

## 2023 Cal-IPC Symposium

# Instructions for Poster Presenters



**Deadline:** Please submit a digital version of your Poster presentation by **Monday, October 16**, so that we can post it to the Symposium digital platform.

By getting our presentations online early, we make them available to our attendees with visual impairments or learning/processing disorders to access the information in advance. Thank you for helping all attendees feel welcome!

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

### **Tips:**

- Font size suggestions: 85pt for main title, 36pt for subheadings, 24pt for body text, 18pt for captions.
- Less text + more pictures and graphics = more digestible = visitors to your poster. You can reduce text by presenting information as bullet points.
- Use colors, boxes, and photos, and a pleasing design to make your point.
- There are many ways to make a poster. Here are a few examples: [Law 2022](#), [Bishop 2021](#), [Edwards 2021](#), [Stubblefield 2021](#)

**How to Submit:** Submit a PDF of your poster through this Dropbox [file request link](#) (or mail to [jburger@cal-ipc.org](mailto:jburger@cal-ipc.org)). Name your files per the following convention – Yourlastname\_Posters\_Cal-IPC2023.

### **Session Attendance:**

- **In-person:** Stand by your poster to explain your project and interact with Symposium attendees on Thursday, October 26, 4:00-5:15 PM. Be sure to download the [Symposium app](#) to interact with visitors, both in-person and attending virtually (portal will open Sept. 29). Use the app to check on your poster and answer questions from both virtual and in-person attendees.
- **Virtual:** Be available online Thursday, October 26, 4:00-5:15 PM. We will send more detailed instructions as we get closer to the event on how to access our new [Symposium web platform](#). We are opening this portal for attendees to get familiar with it on Sept. 29. Check your poster online over the course of the symposium to answer any questions that are posted to it.

**Speaker Profile:** Please complete your [Speaker Profile](#) with a bio and any links you want to share with attendees. Send a profile picture to Claire Meyler at [cmeyler@cal-ipc.org](mailto:cmeyler@cal-ipc.org).

**Need Help?** As we get closer to the date, we will create helpful user guides for the app. If you still need help logging on (after Sept. 29), send an email to Claire Meyler at [cmeyler@cal-ipc.org](mailto:cmeyler@cal-ipc.org).

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

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