

Presenter Guidelines for Posters for the NCIAS Research Symposium 2021

(adapted from the Society for Integrative and Comparative Biology, by Jake Socha 2021)

Overview

The symposium will be 100% virtual, with all sessions conducted through a web browser. Thus, presenters must provide prepared files for their poster, with or without a video presentation file, and upload these in advance of the symposium.

Presenters must upload their presentation files (poster pdf, and any accompanying files) by April 1st. *If files are not uploaded by this deadline, presenters risk being removed from the final program.*

Details on file format and recording guidelines are below. After submission, staff will evaluate the material for completeness. Note that the symposium will go 'live' for viewers and for the judges (for student awards) on April 12. Your materials will be visible to the general public at this time. The entire event will remain accessible so that it can be shared by future viewers.

Preparing your poster

Poster presenters are required to provide a PDF of the poster, and have the option of a short, 3 min, video or audio walkthrough, similar to a 'pitch' that one would give at an in-person poster session (steps for this are outlined in a separate section, below). The advantage of a video vs audio is that with video, a viewer can see exactly where you are in the poster as you speak. Presenters may also include additional files that they would like to share (*e.g.*, data files, supplementary scientific video, PDFs of journal papers). *Please note that shared files in the Files tab are downloadable to all meeting participants; your poster PDF will be downloadable as well.*

Poster Content and Formatting

The contents of a poster can vary considerably depending upon the commonly accepted practices of particular disciplines. It is strongly encouraged that you use a format in keeping with a professional/scientific society within your discipline. Or, refer to this handy guide created by the ASU libraries (<https://libguides.asu.edu/construction/posters>).

Posters can be composed using any software of choice (*e.g.*, PowerPoint, Keynote, Adobe Acrobat), but the final file must be exported/output as a PDF. The aspect ratio of your poster (width:height) can be whatever you prefer. But, if you'd like to maximize space in the window that displays the poster, use a size ratio of 2.2 to 1 (width:height). To illustrate the effect in practice, two samples are shown below, one in wide format (80 x 36 inches, a 2.2:1 ratio) and one in a squarer format (48 x 36 inches, a 1.3:1 ratio). Note that both are perfectly acceptable! Viewers can zoom in and move around with ease. Output your file in a large enough format (and with sufficient quality) so that attendees can zoom in (using the + button) and maintain

quality of viewing. The maximum poster file size is 10 GB, so there is plenty of bandwidth for high-quality files.

The screenshot shows a digital poster presentation. At the top, it features navigation buttons: '← BACK TO AGENDA', '+ ADD TO AGENDA', 'NOTES', and 'MANAGE'. Below these is a toolbar with icons for zooming and navigation, and a page indicator '1 of 1'. The poster itself is titled 'The use of synchrotron x-ray microtomography for studies of fine-scale 3D morphology' and is authored by 'Jakub Socha*, Kamel Fezzaa, Webb-Kest Lee, and Francesco De Carlo' from 'Argonne National Laboratory'. The poster is divided into several sections: 'ABSTRACT', 'METHODS', 'INTRODUCTION', and 'CONCLUSIONS'. It includes three examples of 3D reconstructions: 'Example 1: Ground beetle', 'Example 2: Fruit fly', and 'Example 3: Vertebrate head'. The 'METHODS' section describes the use of synchrotron x-ray microtomography for studying fine-scale 3D morphology. The 'INTRODUCTION' section discusses the use of synchrotron x-ray microtomography for studying the fine-scale 3D morphology of insect tracheal systems. The 'CONCLUSIONS' section summarizes the findings of the study.

Composing a 1-2 sentence highlight

All posters will be displayed on the web with a 1-2 sentence highlight or overview provided by the poster author(s). This is not the abstract, and needs to be much, much shorter than the abstract printed on the poster. This should be about 25 words, maximum. **WE SHOULD PLACE A CHARACTER LIMIT ON THE FORM THAT TAKES IN THIS INFO**

Optional: Pre-recording your poster presentation

All poster presenters have the option to pre-record a presentation, taking viewers through the poster and the key results, as a video in a 3-minute format.

Composing your talk

Presenters can compose their talks using any presentation software (e.g., Powerpoint, Keynote). Any aspect ratio can be used, but we recommend using a modern widescreen mode (16:9). If you choose to use a standard mode (4:3), there will simply be black space to the sides of your video (and there's no problem with that; you're just taking advantage of less screen space). We do recommend breaking the poster into smaller sections, and placing each section on its own slide, to take the audience through the poster.

Composing an audio walkthrough

To record a short audio walkthrough, use your computer or smartphone to record audio of yourself speaking. Sample free recording programs include [Audacity](#) for computers, [Voice Memos](#) for iPhones, and [ASR Voice Recorder](#) for Android-based phones. Zoom and Loom also have options for recording audio. There are many more good options out there! Allowable file formats are .mp3, .m4a, .wav, .ogg, and .mov. If you prefer to use an online service like [Soundcloud](#), you can also simply input a link to the online audio instead of uploading a file. The recorded audio can be no longer than 3 minutes.

Composing a video walkthrough

Presenters can record themselves giving the talk using free [Zoom](#) software or any other software of choice (e.g., [Loom](#) or [Prezi](#)). The general recording process is the same as many people are familiar with, particularly for those who have been recording lectures for online courses. If you're not familiar with recording a presentation on your computer, the easiest thing to do is to ask a colleague how it works. There are also many resources online. UC Davis put out comprehensive instructions (August 2020) on ["Creating a Video Presentation for a Virtual Conference."](#)

Generally, we encourage (but do not require) that you record your face while you are giving your talk—many people like to see faces rather than just hearing a disembodied voice. If you choose to record your face, our suggestion is to position the window in the right corner of your slides. When you're composing your slides, make sure to leave space for that "face" window and also captions. We encourage recording a practice video (only 30 sec) to test out your slides, caption services, and other design elements.

If you use a program like Zoom, you can choose to record the file to your computer or to the cloud. If you record to the cloud, Zoom will transcribe the audio of your talk. You can retrieve the audio transcript when you log in to your Zoom account and also download the video. From there, you can edit the transcription where needed. If you want to use this transcript to put captions on your talk (which we encourage but do not require), you'll need to go a step further; we will provide instruction in an update. If you are going to add captions, make sure to leave a small row of space on the bottom of your slides for caption text.

Remember, the video can be no longer than 3 minutes.

Video file format

The file format of the recorded video presentation can be .mp4, .m4v, .mov, .webm, .ogg, and .his. (Note that Zoom's native output format is .mp4, so if you use Zoom, you can upload the file without a change in format). The maximum video file size is 10 GB, so there is plenty of bandwidth for high-quality files.

How to upload files

ADD THIS TEXT ONCE WE KNOW WHERE WE ARE PUTTING THESE

Presentation tips and best practices

- **Set your camera at eye level:** Often, this means propping up a laptop.
- **Position your self-preview window near your webcam:** Use your mouse to move your video preview of yourself close to your webcam. This will encourage your eyes to look near the webcam, rather than off to the side, giving your viewers the impression that you are looking at them.
- **Check your light:** The best lighting is diffused, from both sides and not overly bright. Two small lamps on either side of your computer, placed slightly behind the camera, is a simple way to achieve attractive lighting. **Avoid having a window or bright light behind you**, as this may cause your face to be under-exposed.
- **Charge up or better yet, plug in:** Ensure that your computer and audio equipment are fully charged.
- **Green screen:** Zoom has the ability to create "virtual backgrounds" behind you. These are not required, but can be handy to obscure a cluttered background. These work best if you have a true "green screen" behind you, but it is not strictly required if your computer has sufficient hardware. Click the up-arrow next to the "Start Video" button on your Zoom toolbar to access the virtual background feature. Choose from the images provided or upload your own. We recommend nature photos from unsplash.com, but remember, keep it simple! You are the star, not your background.
- **Silence the interruptions:** Turn off your phone and exit any programs that might pop up notifications during your presentation (e.g., Slack, Outlook, Skype, etc.) *Note that an iPhone, particularly, will ring on a Mac that's attached to a phone, even when muted.* If you have pets, children or other minions, take precautions to ensure that they do not disturb your presentation.
- **Practice a short video:** Before you record the whole talk, and with your set up ready-to-go, record a short video of several slides. This will help you figure out which recording platform might be best for your talk. If you are showing videos of your system, practice these slides and check for lag. Listen to your voice and check for sound quality. In Zoom, you can set audio preferences to avoid using your headphone microphone, which may not be as good as your computer.
- **Use a video editor:** You don't need to make the perfect video recording. Viewers are ok with natural speaking, which includes the occasional 'um' and 'uh'. If you need to trim your video (particularly for the beginning and end bits), use a free video editor. There are many available; [here's one list](#). Quicktime Player 10 (native to Macs) or [Quicktime Player 7](#) (Macs or PCs) are both actually very easy to use. In 10, select *Trim* in the *Edit* menu; in 7 you simply select the sequence of interest using the small triangles, and then cut and save the movie.

Adding optional captions to videos for greater accessibility

There are many services to caption your videos

The general process is:

-Record your video

- Autogenerate or write a transcript file
- Upload your video and transcript file into a video processing software
- Burn or permanently embed transcription

Plan ahead: this is not going to be a fast process the first time you do it.

We recommend doing several test videos of 30 seconds. Decide on your presentation software and make sure the design works. If you show animals moving or dynamic movement, select those slides as tests. You can see a short video of me using a service called Loom in a short video (2 min), ["Loom: When recording, consider your face!"](#)

If you have time before the first submission, **go through the whole process (record, transcribe, burn captions to video) on the 30 second test video** and be sure the captions are not covering key figures or text. Otherwise, be mindful for your first version, and then do captions for the second upload window.

Autogenerate a transcript and edit

Zoom: Record to the cloud and receive an auto-generated audio transcript

This resource document, made by the University of Houston, talks you through ["Adding Captioning to Zoom Recordings"](#), and it is comprehensive, with screenshots and instructions.

When you're ready to record in Zoom, you can ["record to the cloud"](#) instead of your computer, and it will automatically caption your video. Use a test video to make sure [you've set your layout correctly.](#) *(Note: I personally am having difficulty recording only a thumbnail-view on Zoom cloud recording, even though it seems possible).* The auto-generation of your video transcript may take time (minutes to hours, [some delays expected](#)), but be patient -- Zoom will email you once your video file is ready, and also once your transcript file is prepared. You can then click on the recording, and edit the transcript directly. You can even trim your Zoom video here. Editing the auto-generated transcript is very important as names and scientific jargon are likely not correct (e.g. ecdysis was transcribed to "act ISIS").

The document linked in this section goes through how to take the transcription .vtt file and apply it to your video. Common techniques include using freely downloadable video processing softwares like [VLC](#) or [Handbrake](#).

Write it yourself

Add captions yourself using Youtube -- apply captions with Handbrake

After experimenting with the Zoom transcript and also writing out the script myself, I found that I prefer captioning my video, phrase-by-phrase. Why? The timing seemed more accurate, while Zoom tends to give you phrasing per larger blocks of time. This is a matter of preference!