



COMMUNICATION MATTERS INTERNATIONAL AAC CONFERENCE  
13-17 SEPTEMBER 2021, VIRTUAL

## GUIDELINES FOR POSTER SUBMISSION

As the conference is virtual, you will not be required to print your poster. Instead, you will need to provide a PDF copy of your poster. We also ask that you supply a maximum 3-minute pre-recorded video presentation talking about your poster, but this is not compulsory.

### **Please follow the guidelines below regarding posters:**

- Posters are welcome on any topic addressing the needs of people who use Augmentative and Alternative Communication (AAC).
- Your name and the name of your organisation, as well as contact details, should be clearly visible on your poster. Delegates may decide to contact you directly if they have any questions about your poster.
- Posters can be portrait or landscape orientation. As a guide, landscape posters should have 3 or 4 columns. A portrait poster should have 2 columns.
- Posters can have more impact if images or diagrams are used to highlight the key points. Including a balance of text and images can make your poster stand out.
- When designing your poster, you may find it helpful to use text boxes for different sections. These can then be moved around and sized according to available space.
- Content should not be placed right to the edge of the poster – leave at least a 1cm border.
- Keep background colours light and choose a clear font.
- All posters must be in PDF format. Once you have created your poster in your software of choice (e.g., PowerPoint, Adobe Illustrator, Google Slides), simply save your poster as a PDF.
- **Data Protection:** Be aware that posters can be downloaded (and presentation viewed) by delegates throughout the conference and for a set time afterwards, so please do not use images that require consent for reproduction. If there are photographs included in your presentation, we recommend that you obtain written permission from each individual for their explicit use on your poster. We would also advise only using images that are deemed free for use in the public domain.

**Please follow the guidelines below regarding your pre-recorded video presentation about your poster:**

- Your presentation can be no more than 3 minutes, this is an absolute maximum.
- After you've created your poster, develop a narration to present the key points, and then practice it to make sure that you can deliver it smoothly.
- You might want to test your recording equipment to make sure that you are at the appropriate distance from the microphone (not too close and not too far) and try to maintain a constant distance from the microphone while recording. Speak clearly into the camera.
- The video recording should simply be of you speaking. You do not need to create slides or show your poster on the video as well, because delegates can download your PDF poster separately, but you can if you wish.
- Think about your surroundings before recording. Be mindful of what is visible behind you, keep background noise to a minimum, and ensure you are in a comfortable position and well lit.
- Refer to different sections of your poster by name. When participants view your poster, they will be able to zoom into particular sections. You can direct the viewers to any particular element of your poster that you want them to zoom into as you speak (e.g., Methods, Table 1, Figure 1, etc.).
- If possible, we strongly recommend that you use a computer and a webcam, rather than a phone or other hand-held device, to give your presentation.
- We recommend using the free Zoom software to record your video presentation. The app is required to give a presentation (but not for audience participants). You can download the Zoom Client app [here](#).
  - To avoid unnecessary complications, please ensure that your Zoom app is up to date with the current version.
  - Using a modern browser that is updated to the latest version (such as Chrome or Safari as well as others) should work.
  - Once you have familiarised yourself with the app and the settings, you are ready to record your presentation. Click on New Meeting and then Record. After you end the meeting a mp4 file of your talk should be saved on your computer.

If you feel more comfortable using Microsoft PowerPoint or another software to record your video presentation then feel free to use it, just don't forget to export it to a video (.mp4 file) when you have finished.

Finally, please remember that you are responsible for checking your poster (and video) and ensuring that the content is as described in your abstract submission.

**Please send your PDF poster (and your video presentation if you are creating one) to [admin@communicationmatters.org.uk](mailto:admin@communicationmatters.org.uk) by 30<sup>th</sup> June 2021. Please remember to state the title of your abstract and your abstract submission ID in the email. We advise sending your video files via WeTransfer.com as they may be too large to attach to an email.**

**If you have any questions, please contact [admin@communicationmatters.org.uk](mailto:admin@communicationmatters.org.uk) or call us on 0113 343 1533.**