

Presenter Guidelines

Thanks for your interest in submitting a proposal for the fifth annual Distance & Online Library Instruction Virtual Poster Session. The event is free for everyone.

The term “poster” is used very loosely; the intent is to keep the spirit of the traditional poster session while allowing for innovation and creativity in the format used. As in traditional poster sessions, virtual poster session presenters create short, asynchronous presentations of their work (as a guideline, less than 5 minutes or 500 words of text), and they are available to answer questions. However, while an image or PDF that matches the [traditional poster format](#) is welcome, interactive and multimedia formats are especially encouraged.

Virtual poster examples from 2021 through 2024 are available at <https://acrl.ala.org/dols/events/past-events/>.

The following is a non-exhaustive list of potential poster creation tools and formats:

- [Google Slides](#)
- [Articulate](#)
- [H5P](#)
- [Microsoft Sway](#)
- [Genially](#)
- [Piktochart](#)
- [Canva](#)
- Videos (hosted on YouTube or Vimeo)
- Images
- PDFs

Additional notes on formats:

- **Accessibility** should be considered when selecting formats; see the [DOLS Instruction Committee's Accessibility Guide](#) for more information. In particular, ensure all videos have captions and that any text is large enough to be read. Where possible, provide multiple formats for posters (e.g. both a video and a text transcript) to improve accessibility.
 - For example, **Prezi** is NOT accessible, therefore not acceptable.
- Some institutions block **Google Drive**, including Google Slides, Google Docs, and any PDFs or other files hosted on Google Drive.
 - Presenters using Google Drive to host materials should be sure to provide their contact information in their presenter bio, so that attendees can contact them for materials if needed.

- Most attendees access the poster session on a computer, but attendees may want to consider whether their formats are accessible on **mobile devices**.
- All posters should be self-hosted. Presenters should not submit raw files, but rather should submit a public link to where the file is hosted.
 - Please include an embed code if possible (height="600" width="800" is a good default).
- Remember: posters should be interactive, and visual in nature. Multimedia is encouraged. Text-heavy PDFs, presentations, or images are discouraged.
- If you include a QR code, make sure to also include the URL that the QR code links too, since some people may not be viewing the posters on a mobile device.