

Guidelines for Poster Presentations

ELLS Scientific Student Conference 2020

Congratulations for being chosen to present your scientific work at the first Online [ELLS Scientific Student Conference](#) taking place from November 20 – November 21. Below are guidelines that we ask you to read carefully when preparing for the conference.

General Information

- Students who have been selected to do a poster presentation in one of the sessions should prepare a poster presentation that will last for a **maximum** of 3 minutes. This is followed by a 5 minute discussion round with the audience.
Please make sure to prepare yourself to answer questions by members of the audience and the session chairs.
The time and place of your presentation during the ELLS Scientific Student Conference can be found in the e-mail that you will have received by the conference organization on 4th September.

Preparation for Poster Presentations

Prepare your poster

Please prepare your poster (with min. resolution 1080 x 1920 px; aspect ratio 9:16) and upload it as .jpg to the BOKU Drive before **01.11.2020 23:59 CET**. Please save your poster with the following title: "Poster_SSC2020_[Your name]" (e.g. *Poster-SSC2020-John Doe*). Click [here](#) to upload your document to the drive folder.

The poster will be uploaded and showcased as part of the virtual poster exhibition. For further information on the required contents of the poster, refer to the section "*Content of the poster*".

Pitch presentation slides & backup recording

Prepare a short pitch presentation (.ppt) maximum of 3 slides summarising the core content of your poster presentation and upload it as .ppt to our provided BOKU Drive until **15.11.2020 23:59CET**. Please title your poster in the following manner: "PosterPres_SSC2020_[Your name]" (e.g. *PosterPres-SSC2020-John Doe*). Click [here](#) to upload your document to the drive folder.

The pitch presentation is an opportunity to convey the message of your poster to your audience. During the session we ask you share your screen and present your prepared slides. For further information on how to share your screen during a Zoom meeting view this short [tutorial](#).

Please note that we cannot showcase any presentation from a visual storytelling /presentation software such as Prezi etc. - as these require high amounts of RAM (system memory), therefore affecting the overall fluency of the video conference. If you are creating your presentation via Apple keynote (Mac OS) or any other non-Microsoft product we ask you to convert it into a .ppt (Standard file type for Microsoft Office PowerPoint) file.

In order to avoid potential technical difficulties, we ask you to provide a ppt **recording of your pitch - slides and narration**. This will be then showed in case your internet connection is lost. Please note that your recording will be also be made available to watch in the poster exhibition of the Online ELLS Scientific Student Conference and will be visible to all attendees of the conference.

You have to upload your recording either to Vimeo **or** YouTube and send us a private link (Vimeo)/unlisted link (YouTube) to your video.

Send us an e-mail the link to your video before **15.11.2020 23:59 CET** to ellsconference2020@boku.ac.at subject "PosterPres-SSC2020-[Your Name]-Link" (e.g. *PosterPres-SSC2020-John Doe-Link*)

For further information on how to record your presentation please refer to the sections "[How to record my presentation](#)" and "[How to upload your presentation to YouTube](#)" below.

How to record my presentation?

Microsoft PowerPoint (Windows OS) & Apple Keynote (Mac OS) offer features to record slide shows (presentations) with narration and slide timing. For a detailed tutorial video please use the following links: For [Microsoft Powerpoint](#); for [Apple Keynote](#)

How to upload your presentation to YouTube?

In order to keep your recording hidden from public view, please set your uploaded recording to "unlisted". For a detailed step-by-step tutorial video on how to upload your recorded slides with narration to YouTube, set it "unlisted" and share an unlisted link please view this [tutorial](#).

Alternatively, if you have a Vimeo account, feel free to upload your recording there and send us a private link.

Content of the poster

- Place the title of your paper prominently at the top of the poster board to allow viewers to identify your paper easily. Indicate the title and the author(s) name(s) of your paper. The title of your poster must be the same as the title of your submitted abstract.
- Authors are encouraged to include a photo of themselves on the poster so that they can be identified. Please also use the logo of your university(s).
- Highlight the author's name and address information, in case the viewer is interested in contacting him/her for more information. Prepare all diagrams or charts neatly and legibly beforehand, in a size that is sufficient enough to be read at a distance of 1.5–2.0 meters. The type should be at least 2.5 cm high. Be creative with different font sizes and styles, perhaps including colour, and double-spacing all text. Use different colours or textures for each line or bars of your graph or chart.
- Organize the paper on the poster board so that it is clear, orderly, and self-explanatory. You have complete freedom to do what you want. The presentation must cover the same

material as the abstract. Label different elements as 1, 2, 3, or A, B, C. This will make it easier for the viewer to follow your presentation.

- Include the background of your research, followed by results and conclusions. A successful poster presentation depends on how well you convey the information to your audience.

Technical requirements

- The presentation and discussion will be held via the video/web conferencing platform Zoom (<https://zoom.us/>).
- The system requirements for using zoom via Desktop Client (including Browser application) – are:
 - An internet connection – broadband wired or wireless (3G or 4G/LTE)
 - Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
 - A webcam or HD webcam - built-in or USB plug-in
 - Or, a HD cam or HD camcorder with video capture card

Internet connectivity

- In order to ensure the conference runs smoothly we recommend a network bandwidth (internet speed) of at least 3.0 Mbps (up/down). If you experience a lack of stable wireless internet connection (Wi-Fi) we recommend connecting your device via Ethernet (cable internet connection), if possible. If your home internet connection is not stable enough please consider other options such as using the university Wi-Fi.
- Please note that limited bandwidth may negatively impact your experience in the online conference and may cause other participants to not hear your presentation well enough.
- If you are not sure if your internet speed is fast enough to support video group conferencing via zoom we recommend you take broadband test. A list of internet speed test sites can be found [here](#).

Video and Audio

Please make sure to connect your audio to zoom via speakers and microphone either built-in, USB plug-in or wireless Bluetooth. For use of video connect with a webcam/HD webcam – either built-in or USB plug-in or an HD cam (-corder) alternatively. In order to test whether your audio and video are suitable for zoom video conferencing we recommend attending a [test meeting](#) or refer to the links provided below. **Please make sure to test your video and audio prior to attending the conference.**

Helpful Links:

[Testing computer or device audio](#)

[How do I test my video?](#)

Further system requirements

For further information on the system requirements such as

- supported operating systems,
- supported tablet and mobile devices
- supported browsers
- processor and RAM requirements

please click [here](#).

Links:

Tutorials

Microsoft Office PowerPoint: *Record a slide show with narration and slide timings*
<https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>

Apple Keynote: *Keynote: How to Record & Export High-Quality Videos*
<https://www.youtube.com/watch?v=fe280TjbAXw>

How to Upload Unlisted Videos to YouTube
<https://www.youtube.com/watch?v=jaftEW9Wl3U>

Zoom

Testing computer or device audio
<https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>

How do I test my video?
<https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video->

Sharing your Screen
<https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen>

System requirements for Windows, macOS, and Linux
<https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux>

Access to test meeting
<https://zoom.us/test>

Other

The 7 Best Internet Speed Test sites

<https://www.broadbandsearch.net/blog/best-internet-speed-test-sites>

BOKU Drive: Access to upload posters

<https://drive.boku.ac.at/u/d/6b653dd9ebdb4376a564/>

If you have any questions or difficulties please contact ellsconference2020@boku.ac.at