



Poster Presenter Guidelines and Resources

As a poster presenter, it is your responsibility to 1) present an engaging abstract, 2) meet all deadlines, 3) rehearse your poster presentation and/or audio prior to recording, and 4) answer questions submitted to your ePoster for the duration of the meeting. **All poster presenters must register for the meeting and monitor their ePoster for comments and questions.**

PRESENTING AUTHOR TASK LIST AND TIMELINE

Task	Description	Due Date
Presenter Invitation	Confirm participation for all accepted posters.	11/4/21
Poster Presenter Guidelines	Download, read, and agree to comply with the guidelines.	11/4/21
Presidential Trainee Award Information	Complete questions pertaining to your Presidential Trainee Award.	11/4/21
Presenting Author Profile	Check that all information is correct. This info will be displayed in the online program.	11/30/21
Biography	Biography needs to be a minimum of 50 words with a maximum of 300 words.	11/30/21
Professional Headshot	Provide your headshot for use in the online program.	11/30/21
Poster Presenter Webinar	Register for Webinar. <i>(see Speaker Site for more details)</i>	Dates reflected in Harvetters
Promotional Twitter Poster Upload	Upload a twitter poster that ASCPT will use in marketing. <i>(see Speaker Site for more details)</i>	2/15/22
Upload PDF Poster	Upload PDF Poster. <i>(see format guide below)</i>	1/3/22 <i>(Presidential Trainees only)</i> 2/23/22
Record Poster Audio	Record 3-minute poster presentation.	1/3/22 <i>(Presidential Trainees only)</i> 2/23/22
Submit Slides and Record Poster Walk session		11/30/21 <i>(Presidential Trainees only)</i> 2/16/22

Timeline

OCT.	NOV.	Dec.	JAN.	FEB.	MARCH
Receive Acceptance Letter	Complete Harvester Tasks NCE Poster Walk Recordings Due	Poster Presenter Webinar	Begin Record Poster Audio/Presentation Presidential Trainees Present at Network & Community Experience (NCE)	Poster and Recording Uploads Due	Annual Meeting

POSTER CREATION AND SUBMISSION INFORMATION

Poster Content

- The poster upload must be a PDF file at highest resolution.
- The aspect ratio (ratio of width to height) should be '16:9'.
- The poster is a one PDF page.
- File size should not exceed 200 MB.
- Fonts should be sans-serif (e.g., Arial, Calibri, etc.).
- Minimum font size is 14pt.

When creating your content, follow the guidance below.

DO:

- Remove content that does not impact the conclusion.
- Add language, "References available upon request."
- Edit your poster twice yourself and then once by a peer.
- Use fonts larger than 14 pt., simple illustrations, and adequate spacing.

DO NOT:

- Put information near the edges.
- Include advertising, trade names, product-group messages, or commercial bias.
- Embed video or website links in your poster. Links can be included in a QR code or the supplemental materials.

Poster 2.0

The ASCPT Board of Directors **strongly** encourages all poster presenters to use the Poster 2.0 format. If you have any questions on Poster 2.0, please email meetings@ascpt.org.

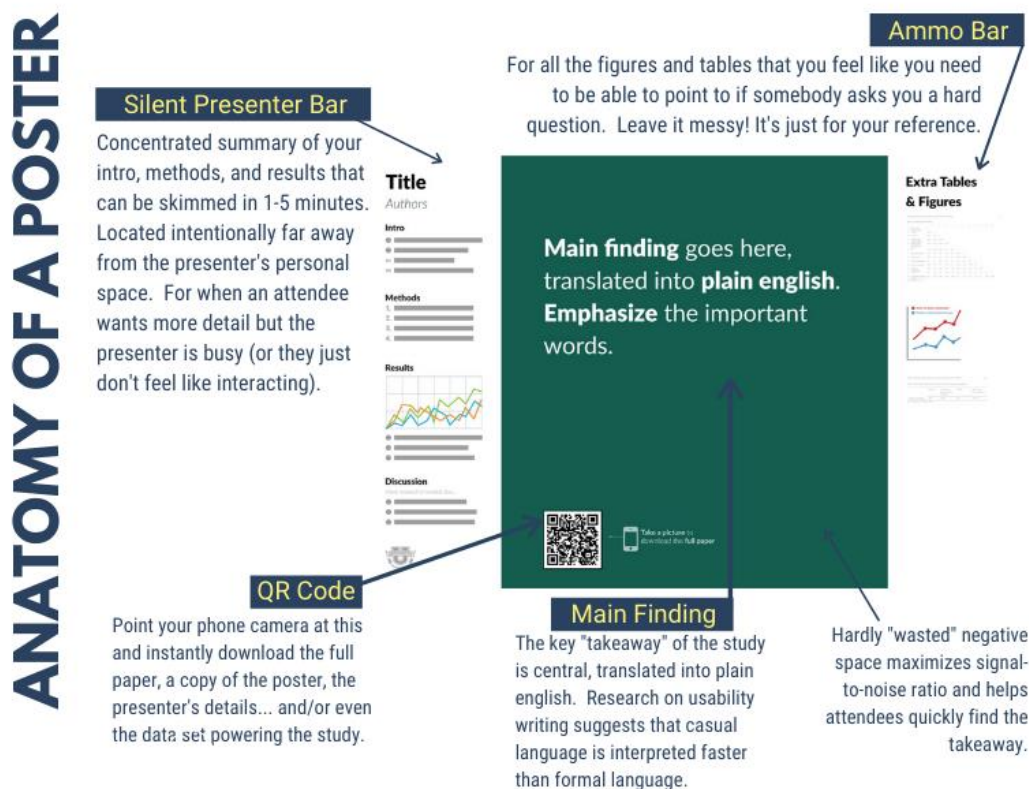
Poster 2.0 Benefits

- Maximizes insight for attendees
- Easier to make & view

How to use Poster 2.0

Follow the layout criteria. All QR codes used must lead to open science information. Any QR codes that link to a pay wall will be withdrawn from consideration at ASCPT 2022. Poster 2.0s that don't include all elements mentioned below will not be considered a correct Poster 2.0 format and will not be designated as a Poster 2.0 for the Annual Meeting. ASCPT staff will review submissions to ensure adherence.

1. Watch How to Create a Better Research Poster in Less Time:
<https://www.youtube.com/watch?v=1RwJbhkCA58>
2. Download the [template](#)
3. Create a supplemental document with your additional abstract information
4. Create a QR Code
 - a. Link to a full study, full abstract, presenter's contact details, or even the data set
 - b. Link to a Google Doc with sharing set to view-only (you can keep editing until you present)



Best of Poster 2.0 Session

ASCPT leadership will be awarding prizes to the four best Poster 2.0 posters. This session will take place on **Friday, March 18, 2022, 4:45 – 5:15 PM ET** (date/time subject to change). Full details about the Best of Poster 2.0 Session will be forthcoming.

Poster Submission

All presenters are required to upload their PDF Poster and recorded audio to the speaker site by:

- Presidential Trainees – **January 3, 2022**
- All other presenters - **February 23, 2022.**

All submissions will be locked after the corresponding deadlines and no edits will be allowed.

Supplemental Materials

Poster presenters are encouraged to provide supplemental materials to their posters via QR code.

Supplemental materials can include:

- a brief article with appropriate permissions noted if copyrighted,
- additional case studies, and/or
- a list of relevant references or resources (website links, articles, books, etc.).

It can be something that the attendees will refer to during the session or as a follow up to help enhance their understanding of the topic and to promote application of the content.

NOTE: Once your poster has been uploaded and your audio has been recorded, ASCPT will be unable to accommodate any revisions. Any updates to your Poster should be mentioned in the chat function of your ePoster.

Poster Audio Recording

When recording audio, mute all devices and turn off notifications on your computer and phone. Wear a **headset** and change your computer's audio settings to be input and output through the headset and headset mic. Though not recommended, you can use your computer's built-in microphone.

Attendee Engagement

Attendees can view the ePoster Gallery, listen to recordings, and submit questions during the Annual Meeting. Poster Presenters will be responsible for checking their poster(s) periodically and responding to all questions. Instructions for responding are forthcoming.

Top Poster Ribbons

ASCPT will award Top Poster Ribbons as determined by the Scientific Program Committee. In your online poster listing, you will receive a virtual blue ribbon attached to your poster.

PRESIDENTIAL TRAINEES

Network & Community Experience Presentation

New this year: Presidential Trainees will present during one of four special Poster Walk Sessions during the online Network & Community Experience (NCE) held January 10-14, 2022. Please refer to the speaker site for your specific NCE presentation date and time.

All Presidential Trainees will pre-record their 3 minute talk with ASCPT's AV Vendor. Presenters are allowed to use a PowerPoint but cannot exceed the limit of 1 slide per minute of your talk. **All slides must be submitted via the speaker site for ASCPT approval prior to scheduling your 15-minute tech check or your pre-record appointment.** Appointment slots will fill up fast, so it is highly encouraged to submit your slides as soon as possible. All NCE Poster Walk recordings must be completed by **Tuesday, November 30, 2021.**

Annual Meeting Presentation

The Presidential Trainee Showcase will be held on Wednesday, March 16, 2022, from 6:15-7:15pm ET (date/time subject to change). The session will include an award video, remarks from the ASCPT President, and an interactive poster hour in the ePoster Hall. Presidential Trainee posters will respond to attendee questions using video chat and written chat. Video chat rooms have a maximum of 20 attendees.

ANNUAL MEETING POSTER WALK SESSIONS

All Annual Meeting Poster Walk sessions will be 30 minutes in length with time split between posters presenters. Please refer to your acceptance email for your specific poster walk session time and date. Attendees will be able to submit their questions via the chat. Chairs will ensure there is at least 10 minutes for Live Audience Q&A. Presentations will be cut and edited accordingly.

All Poster Walk presenters will pre-record their 4-minute talk with ASCPT's AV Vendor. Presenters are allowed to use a PowerPoint but cannot exceed the limit of 1 slide per minute of your talk. **All slides must be submitted via the speaker site for ASCPT approval prior to scheduling your 15-minute tech check or your pre-record appointment.** Appointment slots will fill up fast, so it is highly encouraged to submit your slides as soon as possible. All Poster Walk recordings must be completed by **Wednesday, February 16, 2022.**

During Your Presentation

- Skip the introductions.
- Practice your presentation ahead of time.
- Do not read directly off your poster.
- Look directly into the camera instead of at the screen.

WEBCAM AND RECORDING BEST PRACTICES

Clothing

- Be comfortable and professional.
- Avoid wearing noisy jewelry, busy patterns, black, or the same color as your background.
- Wear solid colors like jewel tones.

AV/Tech

- Use a **hardline internet connection** or a high-speed internet connection.
- If you will be using a laptop, plug it in to a power source.
- Please close out all applications other than the window browser you are using to record.
- During the **rehearsal/tech check**, be sure to use the exact equipment and be in the exact location you will be for recording day.

Webcam Visuals

- **Adjust the laptop or your webcam** so that your head and shoulders take up most of the frame as seen below.



Too Far

Just Right

Too Close

- Place your main light source behind your webcam, not you. If the light is coming from behind you, you'll appear very dark on camera.
 - Use natural light or a lamp/make-up mirror placed beside your device.
 - Turn off any additional lighting.



MARKETING YOUR SESSION

Now that your poster was accepted, make sure you post about your research!

- Post on social media using the hashtag #ASCPT2022 and #BetterPoster for Poster 2.0.
- Create a Twitter Poster
 - Specific instructions/template are in the poster presenter site, but this [video](#) will provide more information.
- When the online program is published, encourage others to add it to their schedule.

THE ATTENDEE EXPERIENCE

When tuning into a Poster Walk Session or the Presidential Trainee Showcase session, attendees will see the below viewing window. Attendees can watch sessions in a browser, tablet, or mobile device. They will be able to view the presentation recordings and participate in a group chat. Attendees will not have microphone access.



When viewing ePosters, attendees will be able to choose to view the posters in a gallery view:



Or in a list view sortable by Poster Number, Title or Presenter:

Browse by Poster Title		
31 results found.		
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z #		
Sort by #	Sort by TITLE	★
A		
P01	A Boomerang Step-By-Step Guide	🔊 📄 ★
P02	Accessing Event Content With Key Cards	🔊 📄 ★
	Attendees Love the eventScribe App!	🔊 📄 ★
B		
	Best Practices for Video Recording	🔊 📄 ★
P04	Best Uses & Ideas for your eventScribe App	🔊 📄 ★

When an attendee opens a poster, they will be presented with a pop-up as seen below. Attendees can also submit questions.

The screenshot shows a poster interface with a dark blue header containing icons for Favorite, Tweet, Email, and PDF. The title is '(P01) A Boomerang Step-By-Step Guide'. To the right is a thumbnail of the poster content and a 'Has Audio' icon. Below the title, the presenter's name 'Melissa K. Smitheman' is listed with her title 'Product Quality Manager' and location 'Forest Hill, Maryland'. A paragraph describes 'Boomerangs' as CadmiumCD's internal ticketing system. At the bottom, there is a 'Rate ePoster' section with five hearts and '100 Views', and buttons for 'Evaluation' and 'View ePoster'.

FAQs

If you have a question that is not answered here, please reach out to meetings@ascpt.org.

Can I embed a video or have external URLs in my poster PDF?

No. However, you can link to a video or specific URL through your QR code.

Do I have to be on camera/audio the day of the live session?

Yes, if you are a Poster Walk Presenter or Presidential Trainee.

How will audience members know what to do in the console?

ASCPT will be providing directions to all Annual Meeting attendees as well as assistance via a Help Desk.

Will audience members talk via microphone during the session?

Yes, if they are talking to a presenter via video chat. During the live streamed Poster Walk sessions, attendees can submit their questions via the chat system.

Will you be providing training on the platform?

Yes.

Will my poster be available on demand?

Yes, your poster and audio will be available on demand.