

## FMCS 2021 Virtual Symposium Contributed Poster Overview and Steps

### I. Overview

- a. Virtual poster sessions are designed for presenters who are not able to be present in person at the conference.
- b. Travel, funding, and schedule (and global pandemics) can sometimes make it difficult for participants to attend the conference in-person.
- c. To support more inclusive participation, virtual poster sessions enable participants to present work to a body of peers and to engage with colleagues from afar, bringing global ideas to the local spaces.
- d. All FMCS virtual posters and associated YouTube videos should be submitted by the deadline so they can be posted on the symposium web page

### II. FMCS 2021 Symposium Virtual Poster Technical Requirements

- a. The Virtual Poster must be one page/one image.
  - i. Additional pages/images will not be accepted.
- b. Virtual Posters should be created using the FMCS size guidelines
  - i. The maximum width is 48 inches (130 cm); the maximum height is 36 inches (100 cm). The templates below are formatted to this size.
- c. Submissions
  - i. **JPEG file size CAN NOT exceed 20MB!**
    1. All files must be saved in JPEG format, no other extensions will be accepted
    2. Remember to Save your Presentation using the LastName\_FirstInitial\_Event\_Year\_PresentationType\_Year format (e.g. Christian\_A\_FMCS\_Poster\_2021)
    3. Submit your poster JPEG
  - ii. YouTube 3-Minute Message (YT3MM) video
    1. Make sure to record you initial recording using MP4
    2. Set your privacy settings to “Public” or “Unlisted”. This is very important otherwise your YouTube will not be viewable
    3. Save you YouTube using the following naming
      - a. **LastName\_FirstInitial\_Event\_Year\_PresentationType\_Year format (e.g. Christian\_A\_FMCS\_Poster YT3MM\_2021)**
      - b. **Submit your YouTube URL**
- d. During the FMCS 2021 Virtual Symposium, we will ask that several times a day monitor your Question and Answer section on the FMCS 2021 Virtual Symposium web page during the meeting duration (8 am Eastern US on Monday, April 12, 2021 to 8 pm Eastern U.S. on Wednesday, April 12, 2021) and respond in written format to posted audience questions and answers
- e. See Handouts or videos:
  - i. Handout: Microsoft PowerPoint to Video

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- ii. Handout: ECHO360 Universal Capture Steps
- iii. Handout: ZOOM Presentation and Recording
- iv. Handout: Elements of Posting a YouTube Video
- v. Videos
  - 1. Lightning Talks Overview
  - 2. <https://youtu.be/z7fYseU02fw>
  - 3. Adding Voiceover to Google Slide Presentation
  - 4. <https://youtu.be/7D1WmjZncyI>
  - 5. Microsoft PowerPoint to Video
  - 6. <https://youtu.be/D8JV3w4TOVw>
- vi. Please Consider Making Presentations Accessible
  - 1. <https://www.section508.gov/create/presentations/training-videos>
  - 2. <https://www.w3.org/WAI/teach-advocate/accessible-presentations/>
  - 3. <https://www.section508.gov/sites/default/files/MS%20PowerPoint%202016%20Printable%20Accessibility%20Checklist-AED%20COP.docx>
  - 4. <https://www.section508.gov/sites/default/files/MS%20PowerPoint%202016%20Printable%20Accessibility%20Checklist-AED%20COP.docx>

### III. FMCS 2021 Virtual Poster Design Requirements

- a. Font size:
  - i. 28pt or larger.
- b. Recommend fonts:
  - i. Times New Roman, Helvetica, Arial, or Georgia,
    - 1. It's possible that other fonts may have cross-operating system display issues. Letters should be easily read (avoid Old English and other "fancy" fonts).
- c. Avoid background images and watermarks that may detract from the ability to read your poster.

### IV. Important Information to Include in your Poster

- a. Include the following components in your poster presentation:
  - i. Title and Author Information:
    - 1. Title (80 font)
    - 2. Author(s) (48 font)
    - 3. Author Affiliation, City, Country (repeat for each author) (36 Font)
  - ii. Logos
    - 1. Add author and funding source logos as desired
  - iii. Potential (Research or Design) Poster Body Content/Organization (may vary by field; not all are necessary):
    - 1. Illustrations (Tables, Figures, Diagrams, Maps; often main part of contemporary posters)

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2. Header Boxes and Text (28 font)
    - a. Abstract/Long Description
    - b. Introduction/Short Description
    - c. Background/Relevance
  3. Research Question/Hypothesis
  4. Methods/Methodology
  5. Results
  6. Discussion
  7. Conclusion/Summary
  8. References (often optional)
  9. Acknowledgement
- b. Virtual Poster 3-Minute message narrations should have the following components
- i. Be no more than 3 minutes long
  - ii. Several ways to integrate poster to use as a prop
    1. Uses ZOOM to share screen and record your video and then convert it to a YouTube video
    2. Can be integrated audio/audio visual (as part of a PowerPoint or Google Slide MPEG-4 video and converted to a YouTube video);
      - a. see links below for videos on how to do this
        - i. Adding Voiceover to Google Slide Presentation
          1. <https://youtu.be/7D1WmjZncyI>
        - ii. Microsoft PowerPoint to Video
          1. <https://youtu.be/D8JV3w4TOVw>
    2. If your poster is printed (or if you can project on a screen), set up video recorder and stand next to your poster and or a separate audio/audio-visual file.
      - a. See examples
        - i. <https://education.agu.org/virtual-poster-showcase/recognition/2018-virtual-poster-showcase-winners/>
    3. Just create a standalone visual YouTube video without the poster (Not ideal)
  - iii. Have the following minimum attributes to your 3-Minute YouTube messages
    1. Introduce yourself by name, institution, major, and research

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group/mentor as appropriate

2. The “hook”
    - a. Something personal, emotive, or human that builds the bridge between your scholarly activity and everyday life
  3. A beginning
    - a. A brief introduction/background that is important and the goal or expectation of your scholarly activity
  4. A middle
    - a. The approach you took, study design, or experimental design
  5. An end
    - a. The major finding(s)
  6. The wrap up
    - a. The significance and how it relates back to your “hook”
- iv. Things to remember
1. Make sure your presentation has a beginning, middle and end
    - a. Try to come full circle, aka back to your hook, just like a good comedian or storyteller
  2. Use your poster as the prop, refer to your illustrations on your poster or in your “imagination”
- v. Resources
1. Handouts
    - a. Handout: Elements of a Poster Presentation
    - b. Handout: “Elements of a Three Minute Thesis”
  2. Videos
    - a. AGU Virtual Poster Showcase Winners (Examples)
      - i. <https://education.agu.org/virtual-poster-showcase/recognition/2018-virtual-poster-showcase-winners/>
    - b. 3 Minute presentations Tips
      - i. <https://youtu.be/P4BPsCtIINg>
    - c. 3 Minute Thesis Tips
      - i. [https://youtu.be/D\\_1MK3Ub9QM](https://youtu.be/D_1MK3Ub9QM)
      - ii. <https://youtu.be/xTw6gR1LD3E>
    - d. PhD Comics Two Minute Thesis (scroll down page):  
<http://phdcomics.com/tv/?pl=twominutethesis>

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This handout Modified from:

Scholar. 2020. Knowledge Base: Creating Your Virtual Poster. Web page:

[https://cgscholar.com/cg\\_support/en/docs/71-creating-your-virtual-poster](https://cgscholar.com/cg_support/en/docs/71-creating-your-virtual-poster) Accessed 14

March 2020.