



## **2021 NPRRW**

### **Virtual Poster Session: A Step By Step Guide**

#### **Step 1: Registration**

Register for the Event: <https://www.pcap-sk.org/upcoming-events/nprrw2021>

#### **Step 2: Access**

In mid-January, you will receive access to your Pheedloop Profile.

#### **Step 3: Recommended Training**

Watch the PheedLoop Training Video for Exhibitors. While the Poster Session will be in the “Showcase” and not the “Exhibit Hall,” the set up will be the same. The ROI section or Live Video booths is not applicable to Poster Presenters in the Showcase. Also, please note that NPRRW will not be using the Gamification feature of PheedLoop.

Watch: <https://pheedloop.com/more/virtual-exhibitor-training>

#### **Step 4: “Set-Up Your Poster”**

**Your “Poster” can follow one (or both) of the following options:**

##### **Option 1: Slide Deck**

For presenters opting to upload a pdf of their poster, Poster Presenters are encouraged to follow these guidelines. For ease of viewing for workshop participants, we are asking poster presenters to present their poster on 5 slides:

1. Introduction
2. Project/Program Objectives
3. Methods
4. Analysis
5. Conclusion

Note: if the poster is not data driven, slides 3 and 4 may be substituted.

**Size Limit: 25mb per file**

Keep in mind that each slide will be viewed on a computer screen in pdf format, so we recommend a font size of about 30pt for headings and 18pt for text, rather than the typical font size for a powerpoint presentation.

##### **Option 2: Pre-recorded Video**



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Upload a pre-recorded video. Supports a single MP4 file up to 100 MB (duration of video depends on resolution, usually 5 - 10 minutes of HD quality), typically 16:9 aspect ratio. Visible on each poster's virtual event profile page. Videos are displayed on loop and start muted.

Our recommendation for the Video:

- Create a power point presentation with 5 slides of your poster
- Through your presentation program (ex: Microsoft Powerpoint), record your presentation with audio and slide timings
- Export your presentation as an MP4 file
- Upload your MP4 file

### Option 3: Both Slide Deck and Video

Follow the steps above to complete and upload a slide deck and video.

**Whichever option you choose, you will also need to set up your Profile. You may need logos, links and images.**

Having trouble?

IT Help: [support@Pheedloop.com](mailto:support@Pheedloop.com)

### Step 5: Poster Session

Check out the latest NPRRW Event Schedule: <https://www.pcap-sk.org/upcoming-events/nprrw2021>

We recommend that you are “At Your Poster” during designated Poster Sessions so you are available to reply to questions from NPRRW attendees. However, attendees can send you messages outside of the poster session times that can be answered at your convenience. Attendees will be able to ask questions in the following way:

- Group Chat Box
- One-on-one chat box conversations with attendees.

**Poster Session is scheduled daily from Monday February 1<sup>st</sup> to Friday February 5<sup>th</sup>: 11:30am-12:30pm**

Multiple people can be at your “Poster” during the poster session. This may help you manage the chat box and respond to questions.



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For questions or information about the 2021 NPRRW Poster Session, please contact:

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