

# Instructions for Virtual Poster Presentations

**What is a Virtual Poster?** A Virtual Poster is a presentation slide deck saved as a PDF file (e.g., PowerPoint slide deck saved as PDF) that describes your project clearly and succinctly in eight slides or less (with “notes,” if desired). In addition, Poster presenters are invited to submit a short (four minute) video recording of themselves narrating their Virtual Poster. Virtual Posters and (optional) narrations are uploaded to the conference website “Virtual Poster Reception Hall” to be available on demand before, during and after the event. This is a key part of the conference and is promoted on the BECC mailing list and website. If accepted for a Virtual Poster presentation, you will be sent a link for submitting your files, and will be asked to submit them no later than September 15, 2021.

## Creating your Virtual Poster

### *Presentation Slide Deck PDF (\*required)*

- a. Create a presentation slide deck with no more than **8 slides** using MS PowerPoint or similar program (e.g., Google Slides). Slide decks may include “notes” embedded within the slides as well as links to external content, if you wish.
- b. Save the deck as a PDF file (to do this in PowerPoint, choose File->Save As Adobe PDF). Files should be no larger than 5mb.<sup>1</sup>

### *Virtual Poster Narration Video (optional)*

- a. Open your Virtual Poster slide deck using MS PowerPoint or whatever program was used to create it.
- b. Use the “record slide show” option within the slide deck program or use an external software platform to record the slide show (e.g., Zoom or Free Conference Call). If using MS PowerPoint, choose Slide Show->Record Slide Show. More detailed instructions can be found [here](#). The presentation **cannot be longer than 4 minutes** in duration.
  - A video recording of your Virtual Poster Narration is **voluntary and optional**. You do not need to record a Narration Video in order to present your Virtual Poster at BECC or participate in the conference. Your Presentation Slide Deck PDF is the only required document for the conference.
  - Should you choose to record a Narration Video, you should present your virtual poster as if someone were standing in front of you. The BECC team can help you record your presentation using any one of several record options, including PowerPoint, Zoom, Free conference call, or others. Email [info@beccconference.org](mailto:info@beccconference.org) for assistance.
- c. Please save the recording in the smallest Mpeg-4 format which, in PowerPoint, is called “Standard (480p).”<sup>2</sup> Choose File->Export->Create a Video. Files will likely be around 25mb but should not exceed 45mb.<sup>3</sup>

### *Upload your Virtual Poster*

- a. If you are accepted to present a virtual poster, you will be asked to upload both the Virtual Poster PDF and (optional) Virtual Poster Narration Video by **September 15, 2021**. Failure to upload the file by the deadline will result in your poster not being included in the conference materials. The upload link will be emailed to you upon confirmation of acceptance.

## The Virtual Poster Reception Hall

Once all the Virtual Posters are collected, we will create a Virtual Poster Reception Hall on the BECC website and conference app. Virtual Posters will be available to the public before, during and after the conference and will be showcased and promoted as a key component of the conference. We will advertise the Virtual Poster Reception Hall to our mailing list in advance of the conference. Last year’s Virtual Poster Reception Hall can be seen on the BECC website: <https://beccconference.org/snapshots/>.

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<sup>1</sup> If your file is too large, consider removing images or, if using PowerPoint, choose the “Export” function, rather than “Save as Adobe PDF.” To use the Export function in MS PowerPoint, choose File->Export->Create Adobe PDF. Select “Optimize for: Minimum Size.”

<sup>2</sup> The dimensions of this recording size are 852 x 480.

<sup>3</sup> If your file is too large, ensure that you are setting the file size as “Standard (480p)” or “lowest quality” and that there are no extra slides in your presentation.

## Presenting your Virtual Poster During the Conference

Prior to the conference, you will be assigned to one of the Virtual Poster Reception Hall timeslots to virtually meet with people who would like to chat about your poster. Last year, this was a very popular part of the conference, with dozens of attendees tuning in to discuss each poster. There will be several designated times listed in the program for conference attendees to have the opportunity to meet with Virtual Poster presenters to discuss their work or exchange contact information. The Poster Reception times will be set up as Zoom meetings, which you will access through the conference app 15 minutes prior to the start of the session. For the session you will be sent to a breakout room where attendees can join you to discuss your poster. It is not designed for formal presentations, but rather for attendees to discuss the poster which they can access on demand. Snapshot sessions will be scheduled for 15-30 minutes.