Transforming STEM Higher Education
November 4-6, 2021

PRESENTER INSTRUCTIONS
(For Poster Presenters Only)

The Meeting Planning Staff of AAC&U congratulates you again. We are very much looking forward to learning more about your work.

In general, Poster Sessions are expected to provide an opportunity for conference attendees to examine STEM higher education reform topics in depth.

The instructions below are intended to provide you with step-by-step advice for ensuring that your presentation is successful. Please, review this information carefully. If you have any questions or concerns, feel free to contact us at any time at conferences@aacu.org.

Please share this correspondence with all of your co-presenters who are registered for the conference. **All presenters were required to register for the conference by _October 15_. Any presenter not registered will be unable to participate in your session(s) and will be removed from the program. Any session without at least one registered presenter will be removed from the program.**

PREPARING YOUR PRESENTATION

As noted earlier, all conference presentations will be facilitated through the Zoom platform. As you prepare for your virtual poster presentation, please be mindful of the following:

- Our experience has taught us that it is an excellent idea to download the latest Zoom updates before your presentation begins. You can access Zoom downloads at: https://zoom.us/support/download.

- We ask that you review and complete the speaker tasks that are provided in the Speaker Portal.

    NOTE: If you upload handouts (PDF only) and/or presentation slides, they will be available to conference registrants on the day of your presentation and after your presentation, for up to three months.

Your poster presentation will be limited to **one slide only,** which must be uploaded as a PDF file. In general, please be mindful of the following as you prepare your poster for uploading:

- The aspect ratio should be set to '16:9.'
- Poster presentations (PDF only) should be uploaded at the highest resolution possible.
- Recommended fonts include those in the sans-serif family (e.g., Arial, Calibri, etc.)
- Minimum font size should be 10pt.

JOINING YOUR POSTER SESSION

The live Poster Session will take place on Friday, November 5. The first poster session will take place from 4:15-5:15 PM. The second poster session will take place from 5:15-6:15 pm. Please note all listed times are EASTERN TIME.

Please refer to the message that was sent to all poster presenters on October 15 to confirm the time of your poster session.

On the day of your presentation, there will be two ways for you to access your poster session on the virtual platform.

1. **Through the Conference Platform.** The link to your poster session can be accessed through the virtual conference platform, under the heading, BROWSE POSTERS. This will be located on the left-hand side of your screen. You will then click on your assigned Poster Session Number.

After clicking on your poster session number, find and click on your poster title, then click the "Join Session" button to enter your presentation session. The session will be available **5-10 minutes** before the start of your poster session.

2. **Through the Link Emailed to You.** You and your co-presenter(s) will receive an email from the virtual conference platform, which will include the Zoom link for your poster presentation. The Zoom link will be sent 1-2 days before your scheduled presentation date. If the email doesn't appear in your inbox, please check your spam/junk folder.

FACILITATING YOUR POSTER SESSION

All conference poster sessions will be configured to allow any conference attendee to join without a host. However, the live poster session will not be available for viewing through the mobile app.
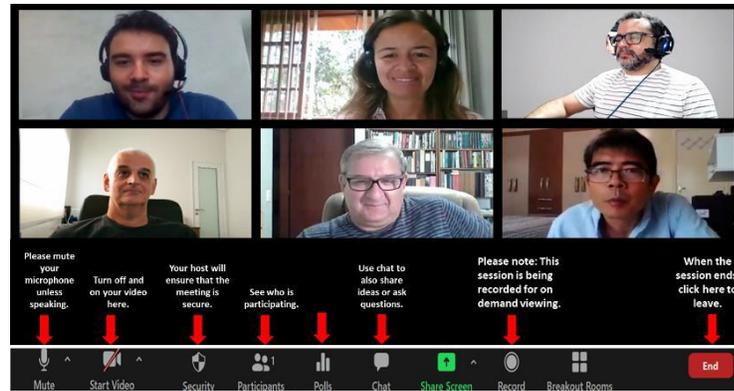
As noted, all poster sessions will utilize the Zoom platform to create a seamless presenter/attendee experience. The instructions below provide a step-by-step guide for the most commonly used Zoom features for presenters:

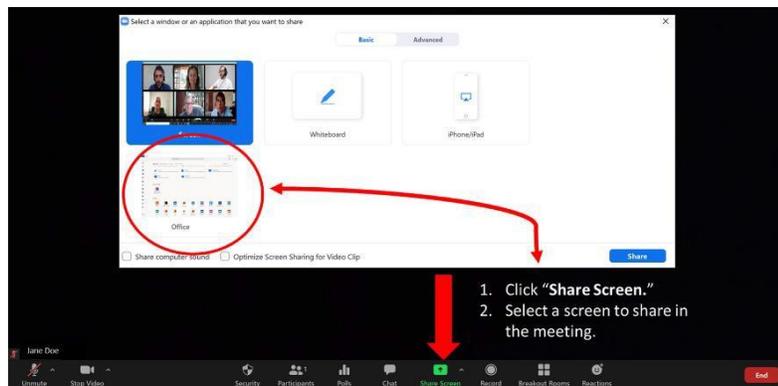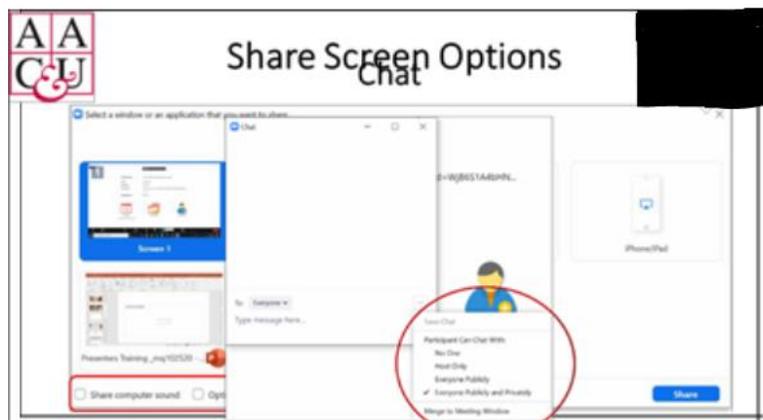|	
Access Zoom using your unique login credentials.	
Welcome to Zoom. The features that you are likely to need for your presentation are located at the bottom of the screen.	
Share Your Screen with Session Attendees Click the Share Screen icon to access share screen options.	

Share Your Screen Select the window or application that you want to share. Be sure to share computer sound and optimize screen sharing for a video clip, if you plan to share a video clip with sound.	
Chat with Attendees Click the Chat Icon at the bottom of your screen to access the session chat room. You can control how you want session participants to chat.	

The audio recording of your poster presentation will be available immediately after it has ended, and for up to three months thereafter, to allow attendees the chance to view your poster presentation at their convenience.

CONNECTIVITY ADVICE FOR YOUR POSTER PRESENTATION

While we have made every effort to prepare for anything that could go wrong during your virtual presentation, we recognize that it is still possible that something may go awry. To minimizes the chances of anything going wrong, we turned to our colleagues in the AAC&U Information Technology staff for advice. They recommend the following:

- All presenters should ensure that they have adequate, reliable, high-speed connectivity to the internet on the day of their presentation. An uninterrupted internet connection **above 25 Mbps** minimizes the potential for any issues to arise.

  You may check your internet connection speed with websites such as www.fast.com.

- Using a wired internet connection will provide a stronger, more stable connection than Wi-Fi.

- **Google Chrome** and **Firefox** are the most stable and reliable browsers for accessing the conference. Please make sure you have the latest version installed.

- It is a good idea to have a personal hotspot or other backup connection available on the day of the presentation.

- During the actual presentation, presenters, to the extent possible, should close all open web pages and office applications that are not necessary for the presentation. Also, presenters should turn off any notifications on all electronic devices their session begins.

- Presenters should do a recording test with both video and audio to determine whether they are satisfied with the quality. If the microphone on your computer is not working well, consider using an external microphone accessory during your presentation.