

Instructions for Virtual Poster Presentations

During your poster session, attendees will “visit” your poster booth and ask questions. They will have the opportunity to watch your presentation and view your pdf beforehand. You will not be giving a formal presentation during this time, but will be answering any questions asked by attendees.

Things to remember:

- Save your poster as a one page PDF. Name the file LastName.pdf.
- Video Presentation Due Date: on or before **May 21, 2021. This is a hard deadline.** Unfortunately we cannot accept late presentations. Please do not wait until the last minute and ask for an extension.
- Video Presentation Length: Your presentation must be a maximum of 4 minutes long. This is an “elevator speech” of your poster. If you are not within that time window, you will be asked to submit again.
- Video Format: **.mp4** (save your file as LastName.mp4).
- Upload your PDF and video presentation to the [Speaker Resource Center](#) on or before May 21.

Create your poster

- 1) **Prepare** your poster just as you would for an in-person conference, but there is no need to print it. Most posters are easily created on one slide in PowerPoint. The standard poster size at UCOWR conferences is 40 inches by 44 inches.
- 2) **Save** your poster as a PDF (**LastName.pdf**). The poster should be 1 page.
- 3) **Upload** your PDF to the [Speaker Resource Center](#) on or before May 21.

Create your video presentation

You must have a microphone connected to your computer. Your video presentation should be no more than 4 minutes long. Pretend you are standing next to your poster and giving a passerby your best elevator speech.

- 1) **Prepare.** The simplest way to present your poster is to take the most important information and create 4 to 6 slides. Record yourself narrating the slides. A second way to present your poster is to record your screen with your pdf open and use “pan and zoom” to zoom in to certain parts of your pdf as you talk about them.
- 2) **Practice.** As you talk, start a timer and make sure your presentation is within the allotted time length.
- 3) **Record.** You may record in PowerPoint, Zoom, or any recording software you prefer, as long as the file can be saved as .mp4. *Begin by introducing yourself and your presentation.*
- 4) **Save** your presentation as **LastName.mp4**. Confirm that the length is a maximum of 4 minutes.
- 5) **Playback.** Play your presentation and make sure the audience can clearly hear you speaking. You may need to adjust your volume. If you can’t hear or understand the audio, the audience can’t either. Try adjusting the microphone for better audio quality and recording again.
- 6) **Upload** your presentation to the [Speaker Resource Center](#).

[View guidance for recording your presentation here.](#)