

Poster Presenter Instructions

LIVE VIRTUAL CONFERENCE ON ZOOM: Week 1: July 26-29 & Week 2: August 2-5, 2021

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

Requirements for Participation:

- Register by **June 18** to confirm participation. <https://conference.ifas.ufl.edu/ncer2021/registration-information.html>
- Attend the Poster Presenter Briefing on **Wednesday, June 30 [3PM–4PM Eastern Daylight Time]**.

Posters will be presented LIVE via Zoom during the session on Tuesday, July 27 from 6PM -8PM. A PDF of your poster will also be available on the password protected virtual platform for attendee viewing before and after the session.

1. For the LIVE presentation via Zoom during the Poster Session, create a 3-slide PowerPoint presentation per the specifications below. During the evening poster session, you'll share your screen to show your poster slides to attendees and engage in interactive dialogue.
2. Email a PDF of your poster to bmt@ufl.edu by July 14.

Specifications for Poster Presentation:

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

SAMPLE SLIDE DEVELOPMENT:

- SLIDE 1: Presentation Title, Author Names and Affiliations, Primary Presenter Contact Information & Email Address, Introduction/Problem Statement: What are you investigating?
- SLIDE 2: Methodology: How did you go about doing your research? + Discussion of Data
- SLIDE 3: Results and conclusions, references, and acknowledgements

NOTE: You do not need to email us your PowerPoint file. You are only using it to present via Zoom. Just email us the PDF.

Presenting LIVE during the Zoom Poster Session:

- We will have one poster session on Tuesday, July 27 (6PM-8PM) Eastern Daylight Time.
- Log into the poster session via the virtual platform no later than 5:15PM Eastern Daylight the day of the session.
- Each presenter will be designated as an individual breakout room.
- Presenters will be stationed in their respective breakout with their Poster PPT file opened on their own PC. They will then share their screen to show slides visualizing each section of their poster. *The poster session is not recorded.*

Advance Technical Preparation to Participate in LIVE Poster Session Using Zoom:

- Review the [Zoom Pre-Meeting Checklist](#) and download the Zoom application to verify it works on your PC.
- Update your Zoom account with the latest version to be able to use breakout features in Zoom. **This is required.**
- Run or disable automatic software updates on you PC. If you do not have administrative permission, contact your IT department well in advance to ensure your computer does not shut down or run updates while presenting.

Submitting a PDF of Your Poster:

- Save your poster as a PDF.
- Name the file(s): LastName-FirstName-NCER-Poster. **Email the PDF file to bmt@ufl.edu by July 14.**
- All presentations will be linked on the NCER password-protected virtual platform and remain available for 12 months after the conference. Include your email address in the title slide so attendees may contact you with questions.

Questions? Contact Beth Miller-Tipton at bmt@ufl.edu