

13<sup>th</sup> International Symposium on  
Biogeochemistry of Wetlands

**New Dates!**

March 22-25, 2021  
Baton Rouge, Louisiana, USA

"Wetlands in a Changing Climate"



# Poster Presenter Instructions

**VIRTUAL CONFERENCE: March 22-25, 2021**

We are excited you will be presenting a poster at the symposium. Please carefully follow all instructions below.

## Requirements for Participation:

- All poster presenters must [register and pay](#) by **January 21** to confirm participation.
- Block all scheduled symposium activities on your calendar as per the [agenda-at-a-glance](#).
- If presenting your poster live during the Zoom poster session, mark your calendar to participate in a Poster Session Dry Run **Tuesday, March 16 from 3PM-5PM Eastern**.

## **If you opted to present LIVE during the Zoom Poster Session on Wednesday, March 24 | 6:00pm – 7:30pm Eastern:**

- Create a widescreen (16:9) or standard (4:3) ratio PowerPoint of your poster. The recommended limit is 6 slides.

### SAMPLE SLIDE DEVELOPMENT:

SLIDE 1:	Presentation Title, Author Names and Affiliations, Primary Presenter Contact Information
SLIDE 2:	Introduction/Problem Statement: what are you investigating?
SLIDE 3:	Methodology: how did you go about doing your research
SLIDE 4:	Discussion of data
SLIDE 5:	Results and conclusions
SLIDE 6:	References and Acknowledgements

- When submitting your abstract, you specified a preferred presentation format. If you do not remember the option you selected, it is indicated in the far-right column of the [Poster Directory](#).
- If presenting live during the Zoom poster session, you may also submit a PDF or pre-recorded presentation for the web site. Follow the file upload instructions below and submit your file by **March 12**.
- Poster Session: Attendees will gather in one Zoom session hosted by the organizers, with each poster designated as a breakout. You will open your poster PowerPoint file on your own PC, share your screen and present to attendees, who will jump from room to room (poster to poster) and engage live with presenters. You need sufficient bandwidth to share a PowerPoint or you may try using a PDF. **NOTE: The poster session will not be recorded.**
- Log into the Zoom poster session via the virtual website by 5PM the day of so we are ready to go by 6PM.

## Advance Preparations:

- Review the [Zoom Pre-Meeting Checklist](#) and download the Zoom application to verify it works on your PC.
- Verify your Zoom account allows you to participate in a session for up to three hours in duration.
- Make sure your Zoom account is always updated with the latest version, so you can self-select breakouts during sessions

## **If you opted to submit a recording of your Poster Presentation:**

- Record yourself presenting your poster in Zoom or PowerPoint. Submit the MP4 file via the upload site linked below by **March 12**.
- A link to your poster PDF will be placed on the password protected virtual symposium website
- Here are some helpful how-to videos and documents if you have not recorded a presentation before:
  - How to record using PowerPoint: <https://www.youtube.com/watch?v=D8JV3w4TOVw>
  - How to record in Zoom: <https://conference.ifas.ufl.edu/bigeo2021/documents/How-to-Record-a-Talk-with-PPT-in-Zoom.pdf>
  - Tips for recording in Zoom: <https://www.youtube.com/watch?v=CR199W7HdCO>

## **If you opted to submit a PDF for publication on the symposium web site:**

- Prepare your poster, save it as an Adobe PDF and submit it via the upload site linked below.
- If you wish, you may embed a 90-second, narrated video in the file. For Adobe instructions how to do so, [visit this link](#).
- Upon receipt of your file, we will create a link to your poster PDF on the password protected virtual website

**File Naming Protocol:** LastName-FirstName-Poster.pdf, ppt or mp4 Submit file via the upload site by **March 12**.

**Upload Site for Presentations:** <https://www.ettlive.com/bigeo> (Enter password BioGeo2021. The password is case sensitive.)

Questions? Contact Beth Miller-Tipton at [bmt@ufl.edu](mailto:bmt@ufl.edu)