UPCEA 2022 Annual Conference Speaker Logistics: Poster Session

Congratulations again on being selected to present a poster session at the **2022 UPCEA Annual Conference** in Orlando, April 11-14, 2022!

Poster sessions showcase research and/or programs in an asynchronous format, combining text and graphics via a predetermined template to allow attendees an opportunity to study and re-study information quickly and efficiently, as well as offer an opportunity to follow up with the presenter(s) offline. Poster presentations will be displayed onsite during both events, and attendees will have ample opportunities to view your work. Posters will be located in the exhibit hall and attendees will be invited to visit the posters during scheduled breaks. Presenters are encouraged to be at their posters during designated breaks and engage with attendees as desired.

Here are some items that will help make the Annual Conference a success:

1. **Register for the conference, book your room and confirm your session**

Registration: Presenters are reminded to register for the conference. The current early registration member fee expires Monday, February 14, 2022. **Click here to register today!**
Please note: All poster presenters are required to register for the conference. If you have not registered by March 14, UPCEA reserves the right to remove your presentation from the program.

Travel: Reservations at the conference hotel, Disney Coronado Springs may be made directly with the hotel by clicking here. A special conference rate of $219.00 per night for Non-Tower Rooms (single/double occupancy) and $249.00 per night for Tower Rooms (single/double occupancy) are now available until March 14, or until rooms are sold out...*Room blocks tend to sell out. Please make sure to book your room early*. **Click here to learn more.**

Speaker Agreement Form: Please take a moment to complete a Speaker Agreement Form, which confirms your intent to present the accepted session and share presentation materials. **You may fill out the form here.** **Please submit your form ASAP.**

2. **Upload your presentation by March 25, 2022**

Poster template is found here*. (go to File -> Make a Copy -> Entire Presentation). Presenter(s) will use ONLY this template (Please do not resize). **Content is due by March 25, 2022.** This is a firm deadline to allow UPCEA to arrange printing and delivery of posters in time for the event. Please upload your slides to the 2022 UPCEA Annual Conference Poster Presentations Google Drive folder.

Poster Specs:

General

- For consistency, please do not edit or adjust the poster template layout, sections, etc.
- Make a copy of the template (go to File -> Make a Copy -> Entire Presentation)
- Poster template includes recommended text size and legible font to allow conference attendees to read your text from a few feet away.

Text

- Suggested minimum font sizes and font type:
  - **Title:** Sans serif font, at least 70-72 pt (e.g. 72 pt bold Arial)
  - **Section Headings:** Sans serif font, 40-56 pt range (e.g. 48 pt bold Arial)
  - **Body Text:** Serif font, 26-36 pt range (e.g. 28 pt Times New Roman)
  - **Captions:** Serif font, 20-24 pt range (e.g. 24 pt Times New Roman)
- All text should be justified (aligned) left.
- Use upper and lower case letters, not all caps.
- Use italics or bold for emphasis (not underline or all caps).
- Poster template content areas have a light background with dark text as this is best for readability. Please do not edit or adjust this.
- The title of your poster should be fewer than 12 words. Put the important words first, and leave out unnecessary words. The title should be formal, and should avoid making claims not supported by the data.

Images

- Use high resolution images and graphics to ensure good quality printing. Any images added to the poster should be 300 dpi (dots per inch), and vectors should be used if possible.
- It will be helpful to zoom in (to see how images and graphics look and to work with text) and out (to get the overall layout that you want). To zoom in on Google slides check the option in the "View" menu.
- Images and illustrations should be simple and bold. Aim to minimize text and maximize symbols. Remember to cite images appropriately.

Logo

- Include your institution/organization logo in the title section.

Link to additional information

- Add a QR code or shortened link if there is any additional information you would like to share with attendees. Resources:
  - https://www.qr-code-generator.com/
    - This will generate a .jpg image of the QR code that you can download to add to the poster. The image will not be high resolution, so it should remain relatively small. Also allow white space around it for a buffer.
  - https://bitly.com/

Submission

- Once you have created your poster presentation, please save it as a Google Slides format, and follow this naming convention: “[Session Title] - [Presenter Last Name[s]]”.

**** UPCEA reserves the right to make edits to posters for clarity or printing purposes.***

3. **Please review safety guidelines:**

At your earliest convenience, please review the following guidelines to help ensure your safety.

Please contact Jacqueline Romero at jromero@upcea.edu with any questions.
See you in Orlando!