



VIRTUAL POSTER PRESENTATION INSTRUCTIONS

GENERAL INFORMATION

We will use Showcare as our virtual conference platform.

Your poster session will be available on-demand, which means you will be recording a brief explanation of your poster in advance of the conference and attendees will be able to view your poster and play the accompanying audio recording at any time. The reason for this is to reduce the chance of technical difficulties.

All sessions, including posters, will have Q&A chat boards to interact with attendees. You will need to register for the conference at obesityweek.org to have access to attendees and your chat board. You will also be able to direct message and video call with attendees through the conference platform.

Pre-production Setup

Sound - Avoid using the default microphone on your computer by using an external headset (with a microphone). These can be the earbuds/headphones that usually come with your device or an external computer microphone.

Environment - Choose a quiet place with no background noise that would interfere with your recording.

Poster Recommendations

- All Posters should be in LANDSCAPE (horizontal) format and saved as a PDF, PPTX, PPT, JPEG or PNG file. There are no required dimensions or size limit due to the virtual nature of the poster.
- Submit a five-minute or less audio recording that can poster visitors will be able to hear.
- Please remit your poster and audio file in the Speaker Information Portal by October 15, 2021. (Link to Speaker Information Portal is included in emails you have received from TOS.) If you cannot locate the Speaker Information Portal, please contact annualmeeting@obesity.org and confirm the email address these instructions should be sent to.
- Name your poster file using your last name followed by the first several words of your poster name, which can be found in your confirmation email (ie: Jones-Strategies for Reducing Caloric Intake).
- While we don't have a specific template, there are a number of online companies that offer free templates to assist you in creating your Poster PDF.

- Please review this video on YouTube about improving poster formatting <https://www.youtube.com/watch?v=1RwJbhkCA58&t>. The video is 20 minutes long. The how-to section begins at 11 minutes 30 sec. This method aims to both make it easier to create a poster and to make the poster better at conveying information to attendees. You are not required to adopt this method of poster design, but if you do, we would love your feedback after the conference on whether it was a better experience for you. You will receive a survey about your poster experience after the conference. Last year, 26% of survey respondents tried this new format, and of those 26% said the experience was about the same as a traditional poster layout and 64% had a better experience than when they used the traditional format.
- Be sure to include provide the title of your presentation along with your name and affiliation.
- Use easy-to-read fonts such as Arial or Times New Roman.
- Use a font size of 20 or bigger.
- Avoid unusual colors and busy backgrounds.
- Remember to proofread the information included on your poster.
- Please practice in advance. **If your recording is more than 2 minutes over your allotted time, you will have to redo it.**

Also keep in mind:

- Attendees will be able to direct message you through the conference system as long as you are registered for the conference and have not turned off permission. (All speakers are required to register to access the sessions.) This system will remain available through December 31, 2021.
- There will be a written Q&A chat board associated with the session. Registrants will be able to post questions and vote on favorite questions, just like on Reddit. As a registered attendee, you will have access to this chat board and are encouraged to answer questions on it. The chat board will remain active through December 31, 2021.

File Format and Uploading Instructions

- As a Poster Presenter, you have the option to add a short audio file (up to 5 minutes) to accompany your poster.
- There are several ways you can record your presentation, including using zoom, your mobile phone recording app or your computer recording tool but please remember it must be an audio file.
- Recording must be in MP3 or MP4 format.

Speaker Information Portal

- TOS will not allow downloading of your your poster presentation to attendees.
 - Promote your poster with a short video for social media, which we will then share on our social media pages as well.
 - Be kind to attendees by uploading a one-page handout with key take-aways.
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Connecting With Attendees

Q&A will be managed through the virtual conference platform.

Poster visitors will be able to submit questions and vote questions up and down on the Q&A chat tool located within the virtual platform. You are welcome to engage audience members on this board during the conference. The chat board for all posters will remain active for on-demand viewers through December 31, 2021, and attendees may direct message you within the virtual conference system to connect. You will receive notifications of waiting messages (unless you turn notifications off). We encourage you to check your session chat board daily throughout the conference November 1-5.

Support

If you would like assistance in recording your presentation, please contact annualmeeting@obesity.org and we will set up a date and time for a technician to assist you.

What's this virtual meeting like?

- We're using a platform that supports interactivity.
- You will need to register for the conference at www.obesityweek.org.
- When you log in, you will complete your personal profile. It will remind you of Facebook.
- People can connect with each other, like Facebook friends. They can also direct message and video call, like in Facebook Messenger.
- You can set up notifications via email, just like in Facebook.
- You can "like" sessions, posters, people, & exhibitors and they will appear in your favorites and your personal newsfeed.
- Every session has a chat board where attendees can vote up and down questions & answers, like on Reddit.
- During or after the session, you are welcome to answer questions in writing on that chat board.
- The platform is open November 2-December 31.