Poster Presenter Guidelines

This year's DXC Virtual Poster Session has been upgraded with a professional, user-friendly interface through the event app, Whova. Presenters will be able to build their own Poster Display and increase engagement with other attendees through Whova's "Artifact Center" which includes features such as:

- A PDF of your abstract
- A PDF of your poster
- Presenter(s) profile
- Pre-recorded video summarizing your poster (optional), must not exceed 3 minutes
- A video conference link for the live poster session (optional)
- Photo upload (optional)

Poster presenters will submit their materials, with the exception of their pre-recorded video and abstract, directly into Whova's Artifact Center. From there, the information is compiled into virtual Poster Displays, which attendees can navigate easily and interact by leaving comments and likes. A "Best Poster" competition will also be held. Judges from the X-ray community will select the Best XRD and XRF Posters (3 winners from each category), and also two Best Student Posters (one winner from each category). Winners will receive an Award Certificate and will be highlighted in the conference app and on social media. Your Poster Display will remain active on the Whova app until **1 October 2021**, so presenters can continue connecting with attendees even after the conference ends.

Important Dates
- **1 July:** The link to build your Poster Display is emailed to you
- **10 July:** Pre-recorded video upload deadline
- **19 July:** Poster PDF upload deadline
- **28 July:** Posters become available when the conference app goes 'Live', which could be as early as 28 July. All poster displays must be completed before the conference officially begins on Monday, 2 August 2021, at 9:00 am Eastern Daylight Time.
- **6 August:** Live Poster Session, 9:00 – 10:30 am EDT
- **1 October:** The app/conference closes

How to get Started
You will receive an email from ICDD Conference Coordinator, Steph Jennings (sjennings@icdd.com) with a link to build your virtual Poster Display in Whova by **1 July 2021.** Your poster will be made available to conference attendees beginning as early as **Wednesday, 28 July 2021**. All posters will remain on the app until **1 October 2021**.

Each virtual Poster Display may include the following six components:

1. Poster Description

Using the 'Description/Abstract' section of your virtual poster display, provide a few highlights about your research. Highlights are three to five sentences or bullet points that help the reader to understand the scope of your work (maximum 500 characters). Keywords can also be used. Think of this as a way to grab attendees' attention, and draw the crowd to your poster.

2. Abstract
Your abstract will already be uploaded when you view your Poster Display for the first time. Please do not remove or change the abstract that has be uploaded.

3. Poster
Please upload a PDF of your poster in the "PDFs" section.

Format Guidelines:
- Your poster file must be in full landscape format and be one page only.
- Create your poster in PowerPoint (or equivalent).
- Title: Bold, Center, Mixed upper and lower case.
- Author(s), Affiliation(s) and Contact Author E-mail Address: Center directly under Title. Leave one blank line after the Contact Author's E-mail Address before beginning text of poster.
- When finished creating your PowerPoint (or equivalent) file, convert to PDF.
- It is strongly recommended to use a 16:9 aspect ratio (widescreen)
- Use simple and clear typeface (Arial, Arial black, Calibri...)
- Provide clear labels or headings for each section of your presentation to avoid confusion.

Upload Instructions:
- Go to the "Upload Document" section under "PDFs" in your virtual Poster Display, and follow the instructions to upload your Poster.
- All posters must be uploaded as PDF (.pdf). PDF file size may not exceed 10MB. All PDF poster files must be submitted **by 19 July 2021**.

4. A Video Conference Link for the Live Poster Session
On **Friday, August 6 from 9:00 – 10:30 am EDT**, presenters may host a live 40-90 minute video conference in their virtual Poster Display so that interested attendees can drop in to discuss your poster. Throughout the 40-90 minute live session, attendees will be able to enter and exit each poster display, and interact live with the presenter. This feature will be optional for presenters, but we highly encourage you to take advantage of the opportunity for live engagement. *Note* – if you have a 'Basic" Zoom account, your meeting will have a 40 minute time limit. This is ok, please just add the start and end time in "Stream Time" during set up.

How to set up your 40-90 minute live Poster Session for Friday, 6 August:
In the 'Live Presentation' section of your virtual poster display, select 'Virtual Booth Showcase'. You'll see a dialogue box "Add Live Presentation".
- Title
  Add your poster's Abstract Code and Title (*e.g., D-00 Title of Abstract*).
- Live Showcase Link
  Add a link to the Zoom meeting that you have created. Zoom is preferred since it integrates directly into the Whova virtual event platform. If you do not have access to an account, you can create a free account in Zoom, or contact ICDD Conference Coordinator, Steph Jennings: sjennings@icdd.com for assistance.
- Stream Time
  Add Friday, 08/06/2021 09:00 AM – 08/06/2021 10:30 AM.
- "Timezone"
  Select: (GMT-0500) United States (New York) – also known as, Eastern Daylight Time.

When setting up your Zoom meeting, please ensure the following settings:
- Enable a passcode
- Disable the Waiting Room
- Select 'On' for Host and Participant videos

- Un-select 'Mute participants upon entry'
- In your overall Zoom account settings, select 'On' for, 'Embed passcode in invite link for one-click join'.

5. Three-minute Pre-Recorded Video Summarizing Your Poster:

The purpose of this short pre-recorded video is to personalize your poster, introduce yourself, and give attendees the feeling of meeting you in-person. Conference attendees can watch the overview of your poster on demand, throughout the conference. Your video should be uploaded to the DXC website (instructions below) and will be added to your Poster Display by Confernce Staff. You may not upload your video directly to Whova.

Tips and Tricks
- Keep your video brief (no longer than 3 minutes), but don't forget to introduce yourself - name, position and institution.
- End your video by encouraging viewers to ask a question in the chat or to visit you during your scheduled live presentation time.
- There are many ways to record a presentation. We suggest using Zoom software to record yourself or using PowerPoint to create a narrated PowerPoint presentation. Zoom is not required, you may use other platforms such as WebEx, BlueJeans, etc.
  - Click here to learn how to record a Zoom presentation
- Get creative! If you have a fun idea for your introductory video, go for it! We only ask that you keep the three-minute time limit, and adhere to the conference's Code of Conduct policy.
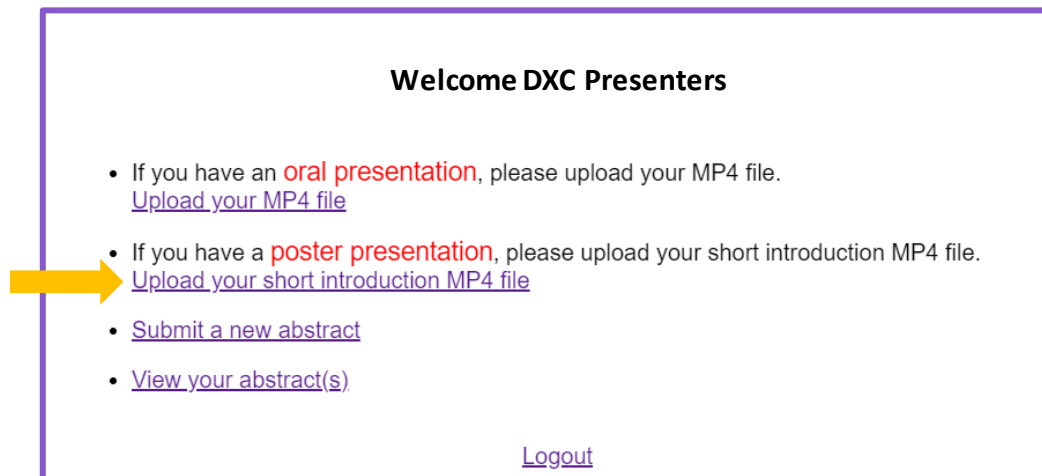
Video Technical Requirements
- Resolution must be 1080p (1920 x 1080)
- All videos must be encoded as an MP4
- Videos must be in a 16:9 aspect ratio.
- File size MAY NOT EXCEED 500 MB

How To Upload Your Video:

Be sure to upload your presentation to the DXC website **by 10 July 2021**. If you are unable to make this deadline, please inform Steph Jennings (sjennings@icdd.com) as soon as possible with the date by which your presentation will be available. We will do our best to ensure the presentation is included in the virtual conference but cannot offer guarantees after **10 July 2021**.

1. Please go to https://www.dxcicdd.com/dxc-login/ and login with the credentials you created when uploading your abstract. If you forgot your password, click "Forgot Your Password?" and follow the steps to retrieve your password.
2. Once you login, you will see "Welcome DXC Presenters". Please click the Poster Presentation link to upload your MP4 file:

Welcome DXC Presenters

- If you have an oral presentation, please upload your MP4 file.
  Upload your MP4 file

- If you have a poster presentation, please upload your short introduction MP4 file.
  Upload your short introduction MP4 file

- Submit a new abstract

- View your abstract(s)

Logout

3. To the right of your abstract title, click on the button, "Upload MP4." If you submitted more than one abstract for poster presentation, you should see all of the abstract titles listed, each with its own corresponding "Upload MP4" link.

Abstract ID	Abstract Title	MP4
D-54	2021 DXC Poster Presentation	Upload MP4

Back

Logout

4. Upload your MP4. When saving your file before upload – the file to upload must be MP4 format and named with your abstract code, last name, and "poster introduction" – i.e. D01_jennings_posterintroduction. Please be patient as it is a large file. It could take a few minutes for upload, depending on the file size. Please do not click on anything while the upload is taking place.
5. Once you file is uploaded, you will have the option to go "Back" to upload another presentation, if you have more than one poster. If you have an oral presentation, please see "Pre-recorded Oral Session Presentation Guidelines" on the DXC website. You will also receive an upload confirmation email from DXC.

6. Photos:
You have the option to upload a Cover Photo and Photos that correspond with your Poster. Many use this spot to pull pictures from their poster to highlight in a larger scale.

What Do I Need To Do During The Conference?
Posters become available when the conference app goes 'Live', which could be as early as 28 July. All poster displays must be completed before the conference officially begins on Monday, 2 August 2021, at 9:00 am EDT. Visit the conference app daily, and remember to check the poster's chat feature, as well as, your private messages.

On **Friday, 6 August 2021**, attendees will have the opportunity to visit your poster and meet you live (if you participate during the optional Live Poster Session). During the live virtual Poster Session on **August 6 from 9:00 – 10:30 am EDT**, you should expect that attendees will visit your live virtual poster display to learn more about your research, ask questions and share comments. A formal presentation is not recommended during the live session, it can be a casual conversation.

Important! Presenters must start their live poster session through Zoom by logging into their Zoom account and starting their "meeting"/poster session. Do not join your own poster session through the link in your poster display. If you do, you will receive an error message.

Since some attendees may have issues with the integrated version of Zoom in Whova, we ask that all presenters also post a link to their live Zoom session in the chat. For e.g., "I'm going live at 9:00 AM EDT on Friday, 6 August. To join my live session, click "View Livestream" at the top of my poster display. If you experience any issues joining directly in Whova, click the following link: <Enter zoom link here>".

All poster content will be available to attendee through **1 October 2021**, please keep an eye on the poster chat periodically.