Instructions for poster presenters

ECVP will be an online event and poster presenters are expected to prepare and share their presentation materials before **August 15th**. You will do this by placing a PDF of your poster on a repository of your choice (OSF Meetings, Dropbox, etc—details below) and sharing a link to it on the ECVP Slack platform. You can optionally also share a link to a short video tour of your poster, and any other relevant materials. On Slack, attendees can find, view, download, and discuss your poster during the whole conference.

You will also be asked to be present during your scheduled live poster session. You can choose this timeslot **before August 1st**, after which one will be assigned to you.

Key preparation steps:

- **Choose your poster presentation time slot before August 1st** using the poster code and link that were sent to you by email (https://ecvp2021.org/posterAssignment/). You can view the online programme on the ECVP website: https://ecvp2021.org/programme/.
- **Create your poster PDF** file, upload it to a repository of your choice (details below), and copy the link.
- **Optionally, create a short video** tour of your poster, upload it to a repository, and copy the link.
- Once you have put your files online and got links to them, **go to Slack before August 15th** and share these links. This is the platform where attendees can find and discuss your poster.

Creating poster PDF

Once you make a poster in the software of your choice (such as PowerPoint or KeyNote) you need to convert it into a PDF. PDF format files can be generated in most programs. We recommend keeping the size of the file small (best not more than 10MB) as it needs to be uploaded and downloaded. Adobe Acrobat can reduce file size (File > Save as Other > Reduce Size PDF) or this can be done online (for example: https://www.freepdfconvert.com). The poster PDF can be any size, resolution or orientation but we recommend higher resolution so that details are visible and certain areas can be zoomed in (probably no less than 150 dpi).

The created PDF file should be uploaded to an online repository before going to Slack. We have created an **OSF Meetings** site for ECVP 2021 and you are welcome to upload your poster, video and other files there, where they will be permanently stored. Instructions on how to do so can be found at https://ecvp2021.org/info/OSF_Instructions.pdf. Alternatively, you can place your files in either Dropbox, Google Drive, or OneDrive, as these integrate nicely with Slack. If you don't use any of these services, you can upload your poster to your University or personal website, a Github repository, or similar. Make sure that the URL is publicly accessible. **Note that due to space limitations you should not upload files directly into Slack, but only post links to your files.**

In the spirit of Open Science we encourage you to create other links to your data and analysis if you want to make them available to the scientific audience.

Creating Poster Tour video

A video tour is optional but highly recommended. We suggest that it should be no less than 4 and no longer than 7 minutes. It should let the viewer know the main findings and the "take home message". Everything else can be explained and discussed during the scheduled live poster presentation session. Please do not include graphical elements (e.g. figures, diagrams, results) in the video that are not present on your poster PDF—a poster tour should guide people through your poster, rather than providing new material. However, you can include movies of your stimuli. Whether or not you make a poster tour video, you might like to create very brief videos showing just your stimuli, and share links to these along with your poster PDF.

You can create your video in several different apps. For example you can record with Photo Booth on Mac or with Windows Movie Maker if you have built-in-camera on your laptop, or by recording a session in Zoom in which you are the only person present. Even PowerPoint will let you record a talk with slides (Select Slide Show > Record Slide Show) and slides can include movies to show your stimuli just like you would in your regular talk. HandBrake (a free and open-source transcoder for digital video files: https://handbrake.fr) will allow you to decrease the size of your file and to save it in a format that can easily be streamed or downloaded (e.g. MP4).

The created video file should, like the PDF, be uploaded somewhere prior to going to Slack, so that you can post a link to it. **Again, please do not upload files directly to your Slack channel, but just provide a link.**

BEFORE SLACK:
Both the poster PDF and the Poster Tour video will be linked from within Slack. Please prepare your PDF and your Video before you go to Slack.
You should have received (by **August 1st**):

1. an email from Slack inviting you to join the ECVP2021 Slack workspace, and
2. an email from us containing a link to your individual "channel" within the ECVP2021 Slack (the same email in which we shared these instructions). This channel is your virtual poster board where you share links to your poster, video, and any other materials.

Slack

Slack is a messaging platform designed for groups of people to communicate (e.g. within a company, a lab, or a conference). There is an ECVP 2021 workspace and within it every poster presenter has their own channel. Think of your channel as your virtual poster board. It is where you put up your poster link, and where visitors come to talk to you about it.

Joining Slack

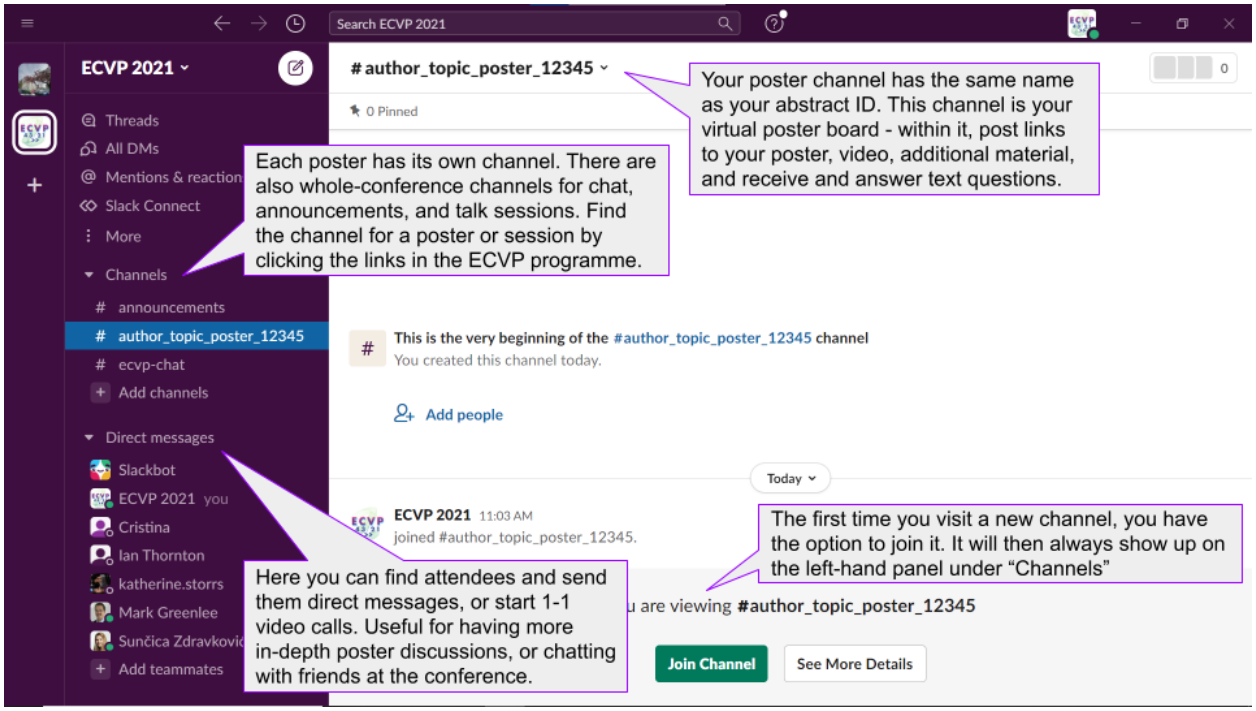
We will invite you to join the ECVP 2021 workspace (https://ecvp2021.slack.com/) using the same email that you used to register for the conference. You should receive an invitation email from Slack by **August 1st**. When you click "join now" in this email it will prompt you to create a Slack account, then send you a login code for the ECVP workspace. If you can't find the invitation email, just go to https://slack.com/get-started#/find and type in the email with which

you registered for ECVP. If this is your first time using Slack, you can either install it on your computer, or use it in a browser.

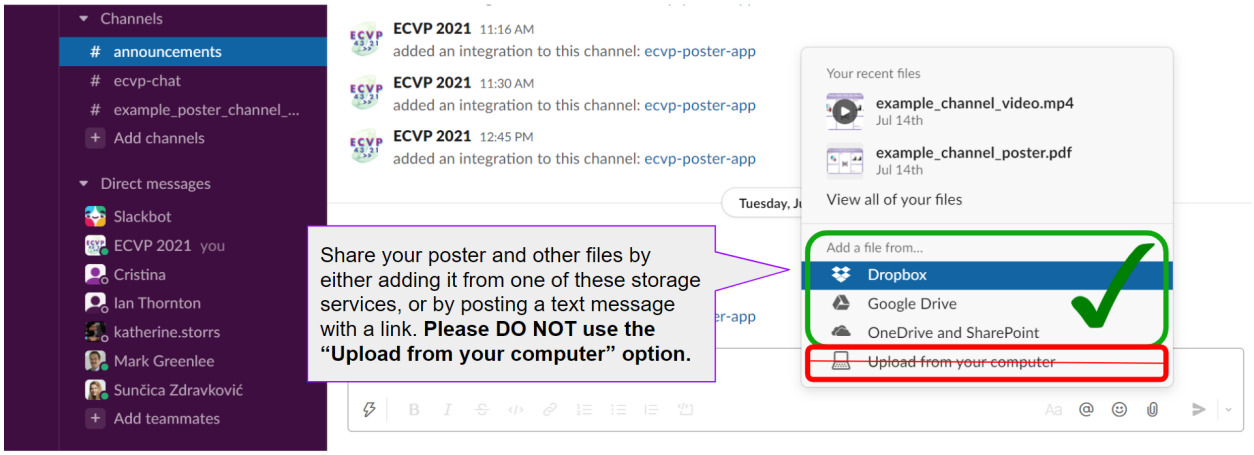
Setting up your virtual poster board

Before **August 15th**, there are a few things you should do to set up:

1. **Go to your virtual poster board.** Follow the link in the email containing these instructions to go to your poster's individual Slack channel. You will be prompted to log into Slack, or to create an account, if you haven't already. Once you are in your channel, it should look like the screenshot below. Click the green "join channel" button at the bottom - the channel will now show up in the right-hand panel of your Slack interface for easy access. Once posters are listed in the online programme (first week of August), you and others can find the link to your channel beside your poster's listing in its session.



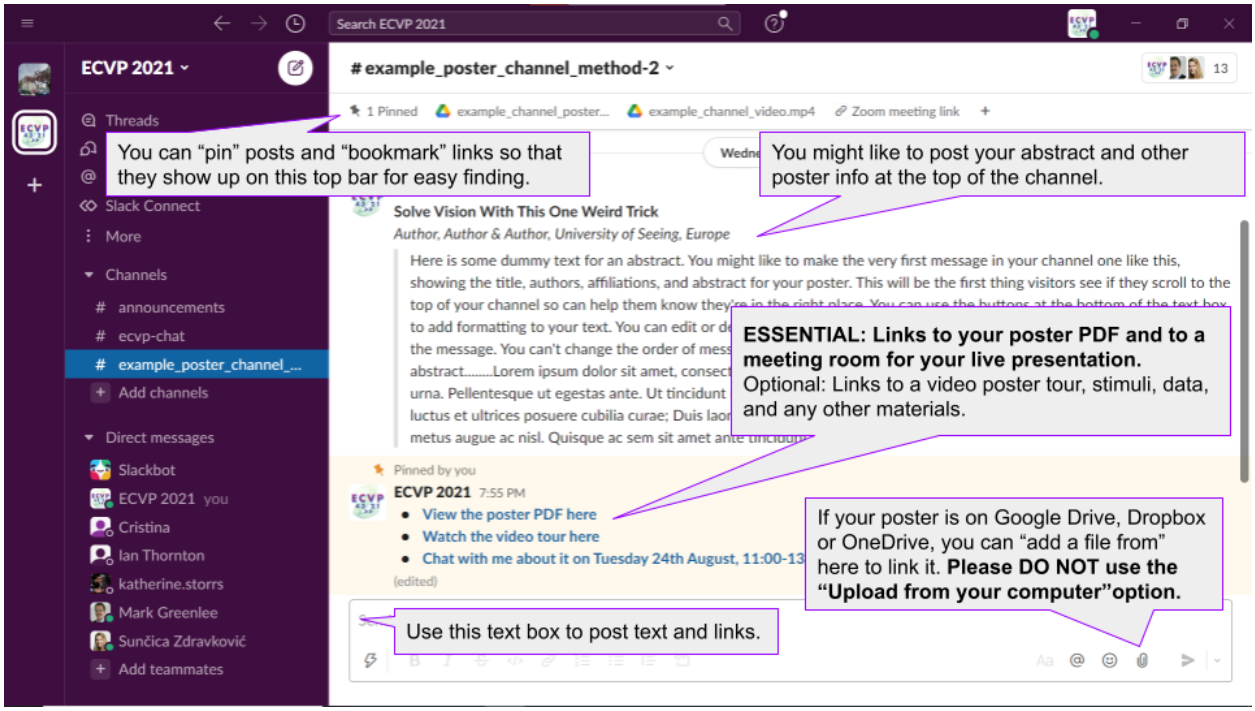
2. **Add a link to a PDF of your poster.** Within your channel, post a **link** to your poster. If your poster PDF is in Dropbox, Google Drive, or OneDrive, you can directly link to it from within Slack. Go to the paperclip icon at the bottom right of your channel, and choose "Add a file from…." and choose your app (see screenshot below). You will be asked to sign in to your account on that app, and can then browse and select files. You can see an example channel here. If your poster is elsewhere (for example on the OSF Meetings site for ECVP 2021, or your own website or Github page), you can simply post a URL link to your file as a text comment within your channel. You can see an example channel set up using text links here. Because we only have 5Gb of storage data for the entire ECVP workspace, it is very important that you post a link to the file, *not* the file itself.



3. **Add a link to an online meeting room for your presentation slot**. Create a video call meeting for the full duration of your presentation timeslot, and post a link to it at the top of your channel, under your poster and other materials. You can choose whichever meeting software you prefer for your presentation slot, e.g. Zoom, Skype, Jitsi, Google Meetings, etc. As with all the ECVP conference session links, it's important not to share these meeting links online (i.e., outside of Slack), to prevent "Zoombombing".

4. **Add a link to a video tour of your poster, and any other materials (optional)**. If you have opted to record yourself giving a short poster tour, or if you want to share data or examples of your stimuli, then also postlinks to these at the top of your channel. Follow the same steps as for the poster PDF - again, **it's important this is a link, rather than a video file itself.**

When you have finished setting up your poster channel, it should look something like the screenshot below:



How the virtual poster presentation will work

During the entire conference (22nd-27th August), people will be able to see your poster, and ask questions about it in your Slack channel. You can engage people in:

- **Live interactive discussion (by video call during your presentation slot).** During your presentation slot you can present your poster by sharing your screen, and anyone who clicks your private meeting link can watch and discuss. Like at a face-to-face conference, visitors can drop in and out, and you can talk them through the work.
- **Asynchronous text discussion (reply to questions asked in your poster's channel).** Your channel will hopefully be a lively "asynchronous" text discussion of your poster. People can look at your poster, watch your video walkthrough if you choose to make one, and then ask questions in your channel. You can reply to these whenever is convenient for you (helpful if, e.g. you are in a different timezone from your viewers).

Slack tips

- People will find your poster channel by following the link in the ECVP online programme. After clicking on your poster timeslot session, they will see a list of posters with links to the associated Slack channels. You can also share this link with anybody at ECVP you think would be interested. Everybody registered at ECVP can click this link to come to your poster, provided they're logged into the Slack workspace.
- There are a few ways you can curate your channel to help people easily see your poster and information:
    - "Edit description" at the top of the channel, e.g. to give your name and poster title
    - "Pin" your poster to make it easier to find, by clicking on the "..." symbol at the right of the message where you added your poster, and clicking "Pin to channel"
    - Use "+ Add a bookmark" at the top of the channel to fix a poster link to top bar.
- Slack often adds miscellaneous notification messages (e.g. when you change something, or a new person joins the channel). To reduce visual clutter, you can delete any messages you don't want by clicking on the "..." symbol at the right, and choosing "Delete message."
- You can also send and receive direct messages to anyone registered at ECVP, and even make one-on-one video calls. These might be useful for having in-depth discussions. Either click on the person's username, or search for them using the search bar at the top of Slack. This takes you to a one-on-one channel where you can send messages or start a call (via the phone icon at the top right).
- You can use Slack either as a standalone programme, or in a browser. Either way, it works best if you stay logged in, so that you can follow the links in the ECVP programme without needing to log in again.
- You can disable or manage notifications from Slack by going to your user icon in the top right, and clicking Preferences > Notifications.

Support and questions

Before the conference, email any questions to: slack@ecvp2021.org
During ECVP, you can either email slack@ecvp2021.org, or ask within the "ecvp-chat" channel on Slack.