



AAC&U Transforming STEM Higher Education Conference vConference Instructions for Poster Presenters

Welcome to the virtual AAC&U STEM Conference. This step-by-step guide provides details for preparing and uploading your poster into the conference platform.

For additional details, view [here](#).

Important Links to Information

Conference Website <https://www.aacu.org/events/2020-virtual-conference-transforming-stem-higher-education>

For Help conferences@aacu.org

FORMATTING/UPLOADING YOUR POSTER

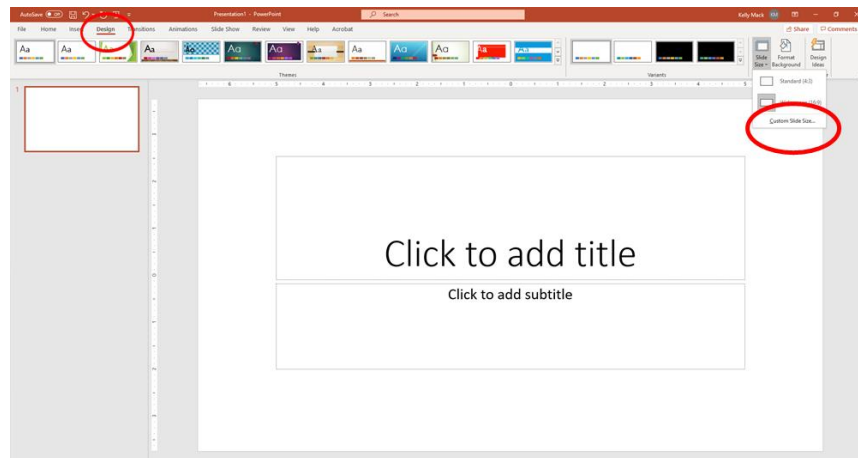
Please follow the instructions below to be certain your poster is easily viewable during your session.

Open PowerPoint.

Click on Design.

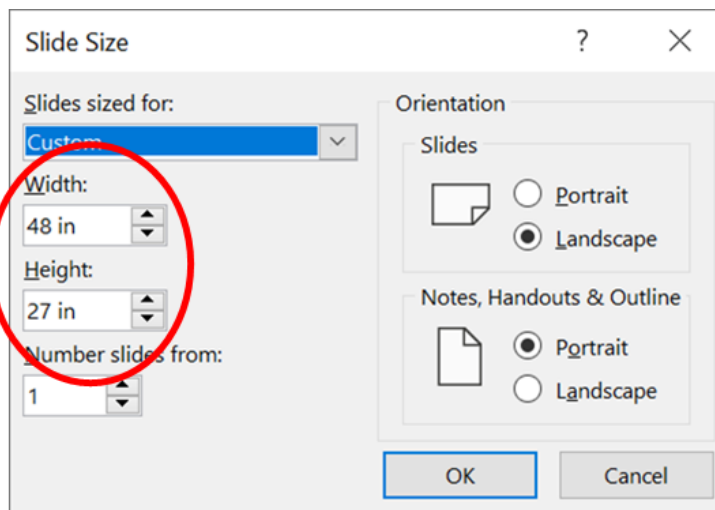
Click on Slide Size.

Select Custom Slide Size.



Enter Width: 48 inches.

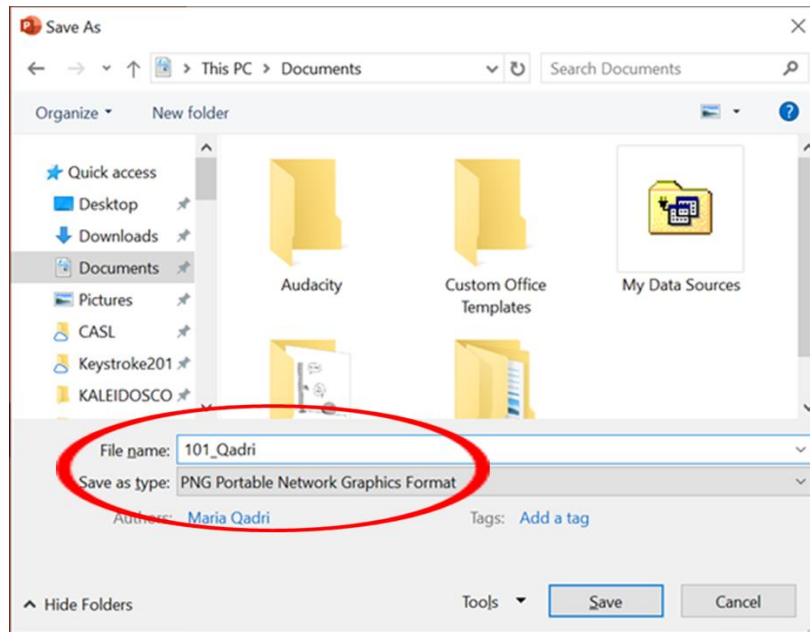
Enter Height: 27 inches.



Save your poster as a PNG Portable Network Graphics file (if the resolution does not appear to your quality, please save as a PDF file).

Use the conference filename structure: [PosterNumber_Lastname.png]

Filename Example:
101_Qadri.png
(or 101_Qadri.pdf)



Upload your poster [here](#).

Poster size cannot exceed 6000 KB.

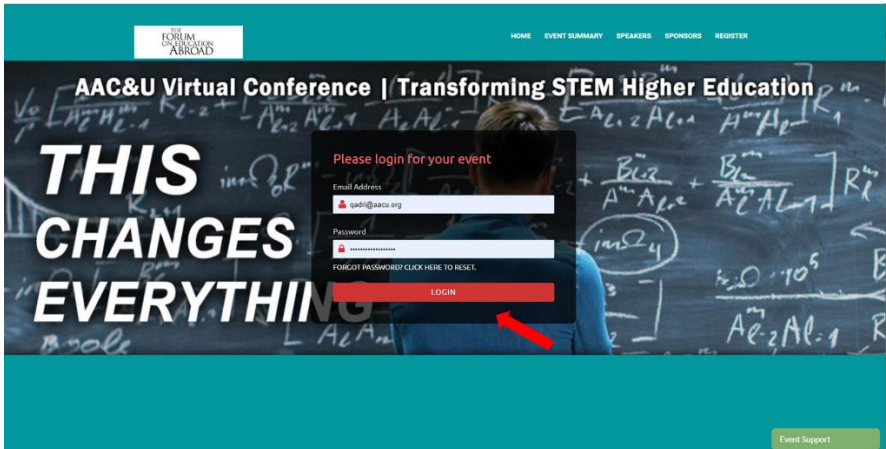

Enter your email address and poster title.

All posters must be uploaded by **11:59 PM on Tuesday, November 3, 2020** in your local time zone.

A screenshot of a web form for submitting a poster. The title is 'AACU 2020 Transforming STEM Higher Education Conference: Submit Poster (PosterNumber_LastName.png)'. There is an 'Upload files' section with a dashed blue box containing a 'Drag and drop files' icon and a 'Select Files' button. Below this are two text input fields: 'Email Address' with the placeholder 'Enter your email' and 'Poster Title' with the placeholder 'Add additional information'. A 'Submit' button is at the bottom right.

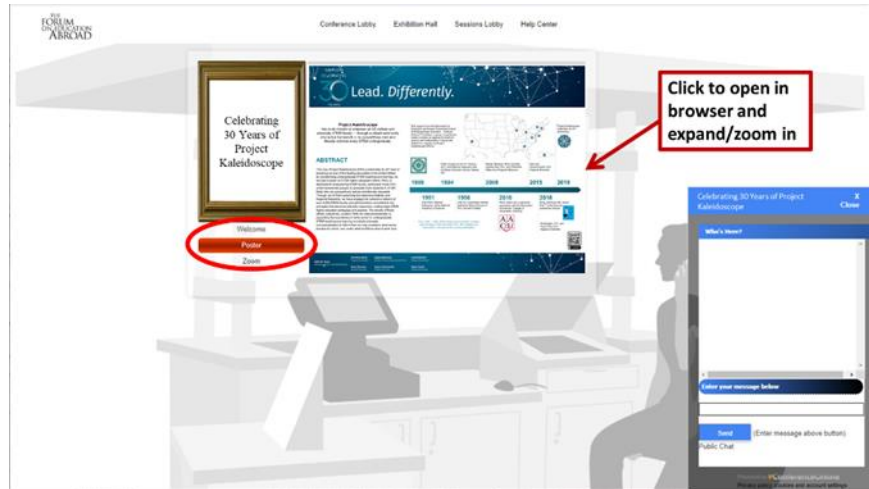
PRESENTING YOUR POSTER

To access the poster session, please sign in to the vConference Online platform using the registration information emailed to you.

<p>Visit Conference Website</p> <p>(Available Thursday, November 5th, 8:30AM EDT)</p>	<p>https://event.vconferenceonline.com/microsite/html/event.aspx?id=1933</p>
<p>Enter your email address and the conference password that was provided.</p> <p>Click on the red login button.</p>	
<p>Welcome to the Conference Lobby.</p> <p>Click on Exhibition Hall in the Navigation Bar.</p>	

Click on Poster for a birds eye view of your poster.

Your attendees will click on the poster image to expand the poster and view it in a different window.



Click Zoom to enter your unique Zoom room, which has been created just for your poster.

