

## POSTER PRESENTER GUIDE

We hope this guide will help you in preparing your online poster presentation for the Oxford Dysfluency Conference 2021 Online. These guidelines provide information on the specific poster requirements; how to upload your poster to the conference platform and a PDF version on to the web app; how to use the platform for your poster presentation; and give you some general tips on how to make a great informative poster.

**NOTE:** Please access the online event platform via Google Chrome.

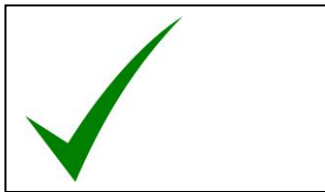
**TOP TIP!** If you can't see everything (slides, functionality buttons etc) in the platform, try adjusting the zoom view in your browser, use the 3 dots in the top right-hand corner of Google Chrome.

## POSTER REQUIREMENTS

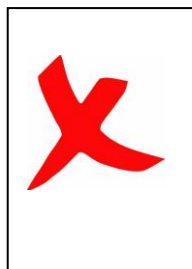
Online posters are to be prepared as a single page landscape PDF file, which is to be uploaded to the online conference platform before **30 December 2020**. You will receive an invitation to this platform in the next few days. **Please ensure that your PDF file is below 5MB.**

**Your poster must be prepared in LANDSCAPE configuration to make best use of the screen size.**

**LANDSCAPE – correct**



**PORTRAIT - incorrect**



A zoom function will be available during the poster session, to enable you to highlight aspects of the poster and assist in your discussions.

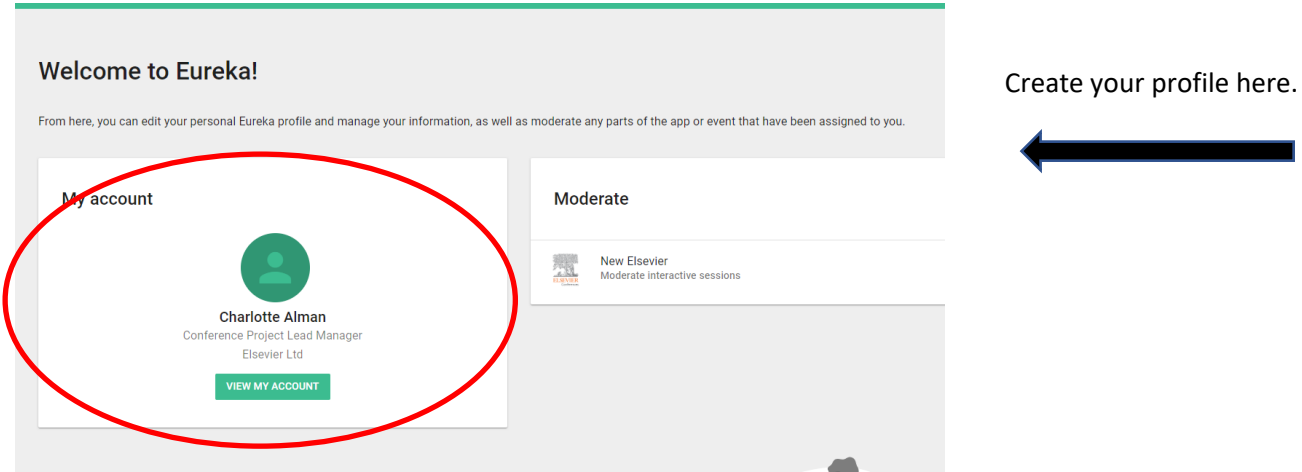
### **Poster Number Allocation**

Each poster will be allocated a poster number (separate from the abstract number you have been assigned) this will enable you to locate your poster in the online conference programme and direct other delegates to your poster, via the online chat function.

**Poster presenters are required to be present in their allocated online poster 'room', for the session that their poster is presented in. Details of your allocated session will be provided in a separate email.** During this presentation time, up to 14 other attendees can enter your poster room, with the video and microphone of their device enabled, to discuss your poster.

## UPLOADING YOUR POSTER TO YOUR POSTER ROOM


You will soon receive an automated email from the online conference platform, inviting you to participate in a virtual session. From this email, you will be able to access the platform and create your online profile. When creating your profile, please enter as much detail as you wish, this will be visible to conference attendees.



Welcome to Eureka!

From here, you can edit your personal Eureka profile and manage your information, as well as moderate any parts of the app or event that have been assigned to you.


**My account**



**Charlotte Alman**  
Conference Project Lead Manager  
Elsevier Ltd

[VIEW MY ACCOUNT](#)

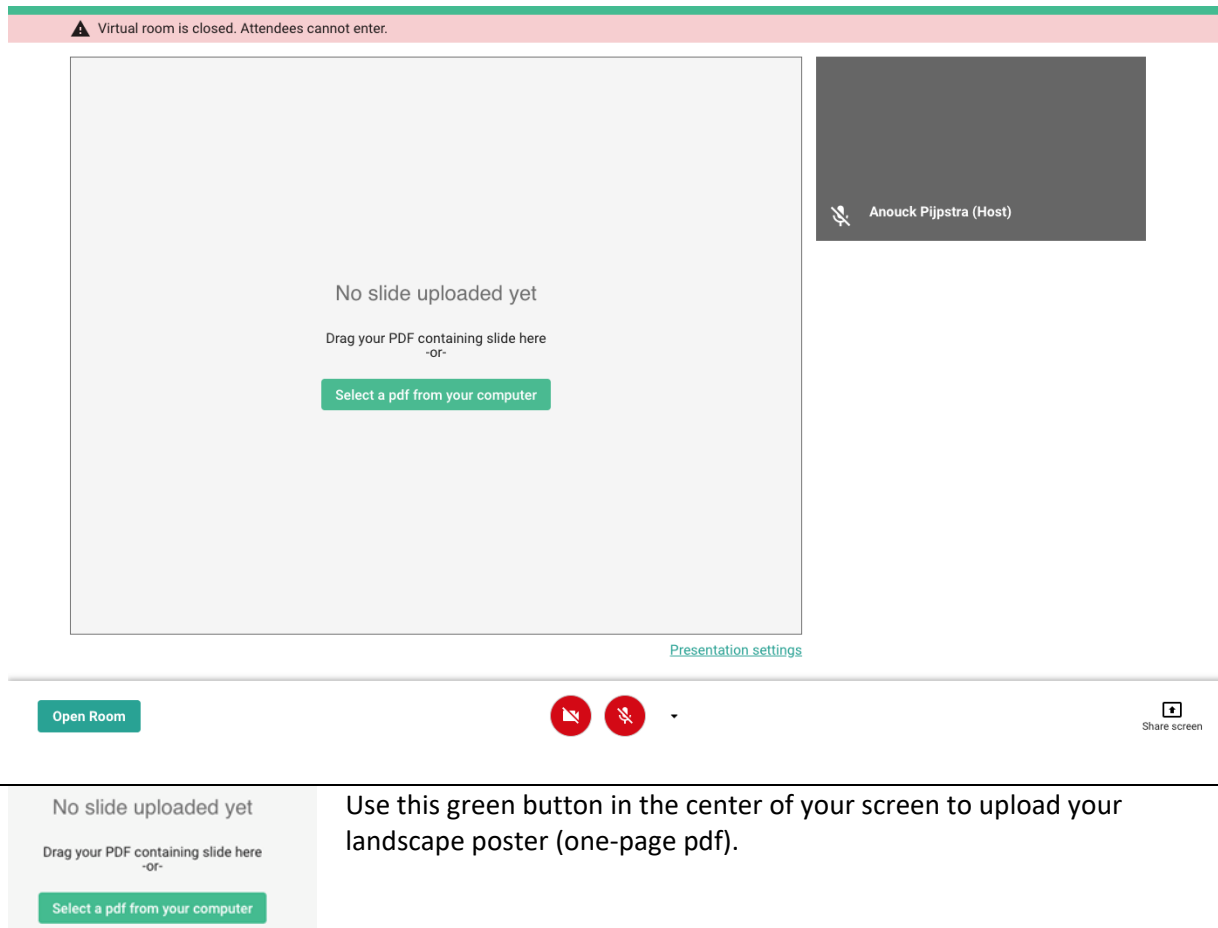
**Moderate**

 **New Elsevier**  
Moderate interactive sessions

Create your profile here.

If you lose the email invitation, you can use this link: <https://elsevier.backend.get-eureka.com/login>. Please note, you will not be able to enter your poster “room” until it has been activated. This link therefore may not work for a few days.

Once you have received your invitation to the online conference platform, you will be given access to your **Presenter Dashboard** (see below) to upload your poster in your ‘poster room’.



**Virtual room is closed. Attendees cannot enter.**



No slide uploaded yet


Drag your PDF containing slide here  
-or-

[Select a pdf from your computer](#)

[Presentation settings](#)

[Open Room](#)

 Share screen

No slide uploaded yet

Drag your PDF containing slide here  
-or-

[Select a pdf from your computer](#)

Use this green button in the center of your screen to upload your landscape poster (one-page pdf).

## USING THE POSTER ROOM

As poster presenter you will be the “host” of your poster presentation that takes place in your own “poster room”. You control when your poster room is open or closed. You must enter through the presenter dashboard and the <https://elsevier.backend.get-eureka.com/login> link.

Poster presenters are required to be present in their allocated online “poster room”, for the session that their poster is presented in. We therefore ask that you log into the system and open your “poster room”, 15 minutes before the start of your session. Details of your allocated session have been provided in an e-mail. **Only one presenter can host a poster room. If more than one person is presenting, additional authors should log into the room as attendees.**

A green rectangular button with the text "Open Room" in white.

You can open the room by clicking on this green button at the bottom left hand corner of your screen.

If you close the room as host, while attendees are in the room, they will receive a notification that they will be removed from the room.



These buttons at the bottom of the screen are used to turn your camera (left button) and microphone (right button) on or off. By clicking on the small black arrow next to the microphone button can select another camera or microphone if needed.

As the poster room host, you can zoom in and out and move around the poster to highlight and explain different areas of it. This is visible to attendees in real-time.

During this presentation time, up to 14 other attendees can enter your poster room (including any additional authors), with the video and microphone of their device enabled, to discuss your poster.

Notes for using the “poster room”:

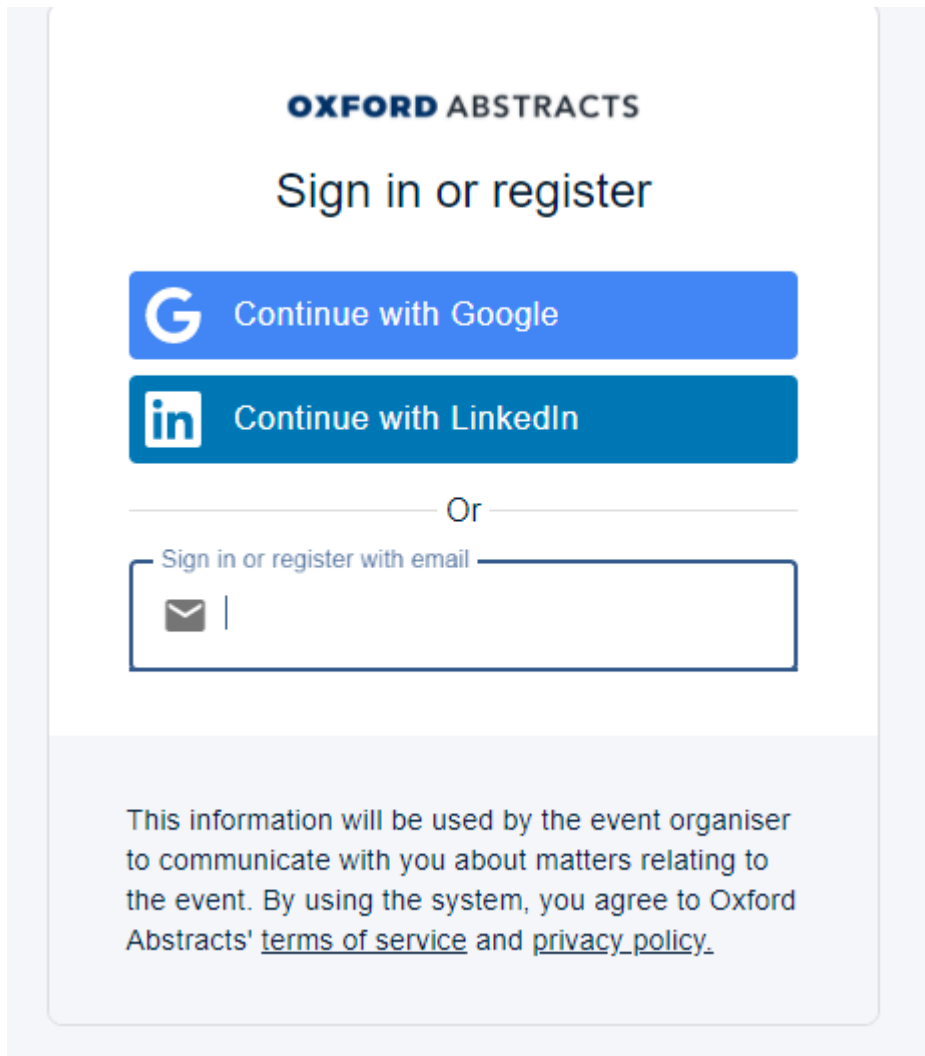
- Ensure that your poster is below 5MB in size.
- Attendees can only access the room when it has been opened by the host.
- A maximum of 15 attendees can be in the room at the same time. Anyone that tries to join the room after this, will be notified that the room is full and to come back later.
- Attendees are automatically muted when they join a poster room, they must enable their microphone to be able to speak.
- The host can mute attendees, but not unmute them.
- The host can remove someone from the room by clicking on their video frame and “Block user”. Should you find it necessary to remove anyone from your room for inappropriate behaviour, please do notify a member of the conference team ([k.russell@elsevier.com](mailto:k.russell@elsevier.com)) with the attendee’s name and the reason for their removal.
- Until you open your poster room, attendees can only view your abstract and poster on the app (if you have uploaded the poster file to the app) via the poster programme.
- If your camera or microphone are not working, please check your pop ups are unblocked.
- You must join your poster room through the presenter dashboard to present it effectively <https://elsevier.backend.get-eureka.com/login>. **This is different from the audience view link.**

## UPLOADING YOUR POSTER TO THE APP

In order that your poster presentation can be seen by attendees for the duration of the conference and on-demand, and not just when you are presenting it within the allocated poster sessions, you also need to upload a PDF of your poster to the app via Oxford Abstracts.

Click the link <https://app.oxfordabstracts.com/dashboard>

Log in to the system using the same username and password you used to submit your abstract.



The screenshot shows the Oxford Abstracts sign-in or register page. At the top, it says "OXFORD ABSTRACTS" and "Sign in or register". There are two buttons: "Continue with Google" and "Continue with LinkedIn". Below these is an "Or" separator and a "Sign in or register with email" section with an email input field. At the bottom, there is a disclaimer: "This information will be used by the event organiser to communicate with you about matters relating to the event. By using the system, you agree to Oxford Abstracts' [terms of service](#) and [privacy policy](#)."

Once you have logged in, you will be able to view all the conferences you are associated with. Click on "View" against the event you wish to upload the PDF file. Then click on the edit icon next to the abstract (or in case of multiple abstracts submitted) select the abstract for which you want to upload the PDF file (max 10 MB size). Screenshot below:

**Submissions** NEW SUBMISSION

🕒 Deadline - Friday, 18th September, 2020  
 📄 [Show list of related symposia](#)

7. <a href="#">International Brain stimulation Conference. The Art and Scienc...</a>	Complete ✓	☰	
19. <a href="#">Test for final check</a>	Incomplete ✗	☰	
20. <a href="#">Test for presenter email field</a>	Incomplete ✗	☰	

Scroll down the submission page to the below question and select Yes/No from the drop-down list to give permission for your slides/poster to be included on the app

### Text block (to give info to the submitter)

Below you are able to upload your oral presentation slides or poster PDF. By doing so, you are agreeing to these files being available on the secure online programme. This is distributed to all attendees of the conference, with password access. In addition, we can also make the file available on the conference app. This is available to anyone who downloads the app. Please indicate below if you give permission for the file to be available on the app.

### Permission Slide/Poster App

Do you agree to the full version of your abstract being included within the conference app?

des

Yes

No

**point presentation of your oral presentation** - use the "Browse" button to upload your file (max 10 MB file size)

Upload the PDF by using the "Choose File" tab (use slides or poster as relevant) shown below to navigate to the location where the file is saved.

### Oral Presentation Slides

Only if your abstract is being presented as an Oral presentation.

**Please attach the powerpoint presentation of your oral presentation** - use the "Browse" button to find it on your PC (max 10 MB file size)

**Please upload this file as a PDF only.**

 CHOOSE FILE (.PDF ONLY)

Please check this box to give us permission to include your file in the secure online programme permission question

### Poster PDF file

Only if your abstract is being presented as a poster presentation.

**Please attach your poster presentation** - use the "Browse" button to find it on your PC (Max 10 MB file size)

**Please upload this file as a PDF only**

 CHOOSE FILE (.PDF ONLY)

Please check this box to give us permission to include your file in the secure online programme permission question

When completed, please click on "Submit" at the bottom of the page to complete the process. Your presentation will then be available in the conference app programme.

## GENERAL GUIDELINES FOR A GREAT POSTER

A poster should be self-contained and self-explanatory, allowing different viewers to proceed on their own while the author is free to supplement or discuss points raised in inquiry. Presentations should be kept simple and clear. A mixture of text and graphics is recommended. Remember that the viewer, not the author, as in the case of slide presentations, determines how much time they spend at each poster.

### **Poster Layout**

Arrange materials in columns rather than rows. It is easier for viewers to scan a poster by moving along it, rather than by zigzagging back and forth in front of it. An introduction should be placed at the upper left and a conclusion at the lower right. There is no need to present the abstract, as this is available to attendees beforehand in the conference app.

### **Illustrations**

Figures should be clear, visible graphics, with large font size. Each figure or table should have a heading of one or two lines. Additional essential information should be provided below in a legend. Photographs should have good contrast, sharp focus and, if necessary, an indication of scale.

### **Text**

Minimise narrative. Use large font size in short, separated paragraphs. Numbered or bulleted lists are effective ways to convey a series of points. Do not set entire paragraphs in uppercase or boldface type.

### **Titles and Fonts**

Titles and captions should be short and easy to read, preferably in a sans serif font (such as Helvetica, Avant Garde, Arial and Geneva). Use large lettering, allowing attendees to easily read the information presented. Remember to caption your poster with the abstract title, authors names and affiliations.

### **Technical advice**

We advise you to prepare and become familiar with the system, using the same computer and with the same internet connection that you intend to use during the event. Different settings could change your experience. For example, it can occur that streams are blocked by the internet's firewall and you will be able to enter a virtual room but you cannot see or hear anyone, nor can they see or hear you. In this case, you can switch to another internet connection, or ask the person that has access to your company/university internet to allow the following domains on the network:

You can find this information here:

<https://docs.agora.io/en/Agora%20Platform/firewall?platform=All%20Platforms#rtc-sdk>

Those domains all need to be wildcards for the subdomains e.g

\*.agora.io

\*.edge.agora.io

\*.agoraio.cn

\*.edge.agoraio.cn

And, \*backend.get-eureka.com

### **TOP TIPS!**

- Remember to access the platform via Google Chrome
- If you can't see everything (slides etc) inside the online meeting room, try adjusting the zoom view in your browser, using the 3 dots in the top right-hand corner of Google Chrome.
- Only 15 people can attend a virtual poster 'room' at any one time. If the room you wish to enter is full, move onto the next poster and come back to that poster later in the poster session.
- If you have any issues accessing the platform during the live session, please contact: [onlineconferenceinfo@elsevier.com](mailto:onlineconferenceinfo@elsevier.com) and a member of the Elsevier conference team will assist you as quickly as possible.
- Presenter dashboard link: <https://elsevier.backend.get-eureka.com/login>