilitate comprehension. We recommend using graphics or other visuals when possible for explanation. We also recommend using discrete, well-labeled sections on the poster to help viewers follow along with the audio file and during the live presentation.

- Video Introduction: Video introduction must include the following, Name, Session Title, and summary.

- *Colors:* Please use a color palette that will facilitate comprehension by people who have some form of color blindness. Recommended palettes and other tips can be found here, here, and here, as well as at other sites. Note also that black/dark text on a white/light background is easier to read than light text on a dark background.

- *Languages for Text:* To facilitate understanding by most or all participants, please use English

Practicing your presentation

Possibly even more so than for a traditional presentation in front of a live audience, *practice is* *critical to giving a good online presentation*. Your poster will be accompanied by a 3-7 minute audio recording that will allow you to narrate and "present" the poster to your audience. After you have created your poster, develop a narration to present the key points, and then practice it on Zoom to make sure that you can deliver it smoothly. If you have the Zoom app installed, you can start a new meeting, with just you as the single participant, to practice. The tips below will help you prepare to give a smooth presentation Your audio presentation can be no more than 7 minutes. This is an absolute maximum to ensure proper timing of the online sessions.

- *Refer to different sections of your poster by name*. When participants view your poster with prerecorded audio, they will be able to zoom into particular sections. You can direct the viewers to any particular element of your poster that you want them to zoom into as you speak (e.g., Methods, Table 1, Figure 1, etc.).

- *Use your computer*. Use the same computer that you will be using to record the presentation. If possible, do not use a phone or tablet or another mobile device. Make sure that you are using a modern browser that has been updated to the current version.

- *Practice speaking slowly and clearly*. Remember that you do not need to cram in every single detail, but rather focus on presenting the key points. This will help the audience follow your presentation. This also will make your presentation more accessible to participants whose first language is not the same as yours. Remember that anybody viewing your poster can view it for as long as they like – it is only your audio that is limited to 3 minutes.

- *If possible, use a headset*. The audio recording is far better if you use a headset with a microphone.

- *Don't rely too heavily on notes*. Practice enough that you do not need to read your notes, or at least enough that you do not seem like you're reading! It is far more engaging for the audience if they feel like you are talking, rather than reading, to them.

Appendix: Online Resources

There are a number of online resources that provide input on how to give effective online presentations. Here are just a few.

Zoom Guides

Zoom Support: https://support.zoom.us/hc/en-us/categories/201137166

Zoom session virtual participant guide: https://ativ.freshdesk.com/support/solutions/articles/24000053016-zoom-virtual-session-parti cipant-guide

Zoom tricks to give a better presentation: https://www.linkedin.com/pulse/10-best-zoom-tricks-being-better-virtual-meeting-silke/

Other Guides and Resources

Virtual Presentation Tips: https://www.duarte.com/virtual-presentation-tips/

10 Tips For Giving Effective Virtual Presentations: https://www.gsb.stanford.edu/insights/10-tips-giving-effective-virtual-presentations

9 Tips For Giving Engaging Virtual Presentations: https://pantheon.io/blog/tips-for-virtual-presentations

Tips for Creating a Virtual Presentation: https://www.stinsondesign.com/blog/virtual-presentation-tips