

# THE SUN ABOVE, THE FUTURE AHEAD



VIRTUAL MEETING | JULY 26-29, 2021 | PACIFIC DAYLIGHT TIME

## *POSTER PRESENTATIONS GUIDE*

**#ASEEVC**

### POSTER PRESENTATION

- The format for the virtual poster session has been finalized.
  - All sessions will be an individual zoom
  - All sessions will be live
  - Presentations do not need to be created or uploaded in advance
  - Papers will automatically be linked to their sessions
  - Authors can share their screen for their presentations
  - There will be a tutorial in July for Poster Authors, invitations will be sent directly
- Poster presentations will still require a final paper, along with all other paper requirements, before it can be presented at the virtual

### CREATING YOUR PROFILE & ACCESS TO THE VIRTUAL PLATFORM

- An email with an access link will be sent to all registered authors directly from the virtual platform the week of July 12
- You will be able to upload a headshot/photo and other information to your profile
- Your papers will already be automatically linked to your virtual sessions
- You will not be required to create any presentations or audio files in advance
- File upload for authors will not be available this year. All presentations will be live
  - You can share your screen during the live session if you have a PowerPoint or other presentation
- If you have any type of handout or reply mechanism, you can put it in the chat during the live session

### TUTORIALS

- There will be a scheduled tutorial for all registered authors in July
- You will receive an invitation directly from the virtual platform

### QUESTIONS?

If you have any questions about the system, please send an email to [conferences@asee.org](mailto:conferences@asee.org) with your name and paper ID

# ASEE'S VIRTUAL CONFERENCE

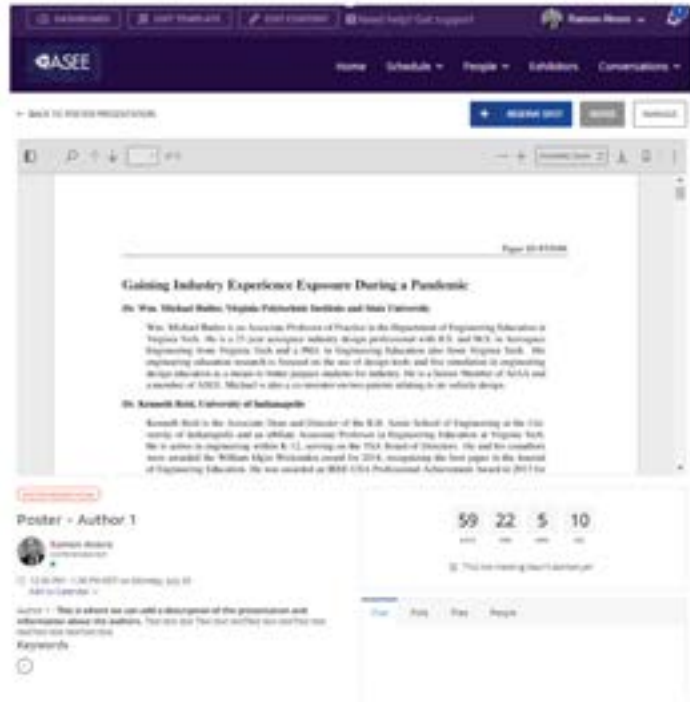
## POSTER PRESENTATIONS GUIDE

### View of the Poster Session for Attendees

Within each Poster Session, the attendees are able to add your Poster Session to their personal agenda by selecting the "Reserve Spot" button.

The attendees are able to peruse through the poster deck, download files and join a Zoom meeting at the poster presentation start time.

A timer displays the number of days and time left before the session begins.

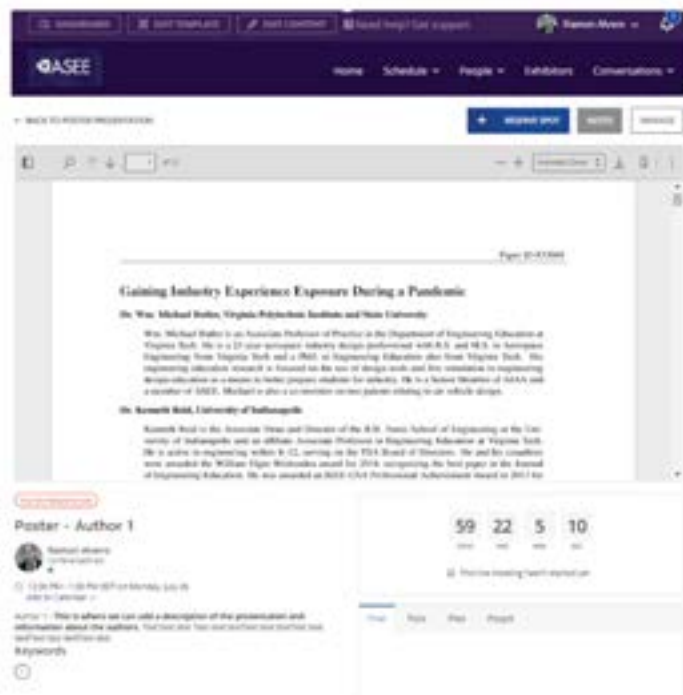


### Manage the Poster Session

As a Poster Presenter, you will already have your poster session in the "My Agenda" page.

On the session under the "Manage" button to the upper right you will be able to create a poll. This is also where you will join the Zoom Meeting room at the start time of your session.

During the session, Presenters can communicate through the Zoom Meeting chat with the attendees.



# ASEE'S VIRTUAL CONFERENCE

## POSTER PRESENTATIONS GUIDE

### How to Start Zoom Meeting for Poster Session

Approximately 20 minutes prior to your poster presentation:

1. Go to 'My Meeting' on the top navigation bar, then select 'My Agenda'
2. Locate your scheduled session and click onto the key card to select
3. Click the 'Manage' button in the upper right
4. Click 'Start/Join Live Meeting' to join and start the meeting.



*If you are the first person to join, the button will be titled 'Start/Join Live Meeting'. If you are not the first to join, the button will be titled 'Join Live Meeting'.*



### Managing Your Poster Session Tabs

You may post a welcome message to the attendees and post any additional information you would like to let your audience know about.

See attendees that have added this to their agenda and see who attended the session upon conclusion.



Create a poll for attendee interaction.

*Anything placed here can be downloaded by a registered attendee.*

**\*\*Presenters will not be able to upload files. Your paper will be uploaded on your behalf.**