

Poster Guidelines

SPSP 2021 is held February 9-13, 2021. Sessions and posters will be presented through the Whova virtual platform. Event time zone is Eastern Standard Time.

- Each poster is included in one of the three poster sessions. One poster session is held daily.
- Posters are organized around common topics.
- Poster presenters are required to upload a PDF of their poster.
- Poster presenters may upload an optional pre-recorded audio/video recording of their presentation.

Important Dates

| | |
|---------------|---|
| December 17 | Review the Full Schedule . Search by your POSTER TITLE. |
| January 5 | Deadline to Register for the convention. |
| January 12 | Whova virtual platform link sent to: -upload Poster and Handouts -create Presenter Profile |
| January 26 | Deadline to upload Posters and Handouts to Whova. |
| January 26 | Optional pre-recordings due. Pre-recordings are created by the presenters using their own technology. |
| February 9-13 | SPSP Annual Convention 2021 |
| May 13 | Convention website closes. |

PRESENTER ACTION ITEMS:

Check Your Poster Listing – Deadline December 17

- Review the [Full Schedule](#) to confirm your poster details. Search by Poster Title.
- Email meetings@spsp.org to make corrections. Include the submission ID and presentation title, in addition to the update

Registration – Deadline January 5

- Poster presenters must [register](#) for the convention to present a poster.
- Access to Whova (to upload posters, handouts, and presenter profile) is available in January to registered presenters only.
- Presenters not registered by January 5 will be removed from the program.
- Presenters must be active members of SPSP.

Creating Your Poster

- The PowerPoint Template for Posters can be found [here](#).
- Posters may use the template to create a single page poster (similar to a traditional poster presented at an in-person meeting) OR create a multi-page PDF (10 page maximum) using their own template.
- Keep information concise. Avoid text-heavy content.
- Do not use copyrighted materials or content that should not be shared publicly.
- Consider the Accessibility Guidelines in [Appendix A](#).

Uploading Posters and Handouts to Whova – Opens January 12; Deadline January 26

- Upload Poster in PDF format:
 - File name: *Poster Title_Last Name_Poster.pdf*
- Upload up to (2) optional supplemental materials (e.g. worksheets, data results).
 - File name: *Poster Title_Last Name_handout.pdf*
- Only PDF files, 10MB max per file, are accepted.
- Note: Only registered presenters will receive the email on January 12 with access to upload this content. To ensure email delivery, add *event-noreplywhova.io* to your address book or safe sender list.

Audio/Video Recording – Optional – Deadline January 26

- Posters presenters may upload an audio or video recording of them presenting their research.
 - These sessions may be pre-recorded by the presenter using their own technology (e.g. Zoom or PowerPoint).
 - Pre-recordings may not exceed 5 minutes; 400MB max file size.
- Pre-recordings must be uploaded in Whova by January 26:
 - File name: *Session Title_Last Name_Video.mp4*
- We encourage presenters to record their presentation to showcase their research to meeting attendees.
- Tips for Recording
 - Camera should be placed at eye-level.
 - Background needs to be presentable and without distractions.
 - Natural lighting in front of you is best.
 - Use a microphone separate from your computer. Headphones with microphone capabilities are recommended.
 - Film horizontally for a better viewing experience.
 - Recording in Zoom is a simple and familiar way to record your session.
 - Record a short test video.
 - Mute anything that may ring, buzz or beep.
 - Logout of programs that may have pop-up notifications on the screen.
- Presenters may record with any method they are most comfortable.
 - Recording with Zoom Instructions [here](#)
 - Recording with PowerPoint Instructions [here](#)

Presenting Your Poster

- Dedicated time is scheduled in the program to engage with poster presenters as synchronous learning.
- Presenters should be available on the Whova virtual platform during the assigned poster time to engage with attendees via chat and written Q&A.
- Attendees can post questions and communicate with presenters throughout the convention and for three months until May 13, 2021.

Engaging with Attendees

- On January 12 you will receive an e-mail from Whova (*event-noreplywhova.io*) requesting you to create your profile. This will allow attendees to get to know you and encourage greater networking virtually. Details to include are affiliation, job title, biography, profile picture, social media handles, topics you want your audience to discuss before or after your talk, and links to publications/news/articles. Consider using the [“unofficial” bio](#) within your profile.
- Virtual Meet-up
 - Poster presenters may a Virtual Meet-up in Whova to continue the discussion (30 people max). Presenters may promote the Virtual Meet-up during the Q&A portion of their session.
 - Go to the Community Board and find Meet-ups and Virtual Meets. Tap “Suggest a Meet” to input the details. It is required to use Whova to ensure all events are safe, accessible and easily found within the official program.
 - Attendees can find the Virtual Meet-up by going to the same place. Find the meetup you are interested in, join directly, or click into it to see more details, and then click “RSVP.”
 - When the meetup starts, click “Join meeting room” to start chatting!
- Presenter Profile
 - When setting up the profile, presenters will be prompted to create a discussion topic which appears on the Community Board in Whova. This field is optional.
 - If utilized, SPSP requests that only one topic be submitted as there is no system to categorize topics.

Share Your Work

- Presenters are welcome to share their recorded presentations publicly; however, there will be an embargo period and recordings cannot be shared until after February 28. This will allow SPSP Annual Convention registered attendees to have access first.
- As in past years, you may share your poster or talk by uploading it to the [OSF](#).
- Consider promoting your presentation on social media using our images [here](#).

Code of Conduct

- Please review the detailed code of conduct [here](#).
- SPSP 2021 is available to registered attendees only.
- The sharing of login information (email and/or password) to the conference platform, Whova, is strictly prohibited. Likewise, sharing any Zoom links, login information, or other access information to conference-related content (sessions, networking events, mentoring opportunities, etc.) is not allowed.
- Any sharing of content outside of our secure platform opens all attendees up to serious security risks (e.g. Zoom bombing, spamming). Please help to keep our virtual conference safe by not sharing any conference content.

Appendix A – Accessibility Guidelines for PowerPoint Presentations

Helpful link:

[How to make your PowerPoint presentations accessible to people with disabilities - by Microsoft Office](#)

Formatting text

- For people who have dyslexia or low vision, make sure to reduce the reading load
 - These people may benefit from familiar sans serif fonts such as Arial or Calibri
- Avoid using all capital letters and excessive italics or underlines
- Include ample blank space between sentences and paragraphs
- Use large font size - 20 point or larger

Using accessible text color

- Use dark text on a white or off-white background or reverse it and use white text on a dark background so people with low vision can see and use the content, this is also helpful for audience members with dyslexia
- White and black schemas make it easier for people who are colorblind to distinguish text and shapes

Set the reading order for slide contents

- When someone who can see reads a slide, they usually read things, such as text or a picture, in the order the elements appear on the slide. In contrast, a screen reader reads the elements of a slide in the order they were added to the slide, which might be very different from the order in which things appear.
- To make sure everyone reads the contents in the order you intend, it's important to check the reading order.
- Steps to follow:
 - On the **home** tab in the **drawing tab**, select **arrange**
 - In the **arrange menu**, select **selection pane**
 - In the **selection pane**, to change the reading order drag and drop items into the correct order

Create alternative text to images

- Alternative text is helpful for people who cannot see the screen enough to make out the image, but can read okay.
- Avoid using images as the sole method of conveying important information
- When using images, it is helpful to provide an alternative text which describes the image or verbally describe the image
 - To add alternative texts to images, right click on the photo, select **format picture**, then select **alt text** and edit the text box to reflect what is presented in the photo
 - [More info: Adding alt text to images - Microsoft Office](#)

Screen Reader Tips

- Blind audience members sometimes use screen readers which read tables by keeping track of the location in a table by counting cells. The screen reader can lose count if there is a table nested within another table or if a cell is merged or split.
- Screen readers use header information to identify rows and columns
 - Click inside the table, select the **design tab**, then in the **table style** options on the left of the tab, select the **header row** check box, then type in the header columns.