# e-Poster Presenter Guide

## e-Poster Presenter Overview

As an e-Poster presenter, you will have the opportunity to share your research by uploading a single PDF of your e-poster and providing a three-minute audio recording of your work. Attendees will be able to view your poster, magnify content, listen to your audio, and leave comments and questions that you will respond to.

You will also be assigned to a Poster Session that will have breakout rooms in which you will have three minutes to give a live oral overview of your research and two minutes to respond to questions.

Follow the guidelines and due dates below to complete your e-Poster Audio Task.

## Important Dates

- **Week of Sept. 13:** Login credentials for MSPR e-Poster Presentation Management Portal (Poster Harvester in CadmiumCD) sent, along with link to e-Poster Presenter Guidelines.
- **Week of Sept. 20:** Tech-check appointment link will be sent.
- **By Sept. 14-Oct. 11:** [Register for the meeting](#)—registration is complimentary.
- **Oct. 5:** Final posters, audio recordings, and profiles due in MSPR e-Poster Presentation Management Portal (Poster Harvester in CadmiumCD).
- **Oct. 8**: Log in to the MSPR Virtual Platform to see all uploaded content and register to attend sessions via Zoom. An email will be sent when it opens. You do not need to register for the Poster Session in which you will be presenting—a personalized join link will be sent to you. Make sure to add the session to your calendar.
- **Oct. 14 or 15**: Plan to present your e-Poster live during your assigned Poster Session.

## e-Poster Requirements

- The e-Poster must be one side only, single-page PDF file
- Slide ratio 16:9 in landscape is  preferred
- No animation or videos
- Tables and images should be large enough for audience viewing
- You should not include any copyrighted images
- As a reminder, a magnify feature will be available for attendees to zoom in on your e-Poster

## Login to the MSPR Presentation Management Portal (CadmiumCD's Poster Harvester)

You will be sent a welcome email the week of Sept. 13, 2021, inviting you into the portal. That email will contain your login credentials and a link for the portal. Click on the link and enter your login credentials. If this is your first time logging into the portal, you will need to read and sign the Privacy Notice.

### Task Page

Your Task page will outline the set of tasks required to complete by Oct. 5, 2021. You can return to the main task page at any point by clicking on **Task List**

in the top left bar.

Before you advance to recording e-Poster audio, you must first upload your e-Poster.
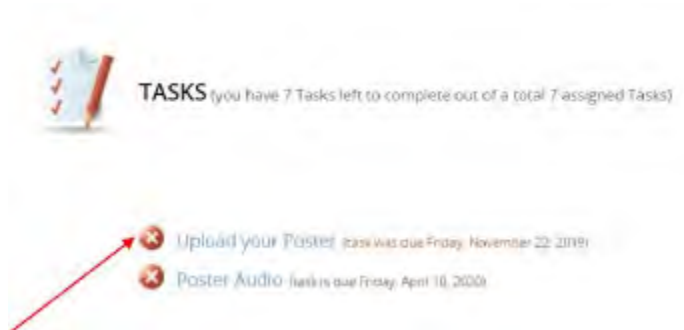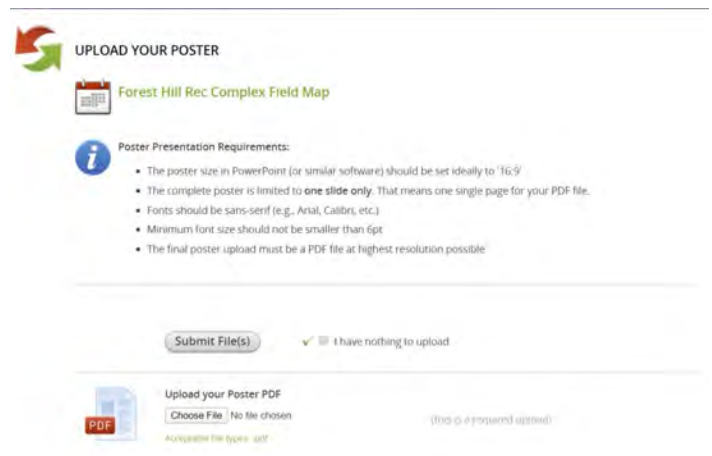


### Upload Your e-Poster

To upload your e-Poster, click the 'Choose File.' button to locate your e-Poster file from your computer. Please note, only PDF files will be accepted.

Once your file has been selected, click the 'Submit File(s)' button to complete the upload.

Depending on the size of your e-Poster PDF, you may see a progress bar display until your file has been uploaded completely.
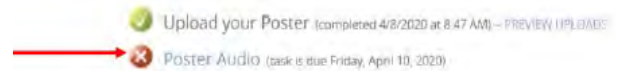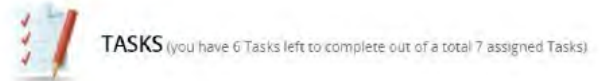
## Recording Audio

### Part 1

Processing your e-Poster upload typically takes about 5 minutes before you can begin to add audio using the e-Poster Audio task.

After it has processed, return to your task list and click on the e-Poster Audio task's blue text.

**TASKS** (you have 6 Tasks left to complete out of a total 7 assigned Tasks)

Upload your Poster (completed 4/8/2020 at 8:47 AM) – PREVIEW UPLOADS

Poster Audio (task is due Friday, April 10, 2020)

### Part 2

Before you start recording, check your e-Poster preview. If the correct image is displayed, you will start recording by clicking on the blue 'Start Recording' button. Your recording can be a maximum of 3 minutes. The system will warn you if you exceed this time limit.

Tuesday, July 16, 2019
8:00 AM – 4:00 PM
**Forest Hill Rec Complex Field Map**
Your role: Presenter

START RECORDING

When you begin recording, the 'Start Recording' button will be replaced with a 'Stop Recording' button, and a countdown timer will indicate how much recording time is left from the maximum time allowed. Directly above that button is an audio indicator. This indicator will show as a green bar if audio is being detected while you are speaking. If this is not green as you are speaking, ensure your microphone is turned on. When you are finished recording, click the 'Stop Recording' button.

Tuesday, July 16, 2019
8:00 AM – 4:00 PM
**Forest Hill Rec Complex Field Map**
Your role: Presenter

STOP RECORDING  00:02:57  Maximum recording time: 3 minutes

Field Map FHRC

## Part 3

The 'Stop Recording' button will immediately be replaced with audio controls, a 'Save Recording' button, and a 'Delete' button. You can playback what you have recorded and, if satisfied, click the 'Save Recording' button.
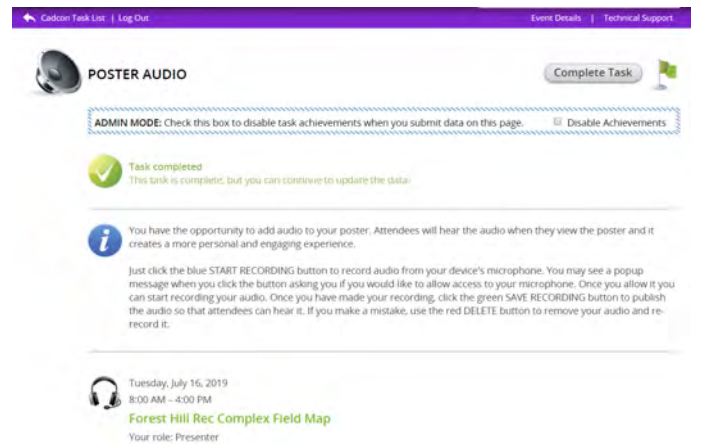
If you want to re-record the audio for your slide, click the 'Delete' button and start the recording process again.



## Part 4

Once you have saved your recording, click the 'Complete Task' button at the top of the page and click on it.

*If you should replace your e-Poster for any reason, be prepared to re-record the audio associated with it.*

## Presenting Live During a Poster Session

You will be scheduled to present your poster during a breakout session during Poster Session I on Oct. 14 or Poster Session II on Oct. 15. You do not need to register for the session—you will be sent a personalized join link for the Zoom session one week in advance of the meeting. You will be asked to join the session 25 min. prior to the published start time to complete a tech check. You will have three minutes to present a live, oral description of your work and two minutes to respond to questions from the moderator. You will be asked to share your screen to show your poster and to share your camera while presenting and answering questions.

## Preparing for the Live Presentation

To facilitate connection during the live portion of the meeting, please follow the instructions below to install and/or update Zoom.

### Download the Zoom Desktop App

Go to zoom.us and click "Sign Up for Free," and follow the online prompts to sign up for an account.



You will receive a confirmation email with a link to "Activate your Account," where you can set up your account and download the desktop application.

### Update Zoom

Zoom regularly provides new versions to release new features and fix bugs. We strongly recommend upgrading to the latest version. To update your Zoom desktop app, click your profile picture in the right corner of the window. A drop-down menu will appear where you can select "check for updates."

## Pre-Presentation Technical Check & Internet Requirements

During the week of Sept. 20, you will be sent a link to schedule your technical check appointment. Between September 27 and October 11, you will have a brief technical check scheduled with the MSPR audio-visual team. The purpose of this technical check is to test your audio and video, not to rehearse your presentation. You must join this technical check from the exact location you plan to present from to prevent unexpected issues on your presentation day. When selecting your presentation location, test your internet connection to ensure it is strong enough by using the link below. For the best results, hardwire your computer to the modem. If you plan to use WiFi, get as close as possible to the modem. Close all non-essential programs before your test and presentation.

[Internet Speed Test](#)

We recommend at least 25-50 MBPS Download for a strong connection. If you test your system and it is not within this range, please identify a spot that meets the requirements before joining your tech check call. This will limit any day of internet issues.

For additional information on internet and system requirements for Zoom, please click [HERE](#).

## What to Expect on Your Scheduled Session Day

You should plan to arrive 25 minutes before your session's published agenda start time for your "day of" technical check; you will receive a calendar invitation for this event. This link will be unique to you. Please do not share the link with others, including presenters in your session. Make sure you can leverage all the bandwidth available at your location. This means limiting other conference calls, streaming, or online gaming while you are presenting. If you're presenting from home, let everyone in your household know that you will need dedicated internet access to achieve the best results.

Once the session is live, attendees will move to one of three breakout groups; they can move between groups at will. Presenters will be automatically assigned to the correct breakout group. The moderator will introduce each presenter in turn. The presenter will share their screen and present the pdf of their poster for three minutes, followed by two minutes of Q&A facilitated by the moderator. When each presentation is done, the next presenter will be introduced.

## Technical Tips & Troubleshooting

If you encounter difficulties connecting, please check the following:
- Use Google Chrome or Firefox to participate in the conference.
- Confirm that you are not on your company's VPN Security Settings (disable this setting). After disabling, try logging out, closing your browser, and logging back in.
- If you are in the office, try another network (some offices have robust firewalls that restrict access).
- Clear your web browser history and cache.
- Check your Internet connection and use a hardwired internet connection if possible.
- If using WiFi, get as close to the modem as possible.
- Close any other tabs using a lot of bandwidth.
- If you are at home, make sure no one uses streaming services like Netflix, etc. that could impact your available bandwidth.

## Additional Resources

**Best Practices:**
- Use small headphones or earbuds with a microphone to provide the best sound quality.
- Be sure to have your laptop/device plugged in.
- Have a strong internet connection.
- Pick a quiet space.
- Set up a plain background.
- Dual monitors are not recommended as it complicates your screen share.
- It is suggested to start a timer on your phone for 8 minutes, so you are always aware of your time.
- Your PowerPoint presentation should be loaded on your desktop.
- Do not build auto slide advancement into your presentation.
- If you would like to share your contact information with attendees, who may have further questions, please include your email address on your last slide.
- If you have ever had your name "mispronounced," please be ready to help the Moderator with the correct pronunciation.

## Responding to Q&A

As an e-Poster presenter, you can also respond to questions within the Q&A section of your e-Poster presentation area. To answer questions, you will need to log in to the MSPR Presentation Management Portal (Poster Harvester).

There is also a Discussion tab that facilitates discussion about your research. We ask that you check these areas periodically through Nov. 15, 2021. Your responses will be viewable.

## Question or concerns?
If you have any questions or concerns, please reach out to us at info@midwestspr.org.