



2021 AAC&U Virtual Conference on Diversity, Equity and Student Success (DESS)

March 24 – 26, 2021

POSTER PRESENTER GUIDE FOR ZOOM

We look forward to your participation as a presenter at the conference. To be fully prepared for the technical dimensions of your presentation, please review the information presented below.

PREPARING FOR YOUR PRESENTATION

- Review and complete the speaker tasks in the [Poster Portal](#).
- If you are the primary presenter, please ensure that all your co-presenters have received this and other AAC&U communication(s) and have registered for the meeting.
- **Please Note:** All presenters are required to register for the conference by March 8. Any presenters not registered by that date will be unable to participate in their sessions and will be removed from the final program. Any session without at least one registered presenter will be removed from the program.
- Download the latest Zoom updates from <https://zoom.us/support/download>.
- If you have a **university issued laptop**, please work with your IT department to ensure that you have the latest version of Zoom downloaded to your laptop BEFORE the live Poster session.

How to Access Your Poster Session

The live poster session will be Wed., March 24, 5:00pm-6:00pm ET.

- The links to the poster sessions can be accessed through the virtual conference platform **10-15 minutes** before the start of the session.
- We will send each presenter an email from the virtual conference platform with the Zoom link for your poster presentation.
- If you do not receive the email with your Zoom link, you may click on the title of your poster and then click the “Join Session” button in the virtual conference platform.
- Zoom sessions will be set up so that anyone can join without a host.
- During this session, you can interact with attendees.
- Unfortunately, the live poster session is not available for viewing on the mobile app, but the poster itself can be viewed on the app.
- The poster and audio recording will be available before and after the poster session to allow attendees the chance to view poster and listen to the recording at their convenience.

Poster Requirements for Publishing

The complete poster is limited to one slide only. That means one single page for your PDF file.

1. The poster upload must be a PDF file at highest resolution possible.
2. The aspect ratio (ratio of width to height) should ideally be set to '16:9.'
3. Fonts should be sans-serif (e.g., Arial, Calibri, etc.)
4. Minimum font size should not be smaller than 10pt.

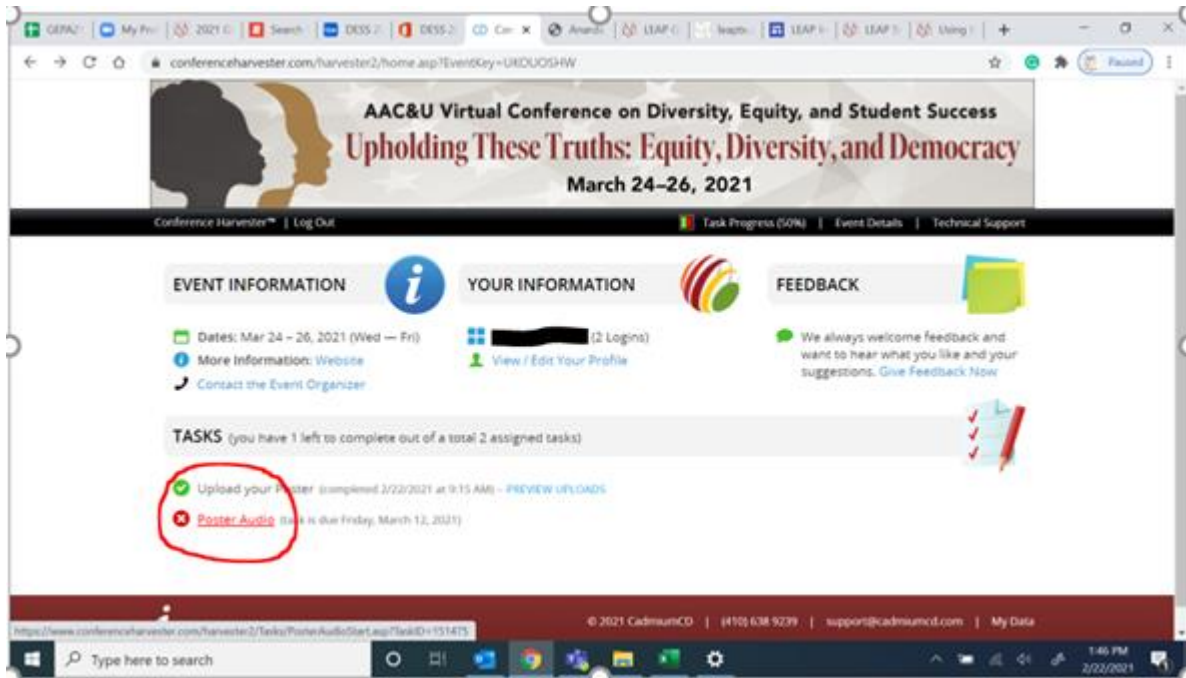
Poster Audio Recording

You have the opportunity to add audio to your poster. Attendees will hear the audio when they view the poster and it creates a more personal and engaging experience. Both the posters and the audio can be viewed on the mobile app; however, attendees cannot join the live poster session on the app. Please

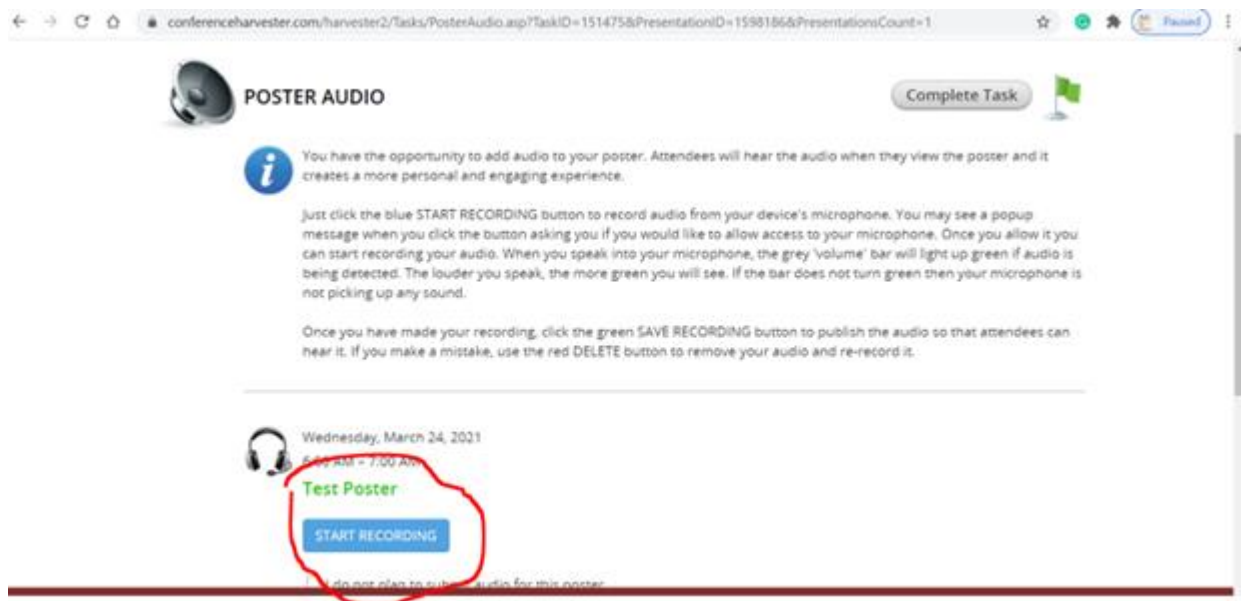
designate one person to record audio if there is more than one presenter for your poster session.

Please Note: You must upload your poster before you begin recording your audio.

In Speaker tasks, click on Poster Audio



Then click the blue START RECORDING button to record audio from your device's microphone. Your audio recording should be between 4-5 minutes maximum.



You may see a popup message when you click the button asking you if you would like to allow access to your microphone. Once you allow it, you can start recording your audio.

When you speak into your microphone, the grey 'volume' bar will light up green if audio is being detected. The louder you speak, the more green bars you will see.

If the bar does not turn green then your microphone is not picking up any sound.

If you make a mistake, use the red DELETE button to remove your audio and re-record it.

After you complete your recording, the system will automatically play back the recording. Or you can also preview the recording by pressing the play button.

Once you are satisfied with your recording, click the green SAVE RECORDING button to publish the audio so that attendees may hear it.

CONNECTIVITY DURING YOUR PRESENTATION

All presenters should ensure that they have adequate, reliable, high-speed, stable connectivity to the internet on the day of their presentations. 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 WiFi. In addition, it is recommended that you have a personal hotspot or other back-up connection available. Additional recommended technology guidelines include the following:

- Close out all open webpages and office applications that are not necessary for the meeting.
- Turn off any notifications on your computer and other nearby devices before your session begins.
- Do a recording test with both video and audio to determine whether you are satisfied with the quality. If the microphone on your computer is not working well, consider using an external microphone during your presentation.
- **Google Chrome** or **Firefox** are the most stable and reliable browsers for accessing this virtual environment. Please make sure you have the latest version installed.

TIPS FOR LIVE POSTER SESSION IN ZOOM

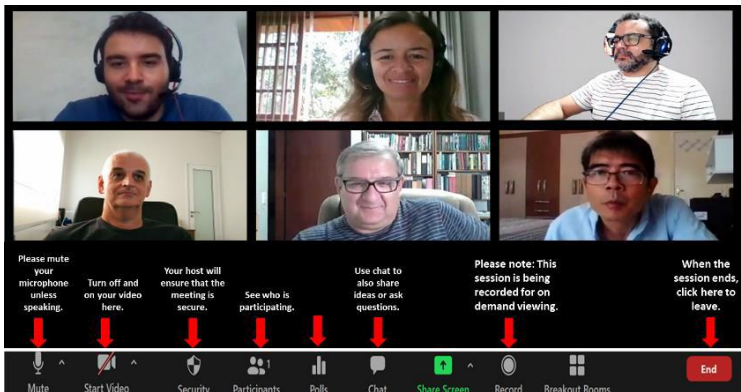
The poster sessions will utilize the Zoom platform to create a seamless presenter/attendee experience. The instructions below provide a step-by-step guide for the most commonly used Zoom features for presenters:

Access Zoom using the unique login credentials.



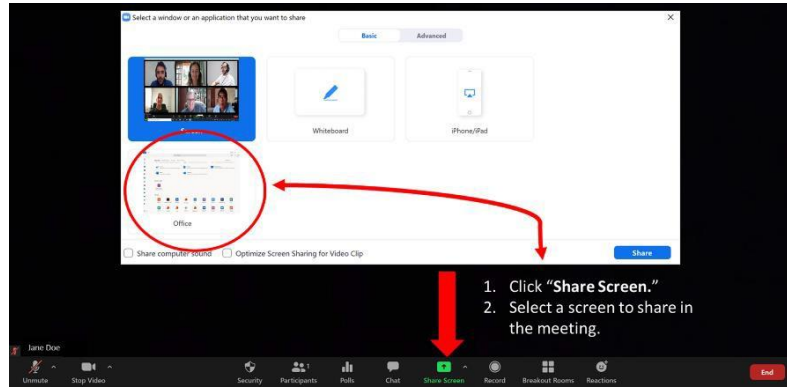
Welcome to Zoom.

The features that you are likely to need for your presentation are located at the bottom of the screen.

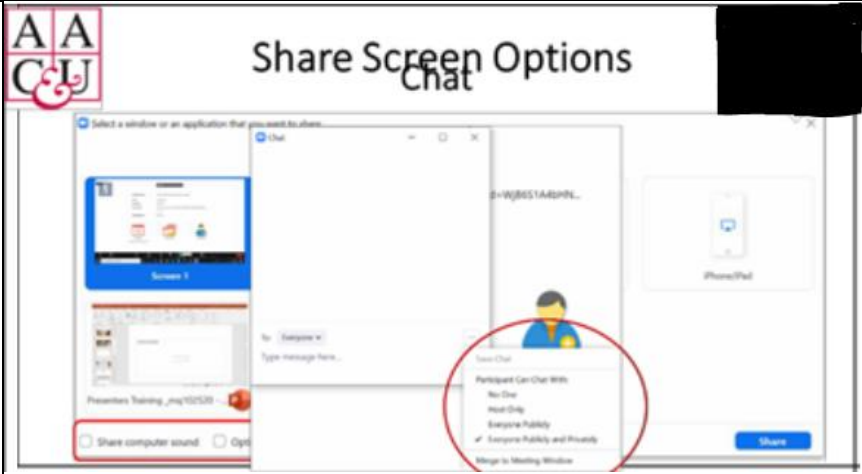


Share Your Screen with Session Attendees

Click the Share Screen icon to access share screen options.



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.



Accessing the Zoom Chat Room

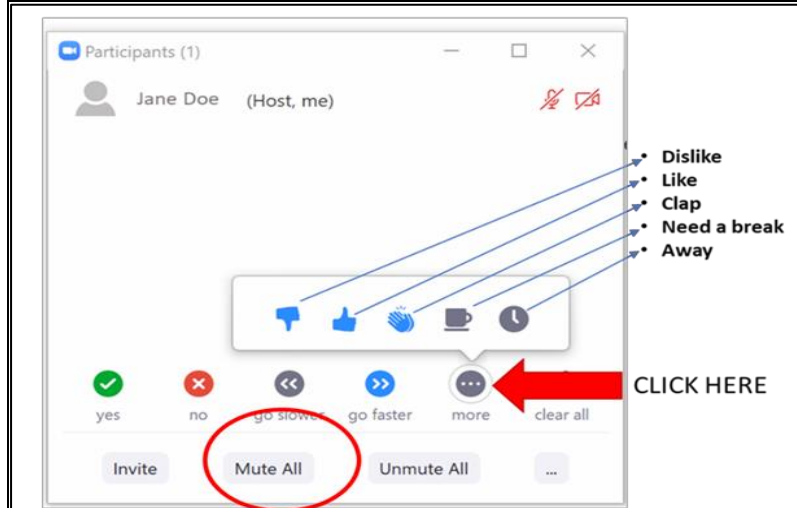
Click the Chat Icon at the bottom of your screen to access the session chat room. You can control how you want session participants to chat.



Managing Session Participants

By clicking the Participants icon at the bottom of your screen, you and/or your technical producer can manage how session participants access and engage during the zoom session.

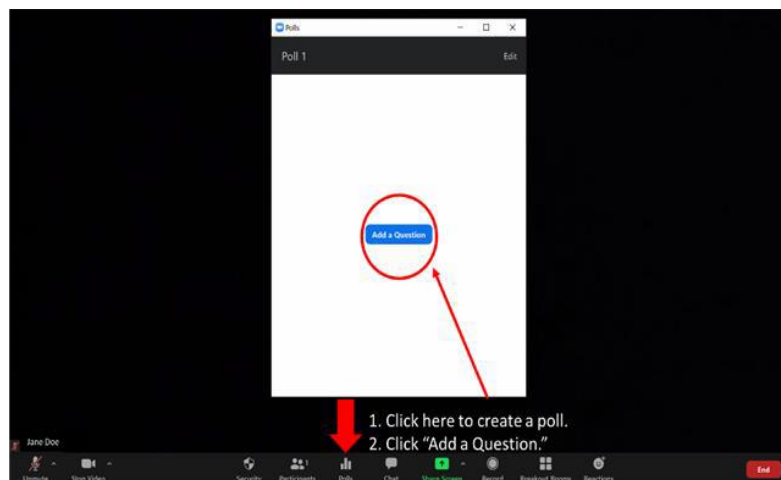
We recommend that you mute all participants upon entry, allow all participants to unmute/rename themselves, as needed.



- Dislike
- Like
- Clap
- Need a break
- Away

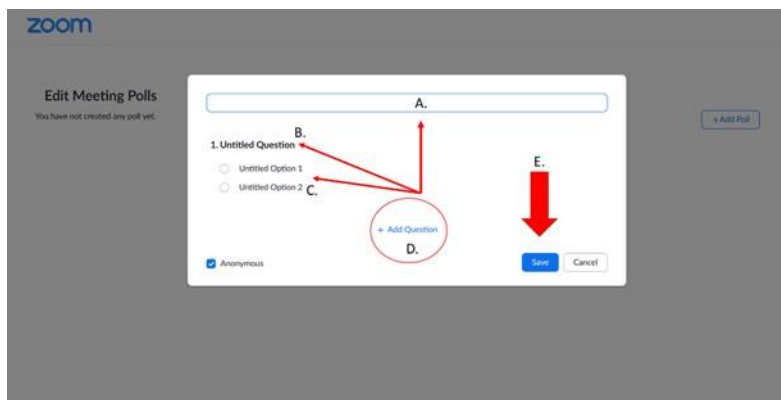
CREATING A ZOOM POLL

To create a poll, click the Poll icon at the bottom of your screen. This will open up the Zoom web portal for you to enter your poll question.



Compose your poll questions using the following steps:

- A. Name the poll (optional).
- B. Type a question.
- C. Type and title response options.
- D. Click "Add Question" to add additional questions to the poll.
- E. Click "Save."



To launch the Poll, return to Zoom and Click “Launch Polling.”

