



**2021 AAC&U Conference on  
General Education, Pedagogy, and Assessment  
February 11-13, 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. This information applies to all presentations hosted on the Zoom platform.

Please note that all times indicated in the virtual platform are in **EASTERN TIME**.

**PREPARING YOUR PRESENTATION**

- Review and complete the speaker tasks in the [Poster Portal](#).  
**Please Note:** Your poster will be available to conference registrants on the day of your presentation and for up to three months afterward.
- Download the latest Zoom updates from <https://zoom.us/support/download>.
- Your session must end promptly at the end of the scheduled time.
- Please ensure that your co-presenters (if applicable) have received this and other AAC&U communication(s) and have registered for the meeting.

**Poster Presentation Requirements:**

1. For publishing purposes, 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. The complete poster is limited to one slide only. That means one single page for your PDF file.
4. Fonts should be sans-serif (e.g., Arial, Calibri, etc.)
5. Minimum font size should not be smaller than 10pt

**Please Note:** All presenters are required to register for the conference by **February 5**. Any presenters not registered by that date will be unable to participate in their session. Any session without at least one registered presenter will be removed from the program.

## **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](http://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.

## **POSTER SESSION INFORMATION**

- The links to the poster sessions can be accessed through the virtual conference platform 5 minutes before the start of the session.
- Zoom sessions will be set up so that anyone can open them, as a presenter you should click the link as soon as the link is accessible.
- The recording will automatically be triggered when the Zoom session begins.

## ACCESSING THE VIRTUAL PLATFORM

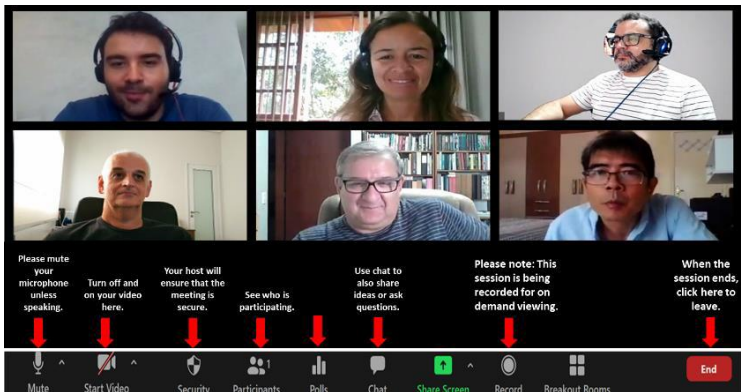
The poster sessions will utilize the Zoom platform to create a seamless presenter/attendee experience. The instructions below provide a step-by-step guide for the most commonly used Zoom features for presenters:

**Access Zoom** using the unique login credentials, provided in your presenter email.



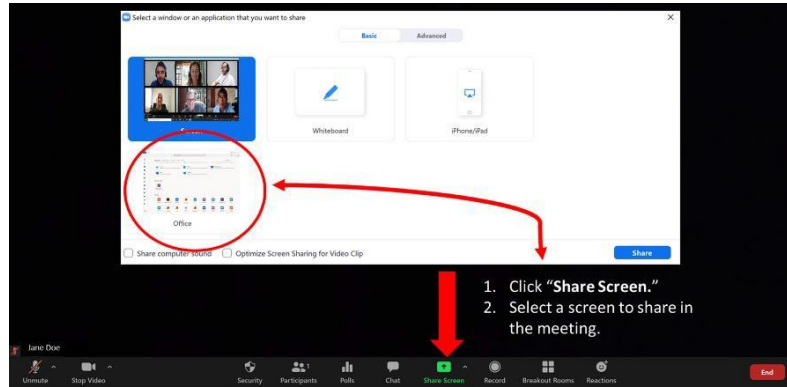
### Welcome to Zoom.

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

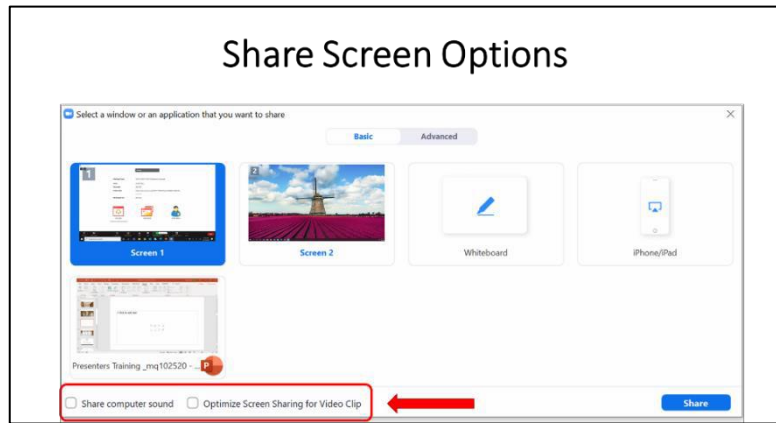


## Share Your Screen with Session Attendees

Click the Share Screen icon to access share screen options.

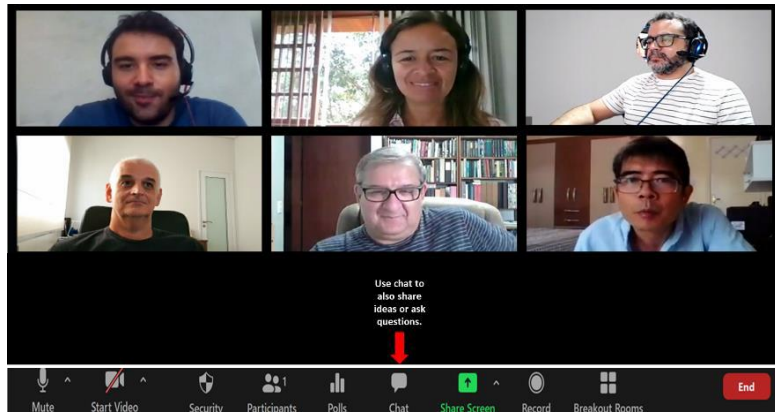


Select the window or application that you want to share. Be sure to share computer sound and optimize screen sharing for a video clip, if you plan to share a video clip with sound.

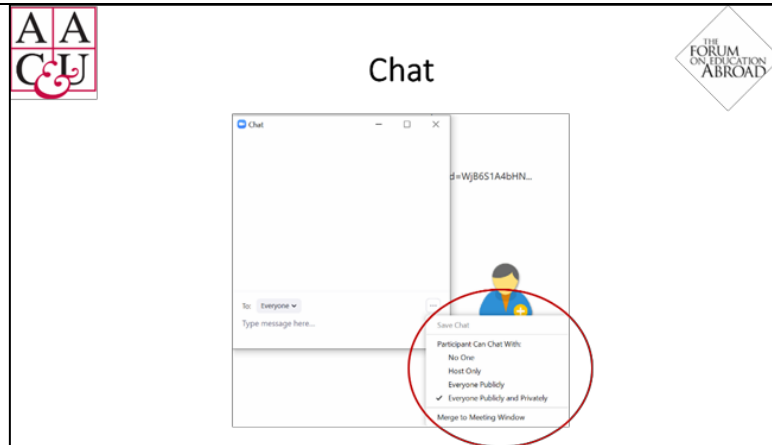


### Accessing the Zoom Chat Room

Click the Chat Icon at the bottom of your screen to access the session chat room.



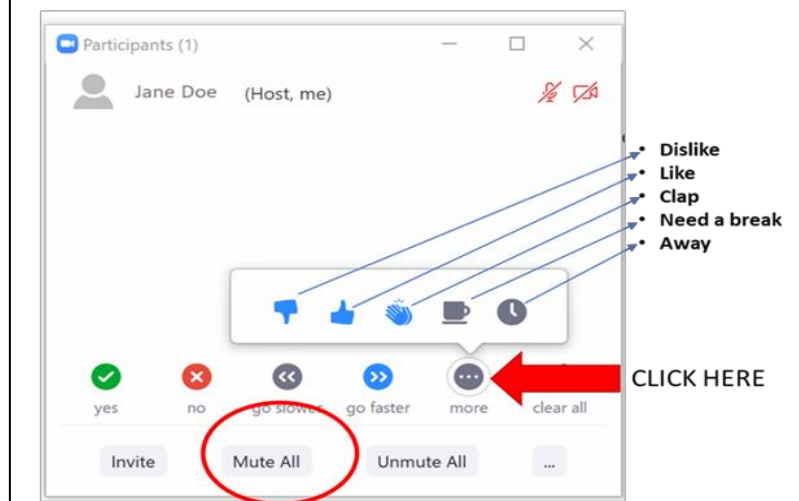
You can control how you want session participants to chat.



## Managing Session Participants

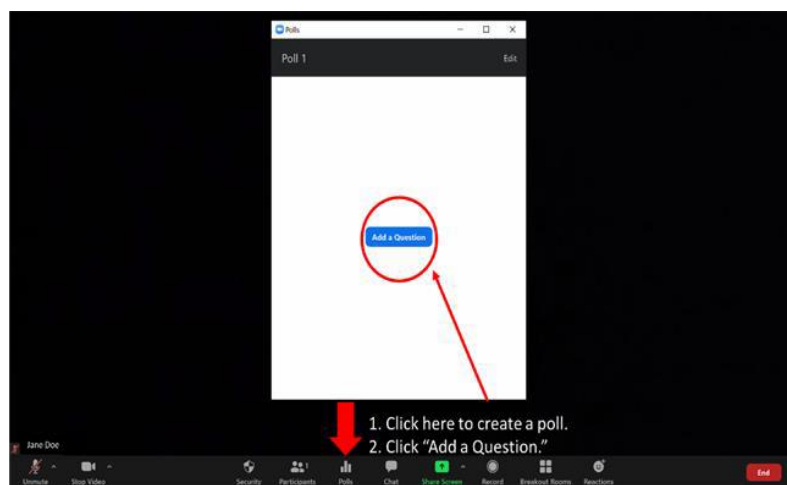
By clicking the Participants icon at the bottom of your screen, you can manage how session participants access and engage during the zoom session.

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



# 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.

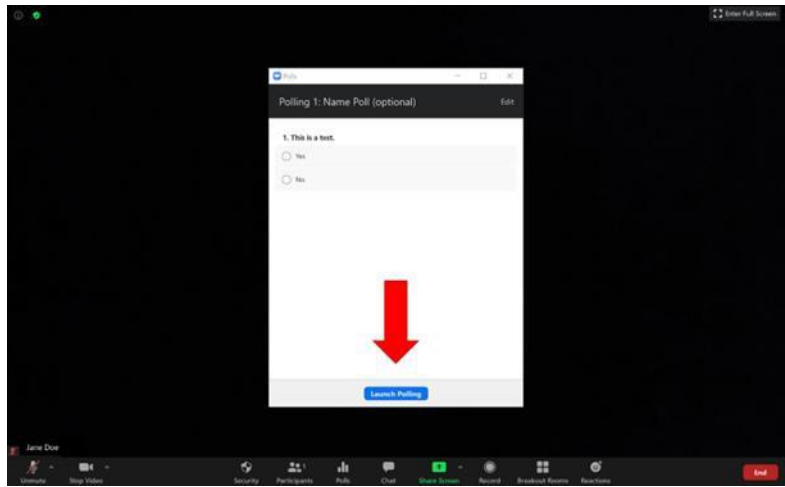


Compose your poll questions using the following steps:

- 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.”



Please contact [conferences@aacu.org](mailto:conferences@aacu.org) with any questions prior to the meeting.