

## Poster Presentation Parameters; iConference 2021

This document contains presentation guidelines for Poster Presenters.

### Presentation Venue

The iSchools have contracted with SCOOCs (formerly known as iChair) to use their virtual conference platform to conduct iConference 2021. All presentations will take place on this platform. Visit the [iConference Virtual Presentation Guidelines](#) page for more on using the SCOOCs platform.

### Presentation Format

During the poster sessions, you will have your own poster room. This room will contain any combine of the following:

- A downloadable version of your poster in pdf or PowerPoint format;
- A 5-minute video of your poster presentation;
- Both of the above (strongly recommended).

Note that you *must* provide at least one of the file-types described above (poster and/or video), and ideally both. Instructions and deadlines for delivering your files are provided below.

Your poster room will have a chat-feature, for live Q&A interaction with conference attendees during the poster sessions. In addition, if you opt to pre-record your presentation, there will be a video player in your poster room.

Please enter your poster room five minutes before the poster session is scheduled to begin, and plan to stay there until the end of the session. There will be a total of three poster sessions, taking place at different times of the day to accommodate global participation ([see schedule](#)). We encourage poster presenters to attend as many of these sessions as is convenient. You may attend one, two or all three.

In addition, your poster files will be included in our Presentation Library, which attendees can view at *any time* during the conference. All attendees will have the option of requesting a 1-1 follow-up meeting with you, at a time of your choosing. Although participation in 1:1 follow-up meetings is optional, it is excellent exposure for you and your research and we hope you will take advantage of the opportunity, should it arise.

Lastly, you will be given access to the conference platform in advance of the conference, so you can familiarize yourself with its features and navigation prior to the sessions. You will receive an email notification when this is ready. Technical support will be available if you have any questions.

### Downloadable Poster File Parameters

**Dimensions:** You have two options: 1) a single A3 page (29.7 x 42.0cm, 11.69 x 16.53 inches), or 2) a PowerPoint slide presentation of *5 pages or less*.

*Hint: If you would like to convert your PowerPoint presentation into a video, [refer to this resource](#).*

**Orientation:** Portrait or landscape

**Filetype:** PDF or PPT

**Maximum File Size:** 10 MB for PDFs, 5 pages for PPT

**Interactive Elements:** You can use hyperlinks to videos or animations if desired

**The top of the poster should include:** Title, name, affiliation and ConfTool submission ID number

Your Poster will be linked to your poster presentation room and the Presentation Library on the SCOOCs platform for others to view and download.

Hints for effective Poster design

- Focus on your main message
- Avoid too much text; instead, plan to augment text with your verbal presentation
- Use a sufficient font size that is easy to read online
- When using images, make sure they are of good quality resolution
- When linking to websites, check that links are functional

## Video Presentation Parameters (highly recommended)

### Recording Guidelines

**Length:** Maximum 5 minutes

**File type:** We can support most standard video file formats. We suggest MP4.

**Recording Quality:** Please record with a minimum resolution of **720p**

**Software:** Presenters may choose the recording software of their preference. Examples:

- [OBS](#) (Open Broadcaster Software) is free and open source.
- Camtasia (commercial software).
- ShadowPlay (Nvidia recording software, requires an Nvidia graphics card and Geforce experience software, works on desktops only).

## File delivery

**Method:** Our preference is that you upload your files to the cloud (GDrive, Dropbox, Mega, etc.) and send the link to [iconference2021@ischools-inc.org](mailto:iconference2021@ischools-inc.org). Be sure to include your name and ConfTool submission number in the message. If you do not have access to cloud storage, contact us at the above email address to discuss delivery alternatives.

**Deadline:** We *must* receive your files by 8 March, 2021.

**Important note:** Even if you choose to submit a video, ***you are still required to attend the live poster session(s) and take part in the Q/A.***

## Proceedings

The official posters proceedings iConference 2021 will be permanently housed in the [IDEALS open repository](#). The proceedings will consist of the original poster abstracts (descriptions) that underwent review and were accepted for presentation. We expect IDEALS to make the proceedings available at the outset of the conference.

## Questions

Please contact the conference organizers anytime if you have questions: [iconference2021@schools-inc.org](mailto:iconference2021@schools-inc.org).