

## How to Submit Your Poster (Steps 1-5)

**Please be prepared with the following information before submitting your poster by November 19, 2021:**

### ☐ **Step 1: VIP Project collaborators**

- **PROJECT COLLABORATORS INCLUDE UNDERGRADUATE STUDENTS, GRADUATE STUDENTS, FACULTY, and anyone else who contributed to your poster.**
  - *If they contributed to your project, they should be listed regardless of whether they will present with you.*
  - The first collaborator listed is an undergraduate student or VIP lead and is ideally the one completing this form. This person will be the primary point of contact for the poster submission.
  - The second collaborator is the VIP faculty lead (if a student submission)
- You may list up to 15 collaborators per project on the submission form. If you have more than 15 project collaborators, you will have an opportunity to indicate this, and we will collect information for those collaborators separately.
- You will be asked to provide the following information for each collaborator:
  - Name
  - Email address
  - Academic level (freshman, graduate student, faculty, etc.)
  - Whether the collaborator was a research supervisor on the project
  - Whether the collaborator has a Doctorate (ex: Ph.D, Ed.D)

### ☐ **Step 2: VIP Project information**

You will be asked to provide the following information about your VIP project. These fields will be displayed on the Fourwaves site with your poster; please proofread your entries carefully.

- **Title** - Please use title case capitalization.
  - **NOTE:** The Fourwaves title field cannot accommodate special characters (italics for Latin names, superscripts, subscripts, Greek characters, etc.). You will have an opportunity to describe special characters, which we can accommodate in external references, such as the proceedings that will be released after the conference and in ScholarWorks.

*Steps continue on the next page.*

- **Abstract** - Abstracts are typically 200 words or fewer and should be approved by your faculty research supervisor prior to finalizing your submission form. The abstract field CAN accommodate special characters (but not built-in Word equations). You may type your abstract text directly into the form text field and use the formatting buttons as needed or copy and paste from a Word or Google document.
  - NOTE: Fourwaves cannot accept equations such as those inserted as fields into Word docs, so you may not include equations in titles or abstracts. However, you may include equations on your poster and additional figure upload files.

### ☐ **Step 3: Poster upload**

- Image format - jpeg, png, or gif
- Maximum file size of 30 Mb
- Landscape format is ideal, but portrait format works as well
- Note - the platform we are using for the conference **does not accept pdf or pptx file types** for upload - save out an image version of your pdf or pptx as a jpeg, png, or gif before uploading
- <https://help.fourwaves.com/how-participants-can-upload-their-poster>

### ☐ **Step 4: OPTIONAL figures**

- You may upload additional figures you would like displayed.
- Image format - jpeg, png, or gif
- Maximum file size of 30 Mg for each figure

### ☐ **Step 5: OPTIONAL video**

- You may upload a short (maximum 5 minutes recommended) video of you and/or your undergraduate collaborators describing your research.
- There are two options for including a video with your project. You may choose one or both.
  - a) **Video upload**
    - i) File format -mp4 file
    - ii) Maximum 250 Mb
  - b) **YouTube link**
    - i) YouTube video should be set as UNLISTED

## Questions?

Visit the [VIP Showcase event site](#) or email us at [vip@boisestate.edu](mailto:vip@boisestate.edu)