

## 2022 Cal-IPC Symposium

### Instructions for Poster Presenters

**Deadline:** Please submit your Poster presentation no later than **Friday, October 28**.

**Format:** PDF sized at 48 x 36 in. (landscape format). This is our typical poster format for in-person conferences.

**Tips:** Use large font size (24 pt. – 85 pt.) for main body of text; put take home message in large font in center. Use images, figures, and bullets. Less text + clear message = more visitors to your poster. For an entertaining (and critical) how-to on creating posters, see this [youtube video](#) (go to 10 min point for tips). See this [github link](#) for additional accessibility tips for posters. If you would like internal feedback before submitting a final or would like to add an audio file to your presentation, please contact [jburger@cal-ipc.org](mailto:jburger@cal-ipc.org).

**How to Submit:** Please submit a PDF of your presentation to through this Dropbox [file request link](#) or to [jburger@cal-ipc.org](mailto:jburger@cal-ipc.org). Name your files per the following convention – Yourlastname\_Poster\_Cal-IPC2022.

**Session Attendance:** You are expected to be available to interact with Symposium attendees through the “Live Stream” video chat during the Poster/Lightning Talk sessions on Wednesday, November 2, 10:30 – 11:30 AM.

- Join the dedicated live video link during your session so attendees can enter to talk directly to you about your poster (a link to it will be posted with your presentation). If you must step away, leave a message in the chat indicating when you’ll be back.
- Have your video and audio on while you are in the live link. Welcome attendees that come by and encourage them to introduce themselves and turn on audio and video, if they haven’t done so, to encourage chatting. This link will be open throughout the symposium and can be used for a follow-up meeting with attendees about your presentation, if needed.
- Manage and answer questions posted in Q&A as they come up. Use Chat for comments, not to answer questions about your poster.
- Check in to your poster throughout the course of the Symposium to answer any new attendee questions that have been posted in the Q&A.
- Encourage attendees to see other posters and lightning talks – there are 17 in all!
- If your Poster title has a “\*DPR Credit\*” tag, be sure to clearly highlight the answer to the question for your presentation in the DPR quiz for the session (I will send you that directly).

**Speaker Profile:** If you have not done so already, complete out your Whova Speaker Profile with a bio and a photo!

**Need Whova Help?** You can check out our conference platform’s [helpful guides online](#).

**THANK YOU AND WE LOOK FORWARD TO \*SEEING\* YOU THERE!**

Questions: Email Jutta Burger at [jburger@cal-ipc.org](mailto:jburger@cal-ipc.org)