ENDO 2021 Poster Presenter Toolkit

If you have questions not covered in the information below, please contact the ENDO Education team at (education@endocrine.org)

Presentation Overview

- Poster presentations consist of a .pdf poster and an optional self-recorded 3-minute audio and/or audio-video file to accompany the poster
- Posters will be on display in ENDO 2021's virtual poster hall starting on March 20, 11:00 AM EDT. *Note: We are currently considering offering early access to the ENDO 2021 site for poster viewing. This decision will be finalized and announced by March 1, 2021.*
- The robust virtual poster hall offers presenters two opportunities to engage with attendees:
  Poster Chat: Attendees will be able to leave a typed comment or question for presenters via poster chat. Poster presenters are encouraged to visit their Poster Chat daily throughout the meeting to respond to participant questions/comments.
  One-on-One Meetings: Attendees may also request a brief meeting with poster presenters.
- Posters will remain on display in the virtual poster hall until April 30 (member presenters) or March 31 (non-member presenters). Attendees may continue to post questions and comments about posters via your Poster Chat during that time, and we encourage presenters to check their Poster Chat daily until the site closes.
- If a poster needs to be removed from the live meeting platform for any reason, please notify Endocrine Society staff at education@endocrine.org.

During the Meeting

- Update your personal attendee profile
- Enjoy sessions
- Check your Poster Chat every day to answer any questions regarding your abstract
- Participate in one-on-one discussions with attendees to discuss your poster

Poster Specifications
- Posters must be submitted in .pdf format with the highest resolution possible.
- Posters must be in wide-screen format, 16:9 aspect ratio.
- Poster dimensions may vary, as long as they maintain a 16:9 aspect ratio. However, as participants will be viewing posters on their computer screens it is recommended that posters be readable without zoom when displayed at full-screen width.
- For easier readability on a smaller screen and the flow of your presentation in a virtual format, we suggest arranging your figures to move from left to right within each row. Row 1 would include figure 1, 2, 3; Row 2 includes 4, 5, 6; and Row 3 would include 7,8,9,

  1 > 2 > 3
  4 > 5 > 6
  7 > 8 > 9

  instead of the print poster vertical tradition of
  1 4 7
  v v v
  2 5 8
  v v v
  3 6 9
- We recommend the use of sans-serif fonts and font size of at least 10pt for legibility.
- The poster can contain QR codes but should not contain other links that brings the user to outside websites, i.e. clickable assets.

Disclosures, Sponsors & Logo Use
- Disclosures must never include the use of a trade name or a product group message. List all disclosures once at the bottom of the poster.
- Sponsored abstracts may credit the sponsoring commercial entity in a **plain text** statement at the bottom of the poster. **Product or company logos must *never* be used.**
- Non-commercial institutions (e.g., universities, non-profit associations, and government agencies) logos may appear.

Presenting Author Changes
- The deadline for the final presenting author changes is Friday, March 5. Submit requests for changes to education@endocrine.org.
- The presenting author need not be the first author but must be a listed author.

Key Dates & Deadlines
- **February 28:** Regular abstract submission posters must be uploaded to faculty site.
- **March 5:** Last Call/Late Breaking abstract submission posters must be uploaded to the faculty site. Last day to submit presenting author changes.
- **March 10**: Targeted date to open ENDO 2021 site for participants to familiarize themselves with the platform.
- **March 20:** ENDO 2021 Meeting opens.
- **March 31:** Access to the ENDO 2021 meeting site closes for Endocrine Society non-members.
- **April 30:** Access to the ENDO 2021 meeting site closes for Endocrine Society members

Uploading Posters and Recordings
- This information will be available by mid-February.
Note: A separate upload is required for each poster.

Recording Options
We recommend selecting a recording option that you are most comfortable using given your operating system and software version. If you have not recorded an audio presentation before, we have provided below a few suggested options for generating the optional recording to upload along with the PDF of your poster.

Below are only suggestions for those of you requiring the guidance.

PowerPoint or Keynote
Use PowerPoint or Keynote to record your presentation and export a MP4 file
- PowerPoint (Windows, Mac): Instructions | How-to-Video
- Keynote (Mac only): Instructions | How-to-Video

Record your own (free tool)
- Loom (Chrome Browser on Windows, Mac): Download | How-to-Video

Record your own (webinar services)
- Zoom (Windows, Mac)*: Instructions | How-to-Video
  - *Payment required for videos longer than 40 minutes.
- Microsoft Teams (Windows, Mac): Instructions | How-to-Video
- GoToMeeting (Windows, Mac)**: Download | How-to-Video
  - **$19/month
- Amazon Chime (Windows, Mac): Instructions | How-to-Video

Reminders: Make sure your presentation video is saved as a MP4 file. Playback MP4 file to confirm a successful recording prior to submitting. The Endocrine Society is still developing the web site where you will upload the presentation. Once we are ready to accept your

presentation, we will let you know for uploading purposes. Presentations will be due no later than February 28.