



AOS & SCO-SOC 2021: Guide for Virtual Poster Presentations

This document presents requirements and guidelines for preparing and delivering a virtual poster presentation at the upcoming AOS & SCO-SOC 2021 virtual meeting. *Please read through this document carefully as you prepare your virtual poster.* The most important details are highlighted here:

1. **Virtual posters must consist of a multi-page PDF document** (landscape mode, recommended aspect ratio of 16:9) **and a maximum of 5 slides** (pages).
2. **The first slide of the virtual poster should include the title, authors, and a [graphical abstract](#).** The remaining pages of the PDF document should provide traditional poster elements, but broken down into individual slides that are easier to view and navigate on the small screens that conference attendees will be using.
3. **Presenters are encouraged to include an optional 3-min audio recording** explaining their work in a language of their choice; an audio recording is required for virtual posters being considered for a Student Presentation Award.
4. **All virtual poster presentations must be uploaded to the conference platform, [EventPilot](#), between 26 July and 4 August, 2021.** Detailed instructions about [preparing](#) and [uploading](#) your virtual poster are provided below.
5. **Presenters are encouraged to post the link to a virtual meeting room of their choice** (Zoom recommended) so that interested attendees can drop in and discuss their work face-to-face during the scheduled poster session.

Preparing your virtual poster

Please keep the following recommendations in mind as you begin to prepare your virtual poster:

- *Languages for text.* To facilitate accessibility and understanding by most or all participants, we are recommending (but not requiring) that all poster slides present key points in two languages: English and one other (likely Spanish, but could be Portuguese or French). This will help facilitate understanding by those who are not fluent in whichever language you give your presentation. Alternatively, you can upload PDFs of

your poster slides in other languages as supplemental resources in EventPilot. We recommend that you seek help with translation from fluent friends and online resources, such as [DeepL](#).

- *Aspect ratio.* You are not restricted in the aspect ratio you use for your virtual poster. However, we strongly recommend an aspect ratio of 16:9, as this nicely matches the dimensions of most computer monitors.
- *Colors.* Please use a color palette that will facilitate comprehension by people with red-green color deficiency or other forms of anomalous color vision. Recommended palettes and other tips can be found [here](#), [here](#), and [here](#), as well as at other sites. Note also that black/dark text on a white/light background is easier to read than light text on a dark background.
- *Avoid having too much content on each slide.* Limit the amount of text on each slide; use just enough words to make the key points. Use graphics rather than text where possible. Keeping the amount of text to a minimum will help facilitate the use of two languages (see above).
- *Technical Requirements.* All posters must be in PDF format with a maximum upload size of 10 MB, and in fact smaller (approximately 5 MB) is better. Once you have created your poster in your software of choice (e.g., Powerpoint, Adobe Illustrator, Google Slides), simply save your poster as a PDF. Once you have your PDF, you can reduce the file size by using this [website](#). Additional tips for optimizing the pdf of your poster for online viewing can be found [here](#).

Uploading your virtual poster

In late July all presenting authors will be contacted directly by ATIV Software (maker of EventPilot) via email with detailed instructions about how to upload the PDF of your virtual poster. **Please strive to upload your poster between 26 July and 4 August, 2021.** You will login with the same credentials as you use to access the EventPilot online planner. Your username will be your email, and your password is your last name as you entered during conference registration.

Once you are at the EventPilot site, click on “Virtual Poster” and you will be prompted to upload the PDF. Simply follow the onscreen instructions to navigate to the file and upload it. Presenting authors will also have the opportunity to upload supplemental PDF files; we recommend using supplemental PDFs to increase accessibility of your talk (e.g. a PDF of your slides in alternative languages, or a translated transcript of your script used for the audio recording).

Recording the optional 3-min audio file

Once you have successfully uploaded your poster, you are ready to create the optional 3-minute audio presentation to accompany your poster. **Remember that the audio recording is required**

for virtual posters being considered for a Student Presentation Award. The overall process for creating an audio presentation is described in this short [video](#), and also is summarized below.

- *Record your audio.* After you upload the PDF file, it will appear in your browser with a record button (red button with a microphone) at the bottom of the window. Once you are ready, simply click the red button. This will start a short countdown, and when it hits zero start talking. ***The length of the recording will be pre-set to 3 minutes***, so it is imperative that you get your entire overview of the poster into that time window (practice ahead!). Click the red button again to stop the recording, and then click the “done” link. This will take you back to the content management window, where you can replay the recording. If you are happy with it, you are done. If you are not happy with the recording, you can delete it (click the trash icon) and redo the recording.

Preparing for your live virtual poster session

Your poster will be assigned to the Tuesday or Wednesday poster session, and during this time, you will be expected to be available within EventPilot to answer questions. This year, we will not be creating Zoom rooms for poster questions and answers. Instead, you will have two options for engaging with other meeting attendees.

The first option for engagement is through text comments. Meeting attendees will be able to leave comments or questions in EventPilot for your poster, and you can answer those questions as comments in response. Meeting attendees will be able to leave comments or questions at any time during the conference (so make sure to check your poster from time to time and answer when you can), but you are expected to be present to answer questions during your poster session.

The second option is to create your own video or audio conference room that attendees can access. Once you have created a video conference room via a free or institutional account (Zoom is recommended, but Google Meet or other software can also work), simply put a link as a comment to your poster and indicate when you will be available. We recommend this time to coincide with your poster session.