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2024 NSF RESEARCH INFRASTRUCTURE MARCH 26 - 29, 2024 • TUCSON, ARIZONA

Poster Guide

Image Credit: Vera C. Rubin Observatory, CTIO/NOIRLab/DOE/NSF/AURA T.A. R, Richard F. Caris Mirror Lab/Gabrielle Perez

PROJECT MANAGEMENT. FACILITIES AND OPERATIONS. AWARD MANAGEMENT. EHS. EDUCATION AND PUBLIC OUTREACH. CYBER (CI & CS).

Topics Covered

- Poster Overview
 - About the poster sessions
 - Session dates and times

Build Your In-Person Poster

- General tips for poster content
- Printing and shipping logistics

Build Your Virtual Poster

- Build your virtual poster
- Poster Booth metrics

Poster Center

- Where to view all posters
- Vote and comment
- Poster Booth

Run of Show - In-Person Posters

- Location
- Presenting your poster
- Run of Show Virtual Posters
 - Where to find the Virtual Poster Session
 - Your live poster booth
 - Zoom meeting (how to join)
 - Presenting your virtual poster

Technical Tips

Whova & Zoom tips

Poster Session Overview

Purpose

The purpose of the various poster sessions being held at NSF's 2024 Research Infrastructure Workshop (24RIW) is to enable workshop attendees to engage with others who are interested in the same subject/discipline as themselves. This could lead to future collaboration. Additionally, these sessions provide an opportunity for attendees to disseminate their work among the research infrastructure community and receive helpful insights into their work or research.

- **In-Person Poster Session**: This session is designed for in-person attendees to present their physical poster at the workshop. Attendees will be free to roam around the ballroom where posters will be displayed and can engage with poster presenters.
- <u>Virtual Poster Session</u>: The Virtual Poster Session will provide virtual attendees the opportunity to present a poster at the workshop. This will enable everyone (in-person and virtual) to view the poster content and interact with the presenters. The session will be streamed lived on the event app, Whova.
- **In-Person Poster Session #2 (with student posters)**: A second in-person poster session will be held, featuring student posters from the University of Arizona. Students will present physical posters on topics of interest to them or on their research.

Poster Session Overview Session Dates and Times

Tuesday, March 26	Wednesday, March 27		
	Virtual Poster Session <u>Time</u> : 2:45 – 3:15pm MST / 5:45 – 6:15pm ET		
In-Person Poster Session	Location: event app (Whova)		
<u>Time</u> : 4:35 – 5:15pm MST <u>Location</u> : Vigas Patio & Sonoran Ballroom	In-Person Poster Session #2 (with student posters)		
	<u>Time</u> : 3:30 – 5:15pm MST		
	Location: Gold Ballroom		

Build Your In-Person Poster Content

Presentation Format

 All poster sessions will be relatively informal. We recommend preparing a 1–2-minute explanation of your poster and being ready to engage with participants about your topic.

• What Topic Should I Choose?

 The posters can be on scientific research, about your facility, or about your operational processes or best practices. This is an opportunity to highlight your facility and its work.

Helpful Resources

- Guide: Poster Session (colostate.edu)
- How to Prepare a Scientific Poster
- <u>A Short Guide to Creating a Poster for a</u> <u>Conference</u>
- Introduction to Poster Sessions

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Build Your In-Person Poster Printing & Shipping

Printing

 Posters should be printed directly on foam poster board that is 24 inches wide by 36 inches tall.

• Display

 Event staff will provide easels and will display your poster in the Sonoran Ballroom before the poster session begins.

Shipping

 Please ship (or hand deliver) your poster to the address below. Note that if you wish to print your poster locally, there is a <u>FedEx Ship Center</u> on Oracle Road in Tucson, AZ.

<u>To</u>: Davis Management Group NSF's 2024 Research Infrastructure Workshop Westward Look Wyndham 245 E Ina Road, Tucson AZ 85704

<u>From</u>: {Poster Presenter's Name} March 26, 2024



Building Your Virtual Poster

Your Poster Link

 You will be emailed a unique link to your virtual poster so you may upload your content directly to the event app and revise your poster at your leisure.

2024 NSF RESEARCH INFRASTRUCTURE WOORKSHOP MARCH 26 - 29, 2024 - TUCSON, ARIZONA

Dear Allison Kennedy,

The **2024 NSF Research Infrastructure Workshop** is almost here! We are looking forward to viewing your poster at the workshop.

Build Your Virtual Poster

It is time to build your virtual poster! Follow the unique link below to your virtual poster to upload your content. Check out the <u>Poster Information page</u> for a <u>video</u> demonstration and other <u>guidance</u> on setting up your virtual poster.

Your poster link: https://whova.com/xems/engage/artifact/resea 202503/98628/? code=633f273e34a8883b2c2c9f5649c2950f

Note, you may continue to update all the content in your poster using the unique link above or by navigating to your poster within the event app. If you need to update your poster title, please contact us at <u>rioutreach@msf.gov</u>.

Run of Show

As a reminder, the Virtual Poster Session will take place on Wednesday, March 27 at 2:45pm MST / 5:45pm ET on the event app, Whova.

Your virtual poster will be housed in the Poster Center on the event app where attendees can view your content and leave comments or questions on your poster before (and after) your live presentation. You may consider answering these questions during your live presentation.

The live presentation of your poster will utilize a Zoom meeting dedicated to your poster, which will allow you to directly interact with attendees through video and chat

- Build Your Virtual Poster
- Add content to your virtual poster.
 - Pictures, Recorded Video, PDF, and more





Building Your Virtual Poster Poster Booth Metrics

Continue to Revise

- Login to <u>Whova</u>: <u>https://whova.com/portal/webapp/resea_202503/</u>
- Navigate to "My Stuff", then "My Poster" to continue revising your poster and view your booth metrics.
- Visit your virtual poster in the Poster Center by clicking "Go to Poster."

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Poster Center

- View all 24RIW Posters
 - The Poster Center is where all posters uploaded to the event app (Whova) will be housed.
 - Both virtual posters and in-person poster PDFs.

Vote & Comment

 Attendees can vote on posters here and leave comments or questions.

Poster Booths

 Attendees can view virtual posters at any time throughout the workshop by clicking on the poster to enter its booth.



Poster Booth



Run of Show In-Person Posters

- Locations: Vigas Patio & Sonoran Ballroom
 - Event staff will display posters on easels on the Vigas Patio and around the Sonoran Ballroom.





Run of Show In-Person Poster Session #2 (with student posters)

- Location: Gold Ballroom
 - This is an opportunity to display your poster. Certain students from the University of Arizona have also been invited to display a poster at this session.



- Agenda > Virtual Poster Session
 - The Virtual Poster Session will be streamed live on the event app (Whova) and can be found in the Agenda.

2024 Research Infrastructure Workshop Tucson, AZ (View map) Mar 26 - 29, 2024 Displaying in the event's time: 12:27 PM (MST)								
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Feedback to Whova Organizer Tips								

- Your Live Poster Booth
 - Find your poster's live booth within the Virtual Poster Session and click to enter.



Live Poster Booth

 Each virtual poster will have its own poster booth with all its poster content.

Zoom meeting

- Each poster booth will have a dedicated Zoom meeting.
- The Zoom meeting within your booth is where you will present your poster and interact with attendees.

How to Join

 Click "Join the Stream" to join the Zoom meeting for your live presentation.



Live Presentation – Zoom meeting

- Within the Zoom meeting, the presenter (you) can:
 - Use your camera, microphone, and the Zoom chat, plus share your screen.
- Attendees can:
 - Use their camera, microphone, and the Zoom chat.



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1. Launch the Zoom meeting from your live poster booth.

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- 2. Minimize the browser with Whova open.
- Open your presentation 3. materials on your desktop.
- Share your presentation. 4.
- 5. Answer attendee questions (chat or on camera).

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Technical Tips

Browser and Settings

- Chrome is the recommended browser.
- Update to the most recent version of Chrome.
- Allow camera and video in the Chrome browser.



In Case of Technical Difficulties

- Close other tabs, browsers and programs while streaming the live session.
- Consider hardwiring your Internet connection, instead of using a wireless network connection.
- If you are having trouble hearing the webinar audio, check the volume on your computer and on your video player.
- If your computer screen freezes, please refresh your browser.
- Close and re-open Whova. When reopening, make sure to allow camera and video in the Chrome browser.
- Other troubleshooting and frequently asked questions can be found here: <u>https://whova.com/faq/</u>

Resources

- Poster Information Page
- Example Poster
- Posters from Previous Workshops
- Whova's Artifact (Poster) Guide
- Contact us at: rioutreach@nsf.gov