

## Presentation Venue

The iSchools have contracted with [SCOOCs](#) to use their virtual conference platform to conduct iConference 2022. All presentations will take place on this platform using Zoom as the main means of presentation. Login instructions and user documentation will be provided to all presenters in advance of the conference.

## Presentation Format

You will present your poster in scheduled Zoom Poster sessions on the SCOOCs platform. Your 5-minute presentation will be followed by a short Q&A. You have the option to present live or play a recording of your presentation. *Note that you are still expected to be available for Q&A.*

You will also have your very own poster page in our [Presentation Library](#) for participants to access your presentation on demand. This way your content can be viewed and accessed by all participants regardless of their time zone throughout and even three months after the conference. This personal page will contain a combination of the following:

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

*Note that you must provide at least your poster and ideally the pre-recording as well.*

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

## Video Presentation (optional but highly recommended)

iConference poster presenters have the option of presenting their poster live or submitting a pre-recorded video. The choice is yours. However, we strongly encourage presenters to pre-record their presentations.

# iConference Poster Presentation Guidelines

## Benefits of a Pre-recorded video

- A pre-recording is a failsafe in case the presenter experiences connectivity problems, in which case the host would take over and play the recording.
- The pre-recordings will be made available in the Presentation Library after the presentation, allowing additional participants from around the globe to watch the recorded presentation at a time that is convenient for them. The Presentation Library will be accessible for 3 months after the conference.
- You can edit and take the time to make your presentation as smooth and professional as you wish.

## Downloadable Poster File Parameters

- Dimensions:
  - You have two options:
    - 1) a single A3 PDF 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 poster should include: Title, name, affiliation, and ConfTool submission ID number

## 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).
  - *Zoom Recording*

### File Delivery

Our preference is that you upload your files to the cloud (*GDrive, Dropbox, Mega, etc.*) and send the link to [staff@ischools-inc.org](mailto:staff@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 poster by 17 January, 2022** and **your recording by 31 January, 2022**.
- 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.**

## Early Access

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.

## Proceedings

The official poster proceedings for iConference 2022 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 as well as **your actual poster**. We expect IDEALS to make the proceedings available at the outset of the conference.

## Questions

Please contact the iSchools Organization staff anytime if you have questions:  
[staff@ischools-inc.org](mailto:staff@ischools-inc.org).