**ISCOS-29 Instructions for In-Person and Virtual Poster Presenters**

ISOCS-29 organizers are asking that all poster presenters upload a prerecorded version (~6-8 minutes) of their poster. In addition, all presenters are asked to be present for a virtual poster session during the conference (Tuesday or Wednesday ~7:15-8:30 AM Eastern Daylight Time – see posted schedule for exact times; the ZOOM portal may open at 7 AM). This is particularly important if you are a student and wish to be eligible for poster presentation awards.

Those of you who will be present in person for the conference in Guelph will also have an in-person poster session during the conference. The instructions for both the in-person and virtual poster sessions are provided below.

**Recorded Poster Instructions**

Please make your full poster and pre-record a maximum 8-minute presentation of your poster as an .mp4 file.  This can be done, for example, using PowerPoint (see guidelines below). Please send your pre-recorded presentation file (\*.mp4) and full poster as a .pdf file to zhende01@uoguelph.ca. You will likely need to share the video file through a file sharing program (OneDrive, Google Drive, Dropbox, iCloud, etc.), and alternate arrangements can be made if you do not have access to a program. The files should be submitted before 1:00pm on Friday July 15th. The .mp4 and .pdf files will be available at throughout the conference for registrants to view.

*Example of how to record your pre-recorded presentation*

* Create a short presentation in PowerPoint (suggest 6-8 slides maximum)
	+ Example: create a slide for each section of a traditional poster (Introduction, Materials & Methods, Results, Discussion, Acknowledgements)
	+ To record the video voiceover, select “Record Slide Show” under the Slide Show tab. The slide show will open in the recording window. Once recording is started, there will be a 3 second countdown before it begins. Please note that it is recommended to have the camera turned on during your presentation.
	+ Once you are content with your presentation, save the video voiceover as a PowerPoint file with a new name. Select “Save as” and select MPEG-4 (\*.mp4) format.
	+ You can compress the MP4 video to reduce file size using this free online resource (<https://www.mp4compress.com/>)

**Virtual Poster Session**

At your designated time, please login to your designated portal and communicate about your research with any colleagues that join you. You will have to share your screen to show your poster. Please be sure to gain an understanding of the PheedLoop conference portal through available live (or recorded) workshops that will soon be presented to you.

**In-Person Poster Session**

Please print your poster prior to coming to the conference. The recommended size is 48 inches wide by 36 inches high (122 cm W X 91 cm H). Please mount (pins into cork) your poster as soon as possible in the Rozanski Hall foyer; boards will be available sometime during the day on Monday July 18. During your designated poster session (Monday or Tuesday late afternoon), please stand at your poster and field any questions that may arise from other conference attendees. Posters should come down either buy the end of day Tuesday July 19 or early Wednesday morning July 20.