



iConference 2020

Sustainable Digital Communities

23–26 March, 2020
Borås, Sweden

OSLOMET



2020 Virtual Presentation Guidelines for Posters

SCHEDULE

- There will be three poster sessions during the conference. The poster session timeslots are listed in our online program schedule: <https://www.conftool.com/iconference2020/sessions.php>. Please note that the poster sessions times have changed compared to the original schedule since the schedule has been adjusted to the fact that presenters and audience are spread around the world.
- The poster sessions will take place at the following times:
 - Tuesday 24 March 10.00 – 11.00 am CET
 - Tuesday 24 March 5.30 – 6.30 pm CET
 - Wednesday 25 March 2.00 – 3.00 pm CET
- Make sure you adjust the times to the time zone you are in. You are invited to attend one or more poster sessions that are possible in relation to your time zone.
- Information about how you will access the various rooms of the iConference will be sent to you before the start of the conference.
- If you need to cancel your presentation, please contact the conference organizers (iconf2020@hb.se).

PREPARING YOUR POSTER

- You should prepare your poster in PDF. Please try to ensure the file is not too heavy.
- The top left section of the poster must contain:
 - Your assigned poster number. This number is the same ID number that was assigned to your submission document in the ConfTool Conference System;
 - Title of the poster;
 - Name and institutional affiliation of each author.
- Layout and Design
 - A poster is intended to provide a visually compelling and totally understandable presentation of your results. The poster should be self-explanatory.
 - Figures, tables, and charts should be large enough to be read easily. Be sure such items are labelled very clearly.
 - Design is an important element of posters. Simply pasting the pages of an abstract or paper to the poster constitutes a very poor presentation. You should aim for an attractive layout that gets your message across clearly. If you need so many words to convey your message that you run out of space, maybe the problem is the message itself. Simplify what you present. If there are subtleties or complexities, these can be conveyed verbally.

PRESENTING YOUR POSTER

- We will use Padlet to display posters. You will be sent the link and password to the Padlet so that you can upload your poster before Tuesday morning CET. The padlets are ordered by the submission ID associated with the poster in ConfTool. Locate the right padlet and the right column for your poster and upload it.

- You have the option of also uploading a short audio file where you speak about your poster. This file should be uploaded in the same column as your poster.

POSTER SESSIONS

- As listed above, there will be three poster sessions. During the poster sessions, you have the possibility of meeting with participants to talk to them about your poster. You will need to take your time zone into account when deciding on which poster session(s) you will be able to attend.
- The sessions will have a Zoom host who will help with any technical issues and who can let you and participants move to a break-out room to discuss.
- The conference has an app, *Conference4me*, with a chat connected to each poster in the schedule. The app can be used for participants to communicate with you about your poster. Please check the chat regularly during the conference to be able to engage with any comments or questions.
- Please prepare carefully, but also be ready to be flexible in case any problems occur. All systems used for online communication are heavily used at the moment, and there may be delays and problems, e.g. when uploading your poster to Padlet.

WHAT YOU NEED TO DO TO PREPARE

- Please consult the general instructions and technical specifications for Zoom:
<https://support.zoom.us/hc/en-us/categories/200101697>

Please consult the instructions for using Zoom available here:

<https://support.zoom.us/hc/en-us/categories/201137166>

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

- All presenters who do not commonly work with Zoom are required to log onto Zoom at <https://support.zoom.us/hc/en-us/articles/115002262083> to test their equipment. This is to make sure that equipment can be supplemented before the presentation should there be need for it.

TECHNICAL SUPPORT

- You can get technical support at the Lobby/Helpdesk from 11 am to 5 pm CET every day. You can access the Lobby/Helpdesk from the web page conference Zoom rooms, which will be available to you from the beginning of the conference. Remember that you can only be in one Zoom room at a time.
- If technical assistance is needed during the poster sessions, please notify the Zoom host; the host will assist you if they can or will alert technical expertise of your need.

QUESTIONS

- Questions can be directed to the Conference team at iConf2020@hb.se