



## iPosters in a Few Easy Steps!

- 1. Choose your template:** We have 6 from which to choose. You can change the color now or later.
- 2. Customizer your header:** Add your institutions logo on the left and your photo on the right. We have preloaded your title, name, institution and country. Add co-authors and their institutions, country next to yours.
- 3. Upload your Lightning Talk to the top left content box:** Your ISDP 2021 iPoster Lightning Talk is your opportunity to present your research via video. Please record your video and insert the video link to the first content box of your iPoster add a headline that says Lightning Talk.

You can record yourself on multiple platforms via your computer, Zoom or Microsoft Teams where you can share your desktop to show slides or graphics, in PowerPoint which will combine your video and slides, or even on your phone (make sure you hold it horizontally) with no slides. All Lightning Talks must be uploaded to either YouTube or Vimeo.

### Video Requirements:

- Length of presentation: 3 minutes
- Raise your laptop if needed so you are eye level with the camera
- Use a ring or other light in front of you for best lighting
- Pick a quiet location that is simple and appropriate so your background is professional without competing noises
- Dress as you would for a live presentation
- Number of slides: 3 content slides maximum (this excludes title, disclosure and acknowledgments)

### How to Upload to YouTube:

- Open YouTube in a web browser. You will be instructed to create an account if you don't already have one.
- Click the Create a video or post button at the top of the screen (it looks like a camera) and then click "Upload Video."
- In the Select files to upload box, click "Public" and then choose "Unlisted." Make sure you've ticked the box "Allow embedding."
- When you complete the process to upload and publish, it will now be saved as an unlisted video.

You can add additional copy below your Lightning Talk to caption your video.

- 4. Add all content to your iPoster:** For copy, use 14pt. type, add bolding, bullets and color to accentuate copy. In addition to copy and videos you can add audio, photos and images of your charts and graphs. All content boxes expand for unlimited content. Two of the templates have the ability to include slides. Save the PowerPoint presentation you wish to include as jpegs, upload each jpeg individually. Fill all content windows, add additional images, repeat your references, etc., if needed.

Add all content for buttons that may appear at the bottom of your iPoster once published, Narration (may not need as you have your Lightning Talk, Abstract, Author Info, Disclosures, References, Chat and Video Chat (see below for these last two.)

- 5. Set up your chat and video sessions:** You have been assigned a mandatory one hour time slot which is preloaded in the iPoster Platform and will appear in your gallery thumbnail when you publish. If you are in person, you will report to the Lucerne Ballroom to your designated table with your laptop (find your iPoster Presentation numbered table). If you are remote, be online and sign into your iPoster editor page to activate your chat.

**VERY IMPORTANT:** Set up your video session now! Create either a Zoom or Microsoft Teams meeting and add the meeting link to the iPoster editor page so all can join you.

All times below are Central Time.

**iP1, 11/10/21, 6:00-7:00PM | iP2, 11/10/21, 7:00-8:00PM | iP3, 11/11/21, 5:20-6:20PM | iP4, 11/11/21, 6:20-7:20PM**

- 6. Publish your iPoster:** Once you click "Save" the first time your iPoster will auto save. Click "Publish" when your iPoster is completed, you will still be able to make edits up to and including the start of the meeting. Make your edits and click "Save".

**Your iPoster must be published by November 1, 2021. You can continue to make changes.**

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