

NPAPN 2021 Virtual Conference

How to prepare for your poster pitch presentation

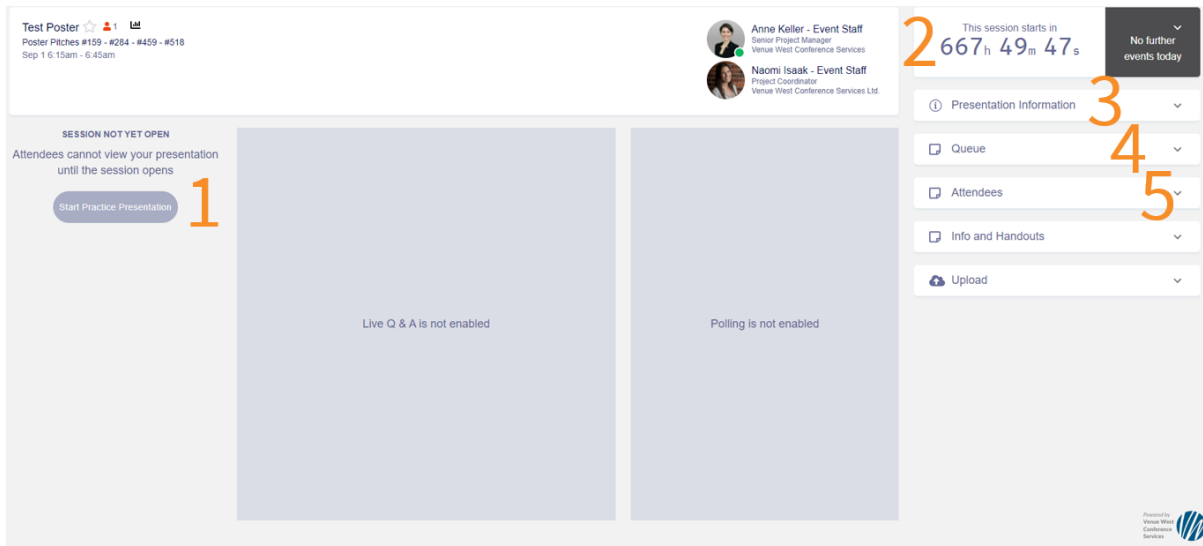
Poster Pitch Presentation times during the conference:

- Monday, August 30th 20:35 – 21:05 Atlantic. Posters #63 - #200 - #433
- Tuesday, August 31st 18:30 – 19:00 Atlantic. Posters #96 - #161 - #786
- Wednesday, September 1st 10:15 – 10:45 Atlantic. Posters #159 - #284 - #459 - #518

Please [click here](#) for a short explainer video on how to use the poster presentation feature in the virtual platform. See below for more detailed information.

POSTER PRESENTATION AREA

When you visit your own poster outside of the dedicated live presentation time, you will see the below presenter view.



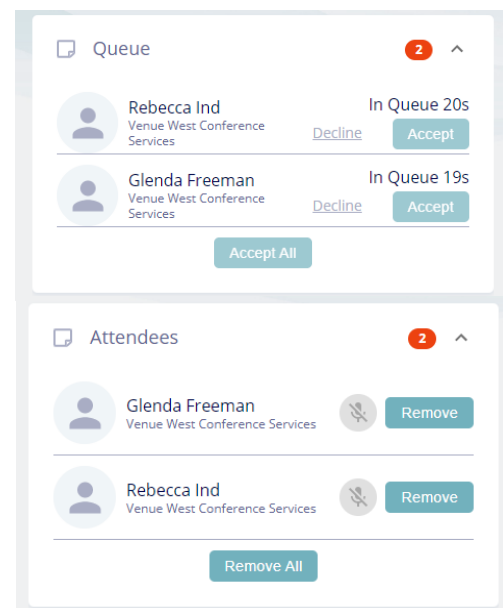
The screenshot shows a virtual poster presentation interface. At the top left, it displays 'Test Poster' with a star icon and a list of poster pitches (#159 - #284 - #459 - #518) for the session on Sep 16, 15am - 6:45am. On the right, there are two staff members listed: Anne Keller (Senior Project Manager) and Naomi Isaak (Project Coordinator), both from Venue West Conference Services. A large orange '2' is placed over a 'Countdown Clock' showing 'This session starts in 667 h 49 m 47 s'. Below the clock is a 'No further events today' button. On the left, a message states 'SESSION NOT YET OPEN' and 'Attendees cannot view your presentation until the session opens'. A large orange '1' is placed over a 'Start Practice Presentation' button. The main content area is split into two columns: 'Live Q & A is not enabled' and 'Polling is not enabled'. On the right side, there is a vertical menu with items: 'Presentation Information' (with an orange '3' next to it), 'Queue', 'Attendees' (with an orange '4' next to it), 'Info and Handouts', and 'Upload'. An orange '5' is placed over the 'Attendees' item.

1. You may start a practice presentation by clicking on the **“Start Practice Presentation”** button.
2. The **Countdown Clock** shows how much time until your live poster presentation session. Once the live session has started, the **Countdown Clock** will show how much time is left in the session.



The screenshot shows a 'Countdown Clock' interface. It displays 'This session ends in 12m' in a large font. To the right, there is a dark blue button with a white downward arrow and the text 'Next function 12m'.

3. **Presentation Information** shows the audience an overview of the poster including the poster and presenter name.
4. **Queue** is only available during live poster presentation times and will show who is waiting to join your presentation. A button will appear allowing you to let waiting attendees into the session.
5. **Attendees** is only available during live poster presentation and will show which attendees you have let into the session and are listening.



Other functions and features in this presentation

portal will not apply for your poster pitch and can be disregarded.

LIVE PRESENTATION

- For the live poster pitch presentation sessions, you will have your camera and microphone on.
- You will need to screenshare your poster – ideally have the poster open in ‘Learning Toolbox’ (web).
- Those visiting your poster will have to be let into the live poster presentation session by you through the **Queue**. We recommend keeping the number of attendees into your session to under 10.
- When you let attendees into your live poster presentation session, you will be able to hear them if they have a microphone on, but you will not be able to see their video feed. Please ask attendees to mute themselves when they are not talking to avoid any background noise.
- Your poster pitch presentation total session length is **30 minutes**. We recommend that you plan to do multiple presentations during the 30 minutes to different groups. Prepare an Elevator Pitch length (2 – 3 minutes) that can be repeated.



If you have any questions, please reach out to npapn2021-speakers@venuewest.com and we will be happy to help.

TIPS AND TRICKS FOR YOUR PRESENTATION

Preparing your space and equipment

- Set yourself up in a quiet room/space with no distractions. Make sure the space in the video frame is clean and free of distractions.
- Remove background noise when possible. Turn off fans, devices, TV, and close the door and windows.
- Have all unnecessary applications shut down when you are presenting; other multimedia puts a strain on your computer. This includes email & chat apps to ensure no pop ups or sounds distract you or the attendees.
- If possible, use headphones with an attached microphone.
- Make sure the camera is in line or slightly above your eyeline and you are centered in the screen.
- More light is better. Video quality is dramatically improved with more lighting. Lighting should be bright and even and preferably coming from in front of you and never behind you to avoid casting shadows on your face.
- Use a wired internet connection if possible.

