CHIPTS HIV Next Generation <u>Virtual</u> Conference
December 2, 2022 from 9:00 am PT- 12:15 pm PT.

Presenter Guidelines

The Center for HIV Identification, Prevention, and Treatment Services (CHIPTS) is pleased to welcome you to present at the 2022 HIV Next Generation Conference on December 2, 2022 from 9am PT-12:15pm PT. <u>The conference is virtual.</u>

CHIPTS, along with our conference partners, are committed to increasing the visibility of emerging investigators' research in the area of HIV.

While many of you are experienced presenters, please take a moment to consider the conference theme and audience in preparing your poster/oral presentations.

In an effort to enhance the opportunity for scholarly dialogue and to encourage idea sharing, we ask that you follow the guidelines outlined below.

If you have any further inquiries after reviewing this guide, please email your questions to Damilola Jolayemi at ojolayemi@mednet.ucla.edu.

GUIDELINES FOR POSTER PRESENTATIONS

Poster presentations are an effective way to communicate your research to colleagues and other conference attendees. This year's poster presentations will be held in individual zoom breakout rooms. The presenter will be allowed to share screen for the poster presentation. Conference attendees will be able to enter breakout rooms and view presentations. The total poster session will be for about 25-30 minutes. Poster presenters will be provided their breakout room number and are encouraged to join their individual breakout room as soon as the poster presentation breakout rooms open.

Poster presenters will prepare a **virtual poster**, **1 minute introductory video** showing PowerPoint slide.

Poster Layout

- The title banner should include the author(s) and affiliation(s)
- The layout should be in landscape
- The layout is arranged in a logical flow from top left to lower right of the board
- Posters can be prepared using Microsoft PowerPoint or any other software.
- Posters do not need to be printed, screen sharing will be enabled for presenters.
- Use a serif typeface font-Times New Roman or sans serif font such as Arial or Helvetica in a legible font size of 24 or larger.
- Text, figures and graphics should be readable. Be simple and direct in your poster presentation.
- Use short phrases and "bulleted" text throughout the poster and avoid long narrative paragraphs.

Poster Content

- **Title, Name, Affiliation and Collaborators**
- **Overview.** A succinct summary of the purpose, methods, and results. Use phrases rather than long sentences in a simple outline format.
- **Introduction.** A concise statement of the objective and background of the work.
- **Methods.** Description of the methodology used, but not in overwhelming detail.
- **Results.** May be presented as graphs, charts, pictures, tables, etc.
- **Conclusions.** Concise statement of the findings and indicate limitations and future research directions.

Poster Introductions Video

Prepare and record a brief video which includes an overview/summary presentation of your poster with a 1-page PowerPoint slide. The presentation should not exceed **1 minute**. The goal of this recording is to capture the interest of attendees and invite them to your poster session breakout room. The video will be played during the general conference session prior to poster presentations. The video can be recorded via Zoom or PowerPoint, and emailed. See recording instructions below.

Video Content (1-minute maximum)

- Introduction
- Name
- Organization/Affiliation
- Title of your poster presentation and brief overview of your project.
- Invite attendees to your breakout room

Option 1: Zoom (this will record your voice, the PowerPoint slide and your face)

- Sign into your zoom account at www.zoom.us
- Turn on the video option (optional).
- Turn on the audio option.
- Click share (share your PowerPoint slide page)
- Click RECORD
- Record your:
- Introduction (name), where you are presenting from, organization
- Give a brief summary of your research.
- Invite people to your poster session.
- Close Zoom.
- The video will convert to mp4 after you close Zoom.
- Save the video recording on your computer and send it to me.
- Do not exceed 1 minute.

OR

Option 2: Use PowerPoint to record. (Note: this will only record your voice and PowerPoint slide but not your face).

- Open your PowerPoint document.

- On the top menu, click slide show.
- Click record slideshow.
- Start recording your introduction.
- Save it and email it to me.
- Do not exceed 1 minute.

Poster Slides

Poster presenters are encouraged to use the 1-2 PowerPoint slides as a tool to present in the breakout room. Since the font size on posters may not be easily readable when shared, slides are an effective tool to use in communicating with breakout room attendees.

Please email the 1) video and 2) electronic version of your poster presentation to ojolayemi@mednet.ucla.edu preferably by <u>Friday, November 25, 2022</u>.

GUIDELINES FOR ORAL PRESENTATIONS

Oral presentations are an effective way to communicate your research to colleagues and other conference attendees. Oral presentations will be held in breakout rooms. Attendees will have the option to select which of the overlapping sessions to attend.
The conference coordinators will share the master slides to keep the flow of the presentations. However, if you are including animations in your slides that may need for you to share, please let us know so we can consider and plan to accommodate the request ahead of time.

Oral presentations will be for a total of 10 minutes (7 minutes- presentations and 3 minutes- questions and answers) for each presenter/team. In an effort to keep your presentation succinct, we encourage each presenter to engage the audience using 3-5 slides in the format proposed below. Each presenter/team will be presenting with a panel of 2 to 3 other presenters/teams.

1. Title of your presentations and author(s)
2. Background and objective
3. Methods
4. Results
5. Discussion
6. Future Directions and Limitations

Tips for Creating PowerPoint Slides for Your Presentation

- Provide a succinct title for each slide.
- Use 24 font size or larger.
- Use upper- and lower-case letters (not all caps).
- Create clean, concise slides that are not too text heavy.
- Either a light or dark background is preferred, but switching back and forth between different colors may be distracting for the audience.
- For legibility, serif typeface font-Times New Roman or sans serif font such as Arial or Helvetica in a legible font size of 24 or larger.
- Maintain a one-inch margin on all slides and use high contrast colors.

- Use quality graphics to support your presentation.
- Refrain from reading off your slides.

Please email the PowerPoint version of your presentation to ojolayemi@mednet.ucla.edu preferably by Friday, November 25, 2022.

GENERAL GUIDELINES

Tips for Virtual Presentations

As much as is possible, follow these tips to help prepare for your presentation.
- Prepare your presentation space.
- Control your lighting and make sure your light source is in front of you to avoid casting shadows on your face.
- Present in front of a plain or neutral-colored background.
- Try to avoid sitting or standing too close to the screen.
- Make sure the webcam is at eye-level.

Conference Instructions

There will be a scheduled conference run through for attendees on **Monday, November 28, 2022** at two different times to accommodate schedules. **Oral Presenters:** Either 10:00am-10:30am PT or 1:00 pm - 1:30 pm PT AND **Poster Presenters**: Either 10:30am-11am PT 1:30 pm - 2:00 pm PT. This run through is to go over questions and test the sound, connection, lighting, and breakout rooms capabilities are functioning properly. A calendar invitation will accompany this guide. We hope that you are able to join either of the times.

Zoom Upgrades

In the event that we utilize zoom for this conference, ensure that you upgrade your Zoom to the latest version to be able to easily use the breakout room function. Zoom tips can be found here:
https://support.zoom.us/hc/en-us/articles/201362233-Upgrading-Zoom-to-the-latest-version

Presentation Resources

Poster Presentation Guidelines

- https://www.library.ucla.edu/poster-guidelines
- https://guides.nyu.edu/posters
- https://www.aucd.org/docs/PowerPoint%20Poster%20Presentation%20Tip%20Sheet.pdf

Virtual Presentation Guidelines

- https://sciences.ugresearch.ucla.edu/wp-content/uploads/2020/04/Virtual-Presentation-Guidelines-2020-04-27.pdf
- https://www.gvsu.edu/ours/oral-presentation-tips-30.htm