

Specific Session Type Instructions

Everyone may access their session by logging into the conference platform and navigating to their session in the agenda.

The following is a list of session specific instructions.

Posters

Posters presentations will be available on the conference platform beginning Monday, Nov. 9, 2020. Poster presenters also have a scheduled live discussion time Wed., Nov. 11, Thur., Nov. 12, or Friday, Nov. 13 to discuss their research with attendees. Check the [program schedule](#) for the scheduled time of your session.

Posters should be created through a standard method (e.g., PowerPoint, Prezi) and may be formatted using a traditional poster design approach or a newer one. See [youtube.com/watch?v=1RwJbkhCA58&t=2s](https://www.youtube.com/watch?v=1RwJbkhCA58&t=2s) for a video on an emerging new poster design format. The typical one-page poster is appropriate; you do not need multiple slides. Save your poster as a **PDF**.

In addition to designing a poster to be displayed throughout the conference, poster presenters may choose to upload a 3- to 5-minute video to explain their poster. **See the presenter instructions previously emailed for details on how to create a high-quality video.** Suggested elements to include in your video is a summary of your 1) goals of the project, 2) methods used, 3) results, and 4) conclusions. It is recommended to include the significance of your work and implications for practice, research, policy, or pedagogy.

Presenters also have the option of uploading a 1- to 2-page executive summary (i.e., a handout) of your presentation, including implications of your work for policy, practice, research, or pedagogy.

Submit your PDF poster, optional high-quality video, and optional handouts of your presentation to NCFR by **Oct. 23, 2020**. *Submission instructions coming soon.*

Preparing a Poster

A successful poster is readable, eye-catching, attractive, and it communicates information effectively and succinctly. The goal of a virtual poster is the same as a physical poster. Here are some suggestions for preparing your poster attractively.

Size

- A virtual poster can be developed the same way as a physical poster.
- The poster should be created in landscape orientation, widescreen 16:9 ratio.
- Posters are 48 x 60 inches (smaller posters are 36 x 48 inches). Dimensions, in PowerPoint, can be set under Design and Slide Size. Click on Custom Design Size to change your dimensions.

Content

- Post a brief abstract (e.g., 50 words).
- Select only the most pertinent data to report on the poster.
- A traditional poster includes title, authors, author affiliations, email, an abstract, methods, results, conclusions, and implications. References and acknowledgements may also be included if there is space.
 - Presenters may choose a new poster format which changes the arrangement of the poster contents (see [youtube.com/watch?v=1RwJbhcA58&t=2s](https://www.youtube.com/watch?v=1RwJbhcA58&t=2s)).

Text

- Keep the title as short as possible so others can read it quickly.
- Use upper- and lower-case type throughout the poster. Avoid all upper-case type.
- Serif fonts (such as Times New Roman) are generally easier to read in the body of the text. Sans serif fonts (such as Arial or Calibri) are best used in titles, headings, and captions for emphasis.
- Use bold and bullets for emphasis.
- Font size: ≥ 24-point font. For example, 24-point for the body, 36-point for sub-headers, 48-point for headers, and 85-point for main titles (or greater).

Tables and Charts

- The poster is a visual format. Use graphic elements often.
- Keep graphics as simple as possible. More complex data can be presented in a handout.
- Photographs should be used sparingly.
- Do not use hand drawings.
- All images should be high-quality and look good on screen.

Layout

- Heading should contain a title, author(s), and author affiliations.
- Keep at least a 1-inch margin on all sides.
- Paragraphs should be no longer than 10-20 lines. Break up longer sections of text with graphics or bulleted lists.
- Use blank spaces to avoid a cluttered look, and to separate the elements of your poster.

Color

- Text should be printed on a contrasting background (dark text on a light background, or light text on a dark background).
- Avoid harsh colors, such as neon, and text/background color combinations that are hard to read (e.g., red and yellow, red and green, red and black, purple and green, yellow and green, or blue and red).
- Choose no more than two colors (in addition to either white or black) for the graphic elements of your poster (such as borders or horizontal rules) to emphasize elements and draw attention to your poster.

Accessible Posters

Design your poster with accessibility in mind.

- **Color and Contrast.** Colors should be sharp and in strong contrast without being unsettling. Limit the number of colors used on one slide. Do not only use color to distinguish information.
- **Text over images** can be difficult to read.
- **Send your material in advance**, if possible, in case NCFR staff need to provide alternative text (tagged PDF or braille) of your presentation.
- **Check Accessibility.** Assess whether your poster is accessible by clicking on Review and Check Accessibility (in PowerPoint). For instructions see <https://support.microsoft.com/en-us/office/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f>

Live and Asynchronous Chat

All poster presenters have been scheduled in one of six poster sessions that are 60-minutes each. See the [conference program](#) for your specific date and time. Know the date and time of your session, and in which poster session (e.g., poster session 1) and poster sub-session (e.g., Family Policy and Advocacy) you are scheduled. Discussion will occur live and asynchronously.

Live discussion will take place during your scheduled time through the conference platform.

- Navigate to your poster session 10 minutes early through the conference platform agenda to ensure you are logged in at the start of your session.
- Attendees may ask questions through the session Q&A feature within your poster sub-session. A chat feature will also exist to facilitate discussion of your poster presentation.

Asynchronous discussion also can occur.

- Attendees may leave a question for you at any time during the conference week in the Q&A or chat features. We recommend that you check for questions often, as time permits.