

Instructions for Poster Presenters

Submitting Your Research Materials

Since this event is completely virtual, we've selected a platform called **Fourwaves** to host our posters and live poster sessions.

Your first step is to create your poster and save it as an image.

- Learn how to convert PPT to .GIF, .PNG, .JPEG, or .JPG format [here](#).
- Alternatively, you can request that Wallace Graphics create an image of your poster in the approved Children's and Emory format at no cost to you. Contact Tia (tia@wallacegraphics.com or 678-513-9500) for more information. Please allow 2 weeks for turnaround.

You are strongly encouraged to create a video (max. 3 minutes) of yourself explaining your poster just as you would in a live poster session.

- Tips and detailed instructions for creating a video are available [here](#) (see the Virtual Poster Session Guidance tab).
- **Only posters with videos will be considered in the poster competition.** Faculty judges will select the top 10 poster and video submissions out of those submitted by the deadline of May 28 at 1:00 p.m., and conference attendees will vote on the top 10 submissions on June 11. Winners will be announced on June 11 at 3:45 p.m.

We will have two live poster sessions on June 11 – a **morning** (9:55 – 10:40) and **afternoon** (2:20 – 3:05) session. The attached list tells you which session your poster(s) has been assigned to. *You will need this information when you submit your poster.*

When your poster and video are ready, please do three things before **May 28 at 1:00 p.m.**:

- 1) If you haven't already, [register for the conference](#) on Eventbrite
- 2) [Register on Fourwaves](#) (just enter your name and email, and you'll immediately receive a link to set a password)
- 3) [Submit your research](#)
 - a. Enter your abstract exactly as it was submitted and approved for this conference. *Minor edits are okay as long as material changes are not made.*
 - b. Upload your poster and video files
 - c. If you have more than one abstract selected for poster presentation, complete this form separately for each abstract.

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Preparing for Virtual Poster Sessions on June 11

Poster presenters are expected to be available to video chat with conference attendees during their assigned poster session(s) just as they would during a traditional live poster session. The video chat feature is native to Fourwaves, so no Zoom or other links are necessary. **To prepare for the live poster sessions:**

- 1) Read this article thoroughly: [How do presenters deliver their virtual poster session and start a discussion](#)
- 2) Sign up for a time to practice using the virtual video chat by signing up for a 15-minute time slot [here](#). **Sometime during your 15-minute slot**, a member of the planning team will visit your poster and join your chat room. You do not need to wait in your chat room; if you are not there, visitors will have an option to 'call presenter' and you will receive an email and pop-up notification on your screen. *If you absolutely cannot make any of the times offered on the Doodle, please contact me so we can arrange for another time for you to practice.*