Poster Presenter Instructions

GEER 2021 — Greater Everglades Ecosystem Restoration
Adapting Science and Management to a Changing World

LIVE VIRTUAL CONFERENCE ON ZOOM: Week 1: April 19-22 & Week 2: April 26-29, 2021

We are excited you will be giving a poster presentation at GEER. Please carefully review and follow all instructions below.

Requirements for Participation:

➢ Block all scheduled conference sessions and activities on your calendar – here is the agenda-at-a-glance.

➢ **There are two Poster Options**. Present LIVE during the Zoom Session -OR- submit a PDF for the web site.

➢ If you don't remember which option you selected when submitting your abstract, consult the Poster Directory.

➢ NEW INSTRUCTION: If submitting a PDF, it can be a one-page poster like you present at an in-person meeting, or a full, six-slide presentation using the sample slide development below. Your choice! Upload the file via the portal linked below.

If presenting LIVE via Zoom, be sure to attend the **Poster Briefing Session Tuesday, April 13 from 3pm–5pm**. This will prepare you for what to expect and help us identify potential technical glitches in advance.

➢ All poster files must be uploaded **by midnight on Monday, April 12.** *(See instructions below)*

Poster Specifications: Create your poster in PowerPoint (16:9 or 4:3 is acceptable) with a limit of 6 slides as follows:

SAMPLE SLIDE DEVELOPMENT:
SLIDE 1:   Presentation Title, Author Names and Affiliations, Primary Presenter Contact Information & Email Address
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

Whether presenting LIVE on Zoom or creating a PDF, here are some helpful guidelines for creating your poster.

If Presenting LIVE during the Zoom Poster Session:

o The poster session is **Wednesday, April 21 (6:00pm-7:30pm)**. Presenters will be designated as individual breakout rooms.

o Presenters must log into the Zoom session *no later than* 5:30PM the day of. *You must be in attendance to present live!*

o Presenters will open their Poster PPT file on their own PC and share their screen to show slides visualizing each section of their poster while describing their work and interacting with attendees. *The poster session is not being recorded.*

o **If you want your poster shared on the GEER web site, you must submit a PDF or MP4 file copy.** *(see instructions below)*

o Be sure to review the Zoom Pre-Meeting Checklist and download the Zoom application and verify it works on your PC.

o Your Zoom account must be up to date with the latest version to be able to use breakout features in Zoom.

o Run or disable automatic software updates on you PC. If you do not have administrative permission to do so, contact your IT department in advance to ensure your computer does not shut down or run updates while you are presenting.

Submitting a PDF or MP4 of Your Poster:

o **PDF**: Prepare your poster following the specifications above and save it as a PDF. If you wish, you may embed a 90-second, narrated video. Click here to view Adobe instructions how to do so.

o **MP4**: Prepare your poster and record yourself presenting it. Save it as an MP4 file. *(Max. duration of five minutes.)*

o Save and name the file(s): LastName-FirstName-First Two Words of Poster Title. **Upload the file by midnight, April 12**.

o All presentations will be linked on the GEER password-protected virtual website and remain available for 12 months after the conference. Include your email address in the title slide so attendees may contact you with questions.

Please review these "How To" Instructions if you have not recorded a presentation before:

How-to-Record-a-Presentation-in-Zoom - OR How to record using PowerPoint

Presentation Upload Form: https://www.ettlive.com/geer
Enter this password: **GEER2021 (case sensitive).**

Questions? Contact Beth Miller-Tipton at bmt@ufl.edu – OR– Nick Aumen at naumen@usgs.gov