

How to Prepare your Poster for Maximum Impact

Preparing your poster content:

- Determine whether you want your research or program evidence to effect changes to policy and practice.
- Focus your content on what you want as the take home message.
- Keep abbreviations and acronyms to a minimum.
- Compulsory content:
 - ❖ author's name/s
 - ❖ author's organisation/s
 - ❖ organisation's logo/s
 - ❖ contact details (website, email, phone, postal)
 - ❖ poster publication date
- The title included in the abstract must be shown on the poster. This could be used as a sub-title with a briefer main title. The title needs to accurately reflect the content of the poster and capture attention. Write the title in Title Case not capitals.
- Keep all text (headings and body text) to a minimum. Group text into digestible-bites using small paragraphs, bullet lists, or text boxes. Bullet lists do not always need the 'and's' and 'the's'.
- Delegates will be able to view your poster in the virtual event platform, and also be able to download it.

Guidelines on the presentation design:

- Your poster must be designed in portrait layout.
- Please design your poster to A3 size.
- The maximum file size permitted is 5MB.
- Delegates will be able to download your poster file from the virtual platform so that they can view the in a new window.
- Include your email address on your poster if you wish to
- In preparing your poster, you should not attempt to detail your entire research history. Present only enough data to support conclusions or to explain the point(s) you wish to make. Data should be kept to a minimum in favour of diagrams and photographs. Aim to put across a simple message in an eye-catching manner.
- Determine ways of maximising the impact of your poster
- A great poster catches your eye and is:
 - ❖ Clear and simple
 - ❖ Easy to read
 - ❖ Organised with a logical flow
 - ❖ Relevant to viewers in its content
 - ❖ Taking advantage of the visual medium
 - ❖ Providing viewers with 1 or 2 main messages
- Design your poster with graphics. Use photos, cartoons, figures, tables, diagrams. Label them if necessary

- Use colour

Other tips to help you maximise your impact:

- If a poster prize is offered, nominate yourself (if nominations are required!)

Producing your poster:

- You may be able to use the services of a graphic designer. Allow plenty of time for discussions about your content, the design, and agree on timelines. If not, posters can be prepared using Microsoft software such as PowerPoint or Publisher. Proofread and obtain approval from all authors before preparing the final file. Ask someone else to proofread for you... after all your hard work you may be 'blind' to errors

Poster Overview Video:

- Create a 1-minute overview video – introduce yourself and your work and suggest to viewers that they contact you via the “Meeting Hub” in our virtual event platform.
- The Meeting Hub is a networking area where you can have text chats or video calls with other delegates when they are also online, or even set up a meeting for a future time during the conference period. This is a great way to connect with other delegates and to have a chance to answer questions about your work.

Getting ready to record your presentation:

- Make sure your recording is in Landscape format (not Portrait).
- Your short overview video could be recorded using your phone.
- Alternatively, you can use a Zoom meeting to make your recording. Details on how to do this are provided below.
- You can use any software or method to create your recording, as long as the final video file you supply is a .mp4 file.

How to set up your presentation area:

LIGHTING

- Natural lighting is best, and your FACE must be lit
- Do not have light or a window behind you otherwise your face will be in a shadow and not easily visible.

BACKGROUND

- You can download a Zoom background file to use from our [website](#) if you would like to use this.

SOUND

- Present from a room that can be closed off and is free from outside noise. Small spaces produce better sound quality.
- If your sound is not very loud when you do a test, you can check your sound on your settings. On a PC go to settings / System / Sound.
- Headset is optional provided your microphone picks up your voice well.

CAMERA

- You might need to *allow your camera* to be used by Zoom.

- On a PC go to Settings / Privacy / Application permissions / Camera.

MINIMISE DISTRACTIONS

- Make sure that people know you are presenting to minimise distractions and noises.
- Turn off your phone notifications.
- Turn off your computer notifications.
- Don't have any pets in the room with you.

YOUR SPEAKING STYLE – TIPS

- Appear engaged and vary your tone as you speak so that the presentation does not become monotonous.
- You should not have to raise the volume of your voice if you are in a quiet space.
- Do not speak too quickly, give people a chance to absorb the information. Pause briefly every now and then to give the attendees and yourself a little break.
- Speak to/look at the camera, even intermittently if reading notes, this way you will be looking at the people watching.

PRACTICE AND TEST

- Know where your camera is and speak to the camera.
- Do a test run first to know the length of your presentation – is it over or under time, do you need to adjust?
- It is best to wait for a few seconds at the start of your presentation, then introduce yourself and start your presentation.

How to record your video using Zoom:

You can create a Zoom meeting to record your presentation. The recording will be available to you as a .mp4 file for you to send to the organisers.

Before you create the Zoom meeting, check your settings:

1. Go to the **settings** menu on the left, select **recording** menu on the top bar
2. Check you have the **settings as below**, and then **Save**.

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings**

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

Attend Live Training

Video Tutorials

Knowledge Base

Meeting **Recording** Telephone

Recording

Local recording

Allow hosts and participants to record the meeting to a local file

- Hosts can give participants the permission to record locally

Cloud recording

Allow hosts to record and save the meeting / webinar in the cloud

- Record active speaker with shared screen
- Record gallery view with shared screen ⓘ
- Record active speaker, gallery view and shared screen separately
- Record an audio only file
- Save chat messages from the meeting / webinar

Advanced cloud recording settings

- Add a timestamp to the recording ⓘ
- Display participants' names in the recording
- Record thumbnails when sharing ⓘ
- Optimize the recording for 3rd party video editor ⓘ
- Save panelist chat to the recording ⓘ

To set up your meeting:

1. Go to the **Meetings** menu on the left and select **“Schedule a New Meeting”**

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

PERSONAL

- Profile
- Meetings**
- Webinars
- Recordings
- Settings

Upcoming Meetings Previous Meetings Personal Meeting Roc

Schedule a New Meeting

Start Time ⇅ Topic ⇅

Today My Meeting2 ⓘ

07:04 PM

2. Set the meeting time etc. and **choose the security, audio and recording settings** as below (you must **save the file to your local computer**). Select **Save**.

Security Passcode Waiting Room

Video

Host on off

Participant on off

Audio

Telephone Computer Audio Both

Dial from United States of America [Edit](#)

Meeting Options

Enable join before host

Mute participants upon entry [?](#)

Only authenticated users can join

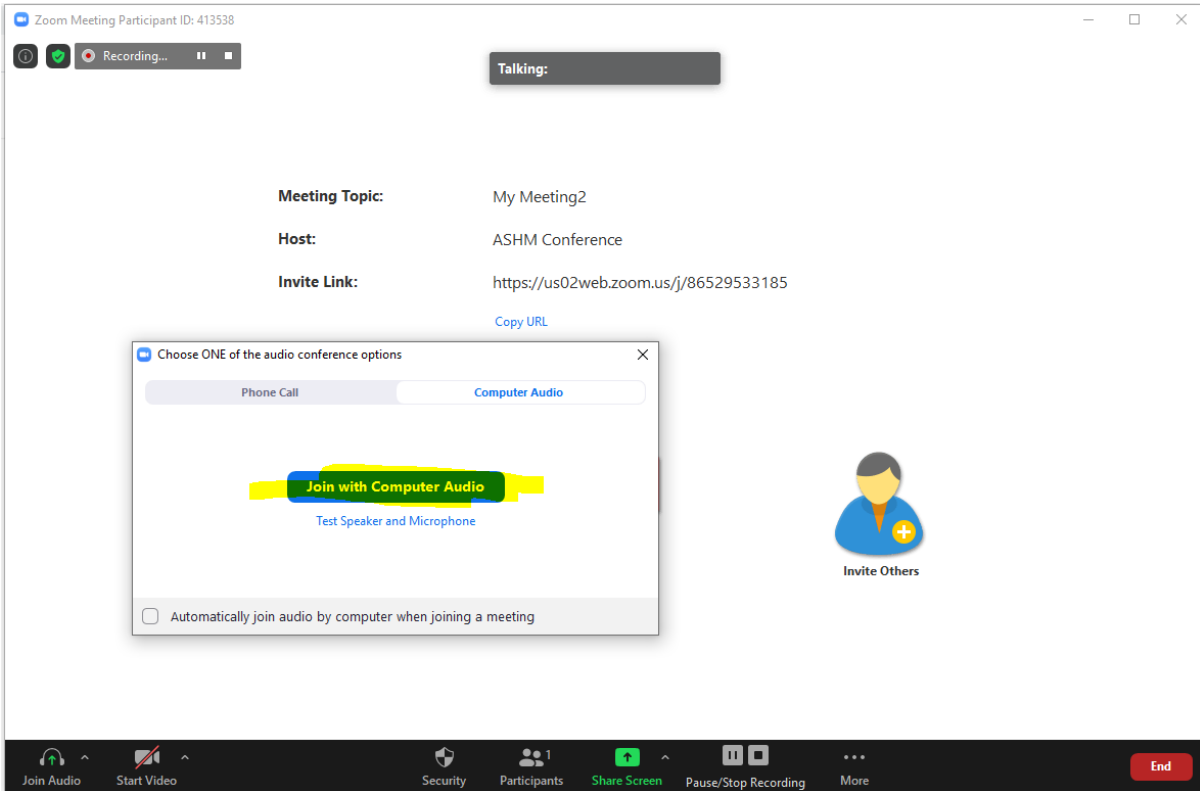
Record the meeting automatically On the local computer In the cloud

Alternative Hosts

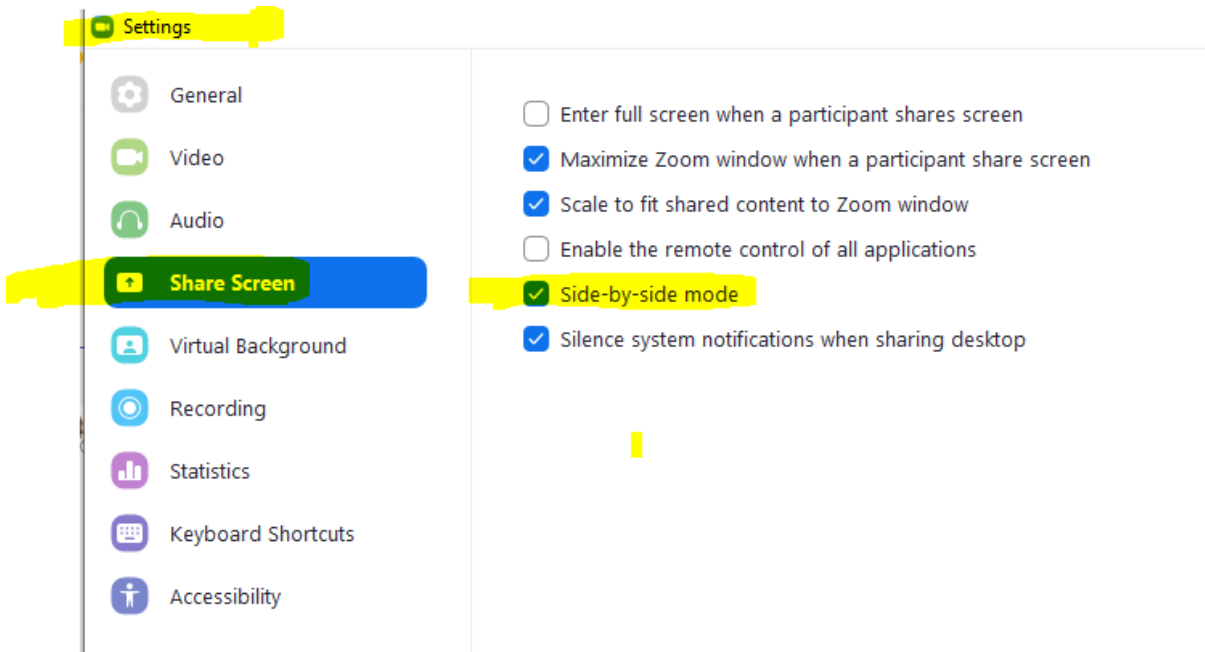
3. We recommend you set up the meeting for 1 hour so that you can start the meeting, do a short test recording with your settings, then stop the meeting and check the layout in the recorded file is as you would like it.
4. You can the go back to your meeting list and start the same meeting again using the remaining time to record your full presentation.

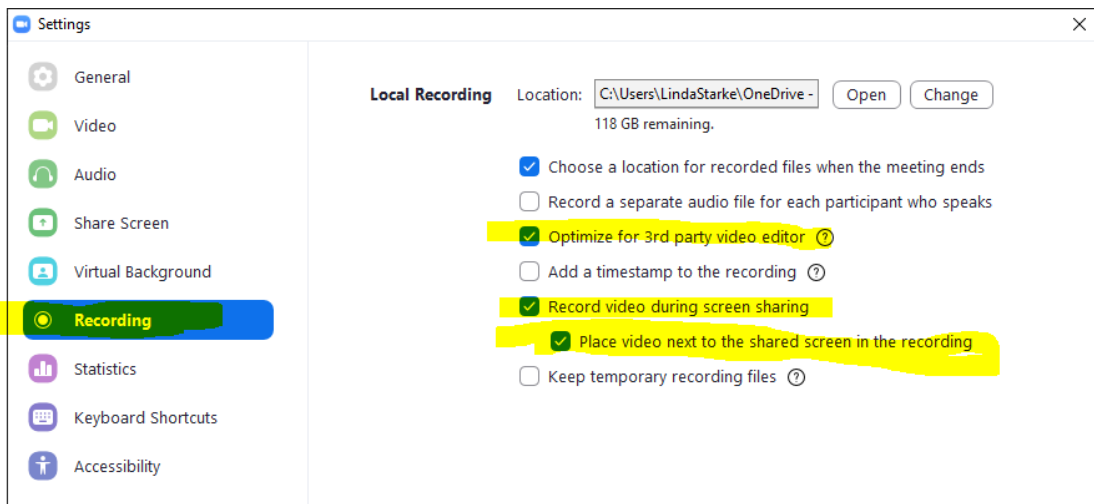
To start your meeting:

1. In the left-hand **Meeting** Menu – you should see a list of meetings with the one you have just created.
2. Click **Start Meeting** to begin.
3. This will open a new Zoom popup window. Choose to **Join with Computer Audio**.



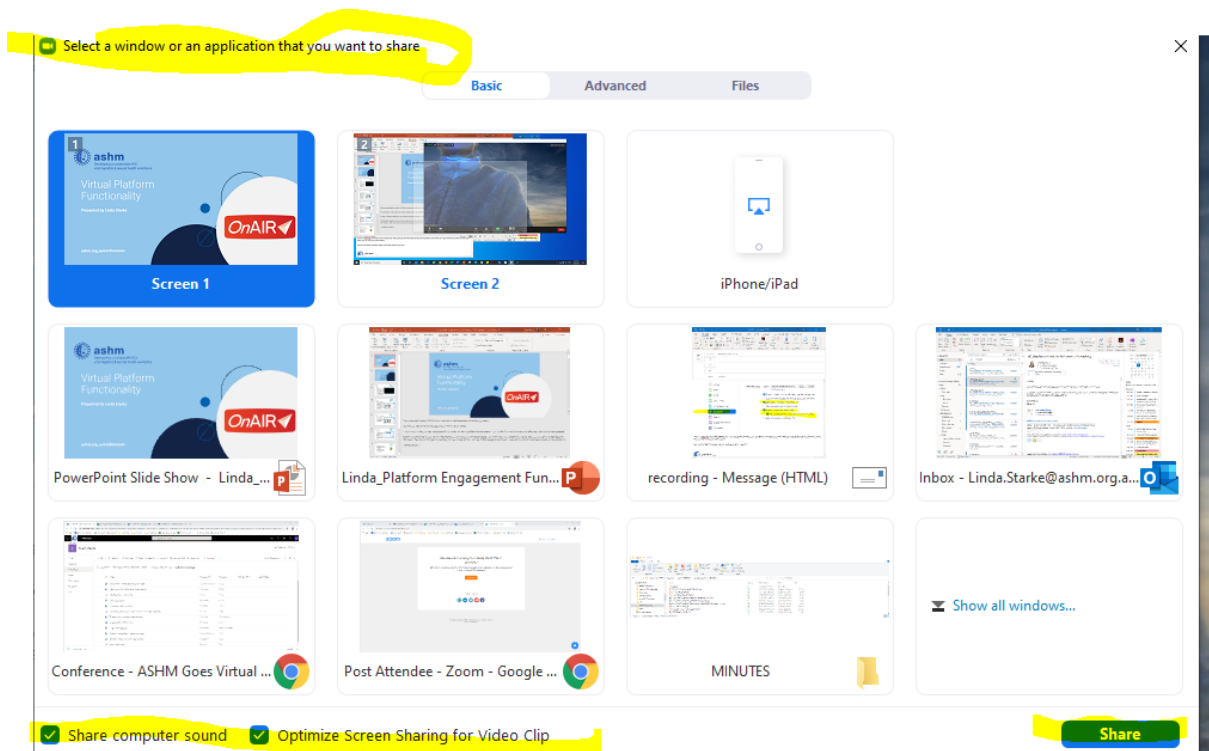
4. Click **up arrow next to Join Audio to set your audio** – are you using a headset?
5. Click **the up arrow next to Start Video**, then click Video Settings...
6. Choose the **settings as below on Share Screen menu**, the settings on the **Recording** menu
7. You can choose to have the video recording sitting side by side or over the top of your slides – an explanation is shown below.





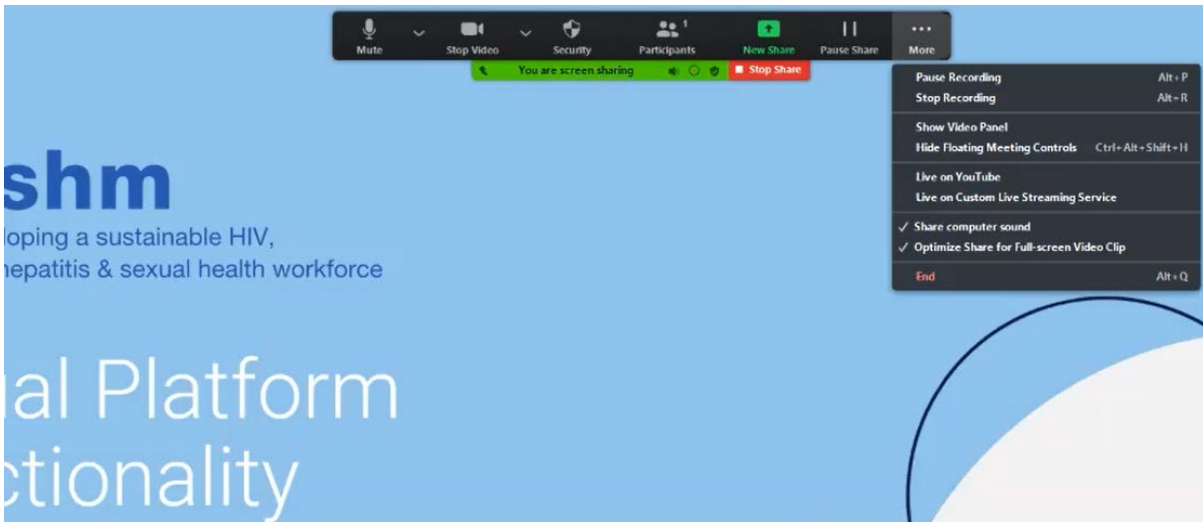
- Once the settings are made, **click the Start Video** button in the bottom left to share your video. This will show you as full screen, or you can **share your screen to show your slides** (click the **green button** in the bottom middle of the screen).

IMPORTANT: Click the two check boxes on the bottom of the Share Window screen to record the computer audio if you have sound in your PPT e.g. a video or audio file that you want people to hear.

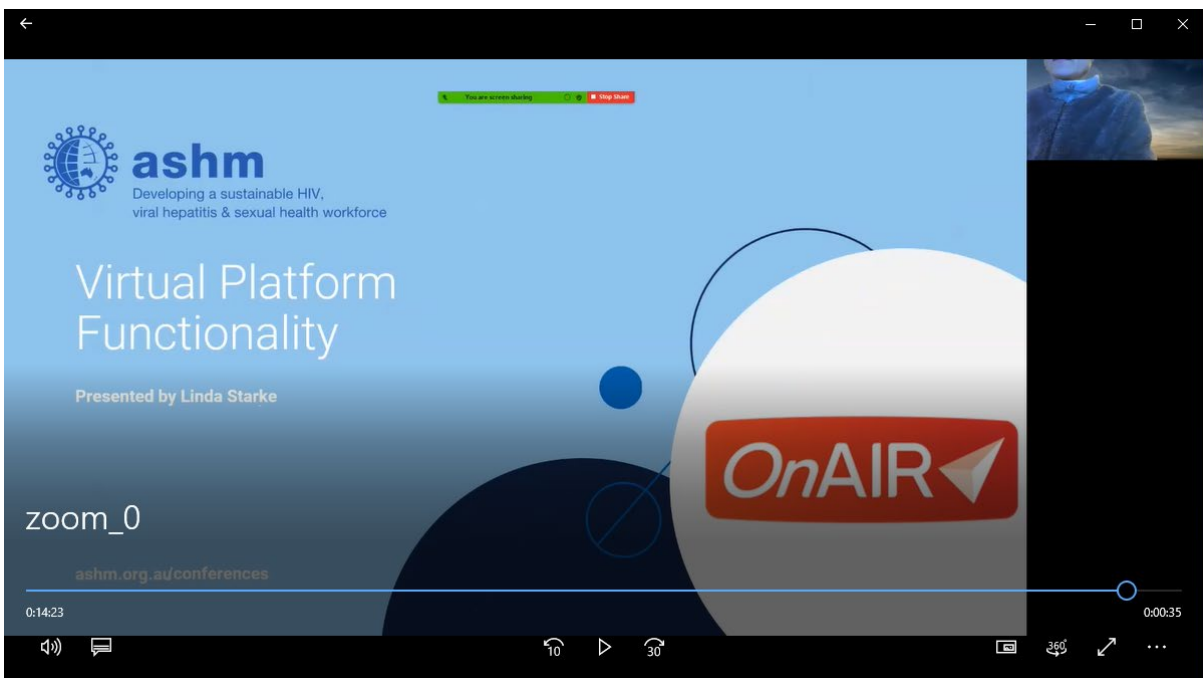


- Once your screen is shared the menu bar will move to the top of the screen.

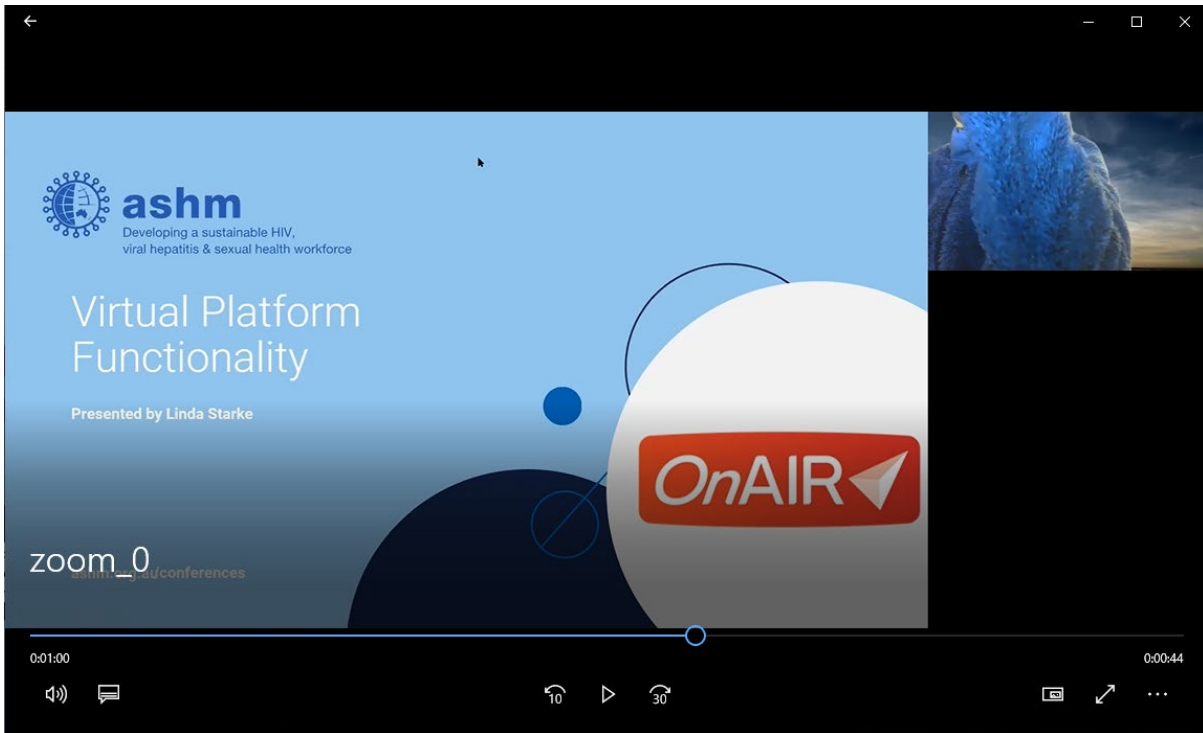
10. Click to the three dots **More** menu on the right side of the menu panel, and you can toggle on / off to **SHOW VIDEO PANEL** or **HIDE VIDEO PANEL** (third item down on the list)



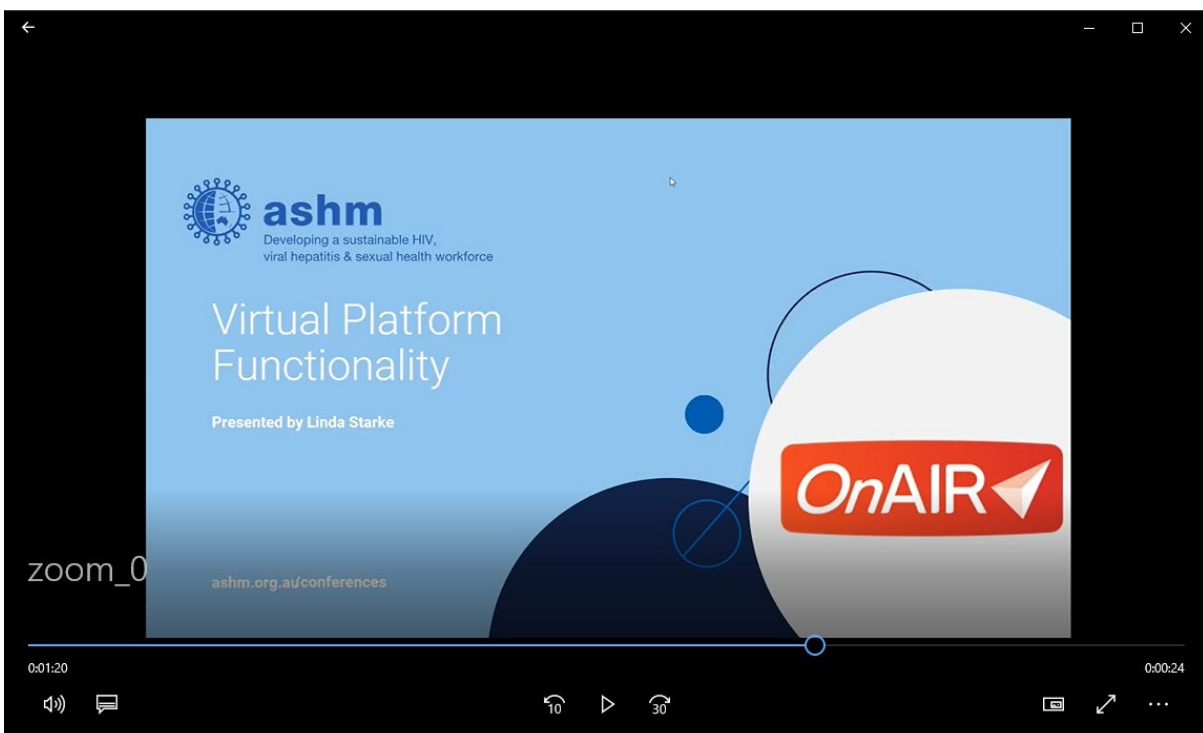
11. If you have chosen the **side by side setting** on your video recording, and you click to show your video panel, then you will **see your video alongside your slides** (see below). Your presentation slides will be smaller in this view.
12. You could choose to turn your video panel on and off for more data heavy slides



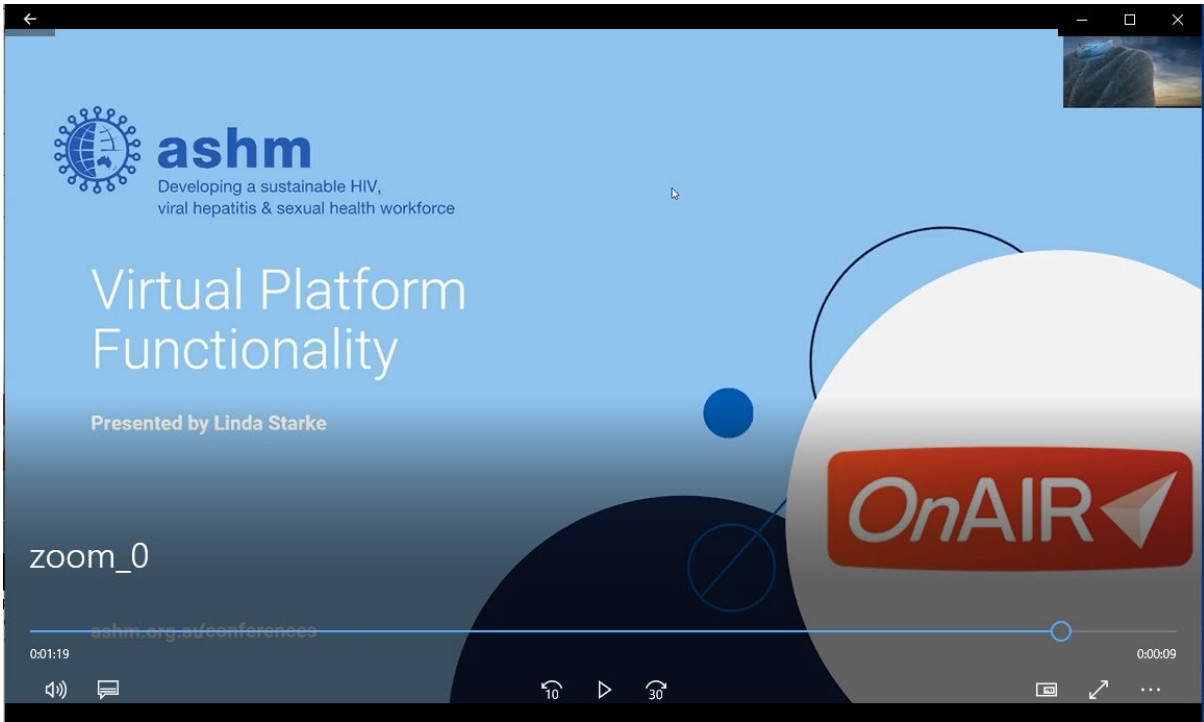
13. When you have your video panel showing it will pop open in it's own window on your computer screen. You can drag the corner of this video window to increase the size of your video which will in turn reduce the size of your presentation slides (see below).



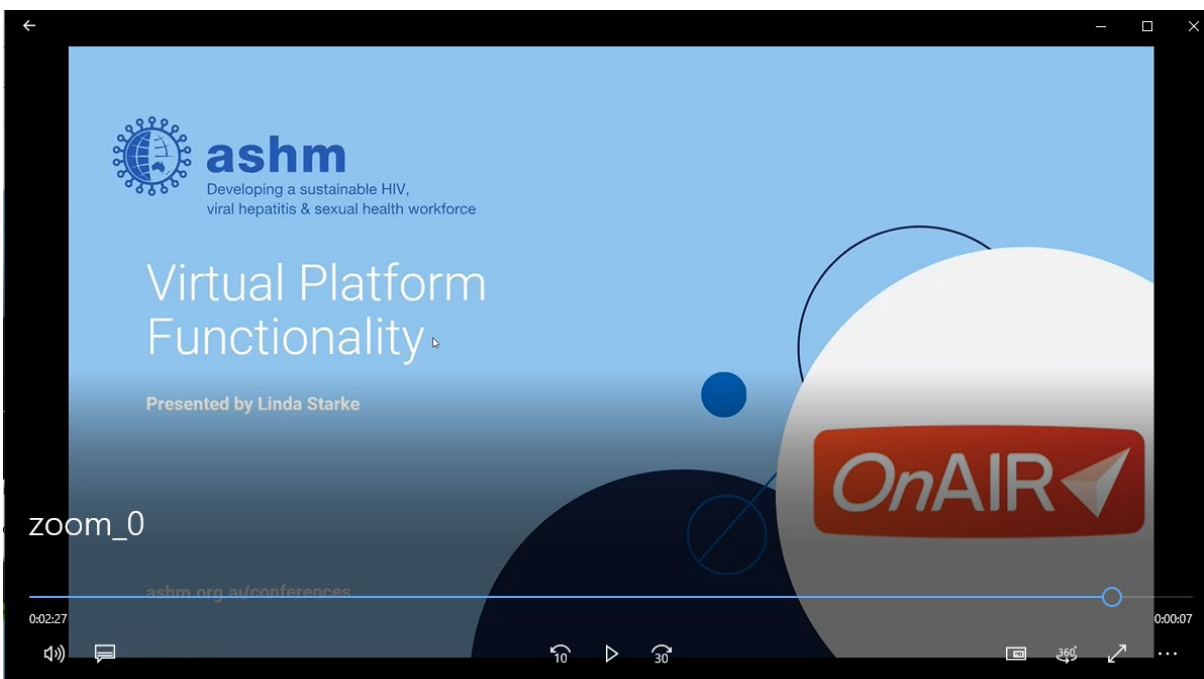
14. If you then turn off your video panel, you will only see your screen, but the size of the screen will be reduced.



15. If you have not chosen the side by side setting on your video recording settings, then your **video will appear on TOP of your slides.**
16. You can choose to **SHOW or HIDE your video panel** as before, but you cannot change the size of your video panel in this mode as you could do in the side by side mode above.



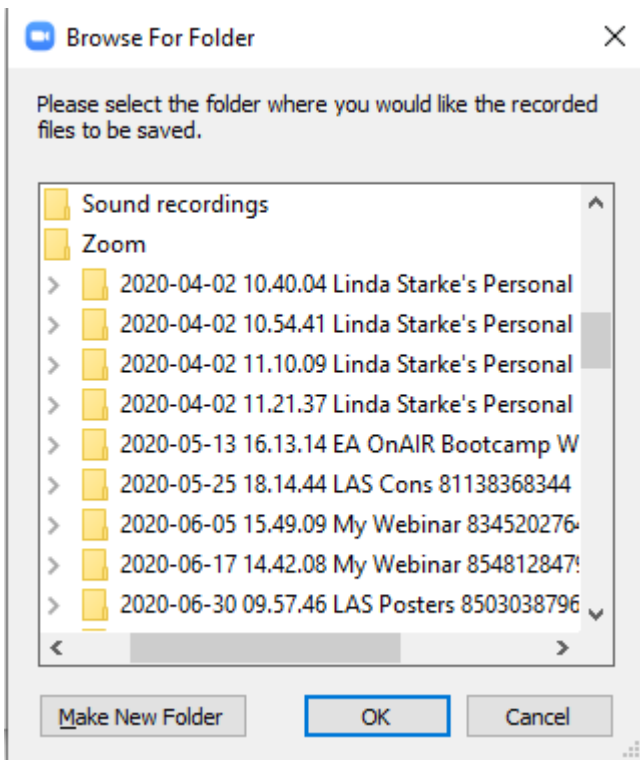
17. If you choose to HIDE the video panel then you will only see your slides and hear your voice.



NOTE: You cannot switch between the Side by Side / Over the top of your slide settings once you have started sharing your slides / started recording. You will need to end the meeting / finalise the recording, and then go back into Zoom and start your meeting again, and change the settings to what you want before you share your screen.

To finish your recording / get the .mp4 file:

1. Click to End Meeting For All when your presentation is complete and the recording will be processed to your computer.
2. There will be a popup box asking where you want to save the file.



3. There are usually three files in the recording folder – we **ONLY** need the Zoom.....mp4 file.

This PC > Documents > Zoom > 2020-08-05 17.59.18 My Meeting 81629056152

	Name	Status	#	Title
mittee	audio_only.m4a	✓		
CE	playback.m3u	✓		
s	zoom_0.mp4	✓		

NOTE: ASHM can edit the file for you i.e. edit off any part of the recording where you were getting ready/ after you were finished your presentation.

How to Name and Supply your Files:

How to name your poster file:

The file supplied must be a .PDF file.

The maximum file size permitted is 5MB.

Your file must be named following the below format.

- For Static Posters:
 - Abstract Number_Surname Firstname_Poster
 - *e.g. 031_Brown Sarah_Poster.pdf*

How to name your video file:

The file supplied must be a .mp4 file.

Your file must be named following the below format.

- For Poster Presenter Overview videos:
 - Abstract Number_Surname Firstname_Poster
 - *e.g. 031_Brown Sarah_Poster.mp4*

How to supply your files:

- Check you have not exceeded your allocated presentation time limit. **REMEMBER: any recordings that exceed the time limit will be withdrawn.**
- Check your poster file size does not exceed the limit of 5MB.
- Check you have correctly named your file before uploading.
- Upload your file to our Conference Dropbox via this link:
- <https://www.dropbox.com/request/le7iviorNDEcfH8kixMW>
- **Ensure you supply your files before the deadline date: Friday 23 October 2020.**

Requirement 1: GIPA acknowledgement for the HIV&AIDS research community

If your research is about HIV and involves gathering data, lived experiences, biological samples or other aspects from the bodies or lives of people living with HIV and our participation as people living with HIV has influenced your work, we encourage you to consider and build upon the sample text provided as an acknowledgement of the role that people living with HIV have played in the response to HIV at the beginning of any presentation of your work.

Example 1: "I want to begin my presentation by thanking the people living with HIV who have participated in this research. Our fight against HIV and AIDS is indebted to people living with HIV both past and present."

Example 2. "I want to begin by acknowledging and thanking the people living with HIV who have generously participated in this research."

Requirement 2: When developing your presentation, we request that presenters outline how your work has had/ can have a positive impact on the community including key population groups (e.g. People Living with HIV, Aboriginal & Torres Strait Islander peoples, People who Inject Drugs, CALD) and what steps are being taken to take the research into practice.

Disclosure of interest

Presenters are asked to include a disclosure of interest slide in their presentation.

The conference organising committee recognises the considerable contribution that industry partners make to professional and research activities and we value these greatly.

We are also looking at ways to increase opportunities of transparency for disclosing conflicts of interest and to make this as transparent as possible for presenters. One common way of doing this is to acknowledge these relationships in publications and presentations. Disclosures should relate to the substance of the research being presented, declaring any relationships and potential conflicts as part of each presentation you make.

Presentation Consent Form

Please complete our online speaker consent form via the link supplied to you, by the deadline of 23 October 2020.

This form will need to be completed before we load your presentation into the virtual platform.

Media & Privacy

You will be asked on the speaker consent form whether you consent to the following activities:

- **Allow a PDF of your presentation to be available in the virtual platform for delegates to download:** We require all speakers to provide permission for their PowerPoint presentations to be published.
- **Allow media contact:** A media consultant may wish to contact you due to interest from media bodies. The media embargo for all data and information from abstracts or presentations is the date of the presentation at the conference unless indicated otherwise. Information in materials distributed to the media in advance is embargoed until when the data or information is due to be presented in the conference program. We kindly request that all media co-operate with this policy.
- **LIVE presentations: Allow audio recording/online recorded content.** A recording of your presentation will be made available online.