

Department of Pediatrics

# 2021 Virtual Research Retreat

## Poster Presenter User Guide

This guide provides information on how to upload your poster to the virtual session, how you will interact with participants interested in talking to you about your research, and some tips on Zoom etiquette and best practices.

We will be hosting the retreat poster session on [virtualpostersession.org](https://virtualpostersession.org) and linking this virtual session to a Zoom Meeting in which we will have breakout rooms for each poster presenter. Attendees will be able to browse through a dashboard of posters on <https://vumcpeds.virtualpostersession.org/> and click on the option to "Chat with Presenter." Clicking on this will open a Zoom Meeting where they will be able to talk to poster presenters by joining that presenter's designated breakout room.

### Setting Up Your Equipment

1. Download the [Zoom Client for Meetings](#) desktop app or update your current app to version 5.3.0 or higher.
2. Decide whether you will use one or more monitors.
3. If available, use a headset and/or microphone to reduce background noise.
4. Test your audio and video.
5. Review how to [share your screen](#).

### How To Upload Your Poster to the Virtual Session

1. Check your email for an invitation from [virtualpostersession.org](https://virtualpostersession.org) to register and upload a PDF of your poster.
2. Click the link in the email invitation and fill out the information in the form.

Please complete this step, including uploading a PDF of your poster, no later than Wednesday, April 7.

[Click here to view](#) a live example session on [virtualpostersession.org](https://virtualpostersession.org). *We encourage you to work with your mentor to prepare your poster prior to submitting.*

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### How to Present During the Virtual Poster Session

1. Click on the Zoom link corresponding to your poster chat session in the detailed program you receive by email. Please join the Zoom Meeting 10 minutes prior to the start of your poster chat session to allow time for set-up and a technical check.
2. You will then be asked to [join your breakout room](#), which will be labeled with your name.
3. [Share your screen](#) to show your poster to those who join your breakout room to chat about your research. Attendees will self-select into breakout rooms to chat with you and other poster presenters.

Please remain in your breakout room for the entirety of your poster chat session. We also recommend that you use your video in addition to sharing your screen to create a more personable environment for your poster chat participants.

### Zoom Etiquette and Best Practices

- Mute your microphone when not speaking.
- Close unnecessary tabs in your web browser and turn off notifications such as email or messaging.
- Lighting should come from in front of you or from the side, in order to best light your face.
- Keep your background clear of distractions. VUMC and VU virtual backgrounds can be [downloaded here](#), if desired. [Click here to watch](#) a Zoom video tutorial on adding virtual backgrounds.
- Make sure your camera is on a steady surface to prevent shaking.

Please contact Rachel Vitolo at [rachel.vitolo@vumc.org](mailto:rachel.vitolo@vumc.org) if you have any questions or concerns about the virtual poster session.