

Instructions for Virtual Poster Sessions

Overview

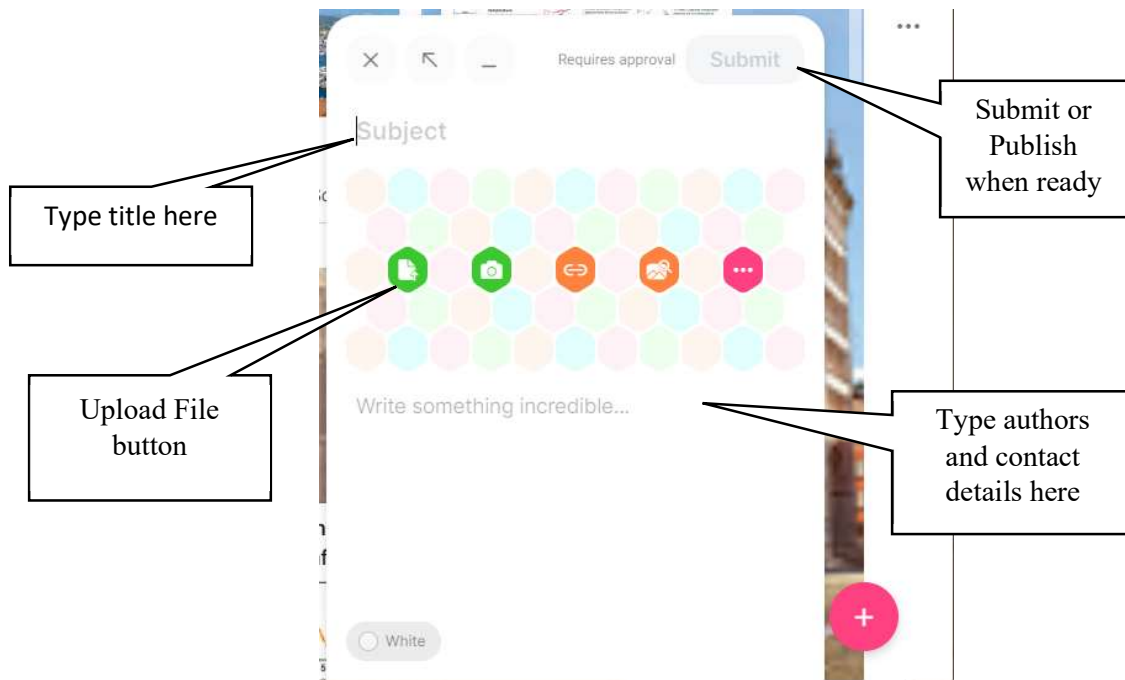
- We are using the “padlet” site to host the virtual poster session. This will be active during the conference and for at least the following 2 weeks.
- When uploading your poster, you should provide contact details for the presenting author (email recommended) and optionally a link for an online discussion (Zoom or similar).
- Please specify time(s) when you will be available for the discussion. This could be sometime during the week of the conference; however, people will be busy at that time so ‘virtual meetings’ might be better arranged the week after the conference.
- “In-person” poster presenters and speakers are also encouraged to upload their poster or slides for the benefit of those joining the conference virtually.
- We encourage you to upload your contributions as soon as possible to give people plenty of time to browse the material, which is available to all as soon as it is uploaded
- PDF or PowerPoint files are preferred. PDF is better for posters as the online viewer lets you zoom in. The site can also accept image files for posters (jpg, png, etc).
- Please try to answer email questions promptly. If there are “frequently asked questions” then you could put an explanation in the comments attached to your poster.

Instructions

- ‘Padlets’ have been created corresponding to the various conference sessions as follows:
 - Virtual poster session: <https://padlet.com/musr2020/VirtualPosters>
 - Poster session 1 (Monday): <https://padlet.com/musr2020/PosterSession1>
 - Poster session 2 (Tuesday): <https://padlet.com/musr2020/PosterSession2>
 - Poster session 3 (Thursday): <https://padlet.com/musr2020/PosterSession3>
 - Facility posters: <https://padlet.com/musr2020/FacilityPosters>
 - Slides from talks: <https://padlet.com/musr2020/Talks>

To help people find your contribution, please upload it to the correct session. Information about poster allocations during the conference sessions can be found at <https://indico.stfc.ac.uk/event/53/page/41-information-for-presenters>.

- Click on the relevant link and it will open the page for the session. There may be a few posters already there.
- Although it’s not necessary to create your own account on the “padlet” site, we recommend you do as this gives you the option of going back and editing your contribution, for example uploading a new version of the slides.
- Click on the “+” at the bottom right. You get the pop-up window shown below.



- To help others identify your contribution, please do the following:
 1. Type the 'Programme Code' of your contribution (e.g. 'P-VIR-1', 'O-1', etc) followed by your poster/talk title in the subject box at the top.
 2. In the text box below please put:
 - a) Author names (putting the presenting author in bold - drag to select the text and click "B" in the pop up which appears)
 - b) Contact email for author and discussions
 - c) OPTIONAL: Zoom link and time for an online discussion. Be sure to specify the time zone!
 3. Click "Upload" and browse to the file on your computer. Click "Open".
 4. Once it has uploaded, and a thumbnail has appeared, click "Publish" or "Submit" at the top right.
 5. The poster should appear on the main window. Don't worry about the ordering, we'll rearrange them if required.
 6. If you see a message "Awaiting moderation" it means we've enabled moderation on the site and will need to check before publishing it.

Viewing the online contributions

- Contributions can be viewed using the links given above.
- Click on the image in a contribution to open it full size in the browser window, or click on "..." at the top right and select "Open post". If it is a PDF you can zoom in with the "+" and "-" buttons and use the scroll bars. For PowerPoint talks, use the "<" and ">" at the bottom or click on the slide to advance.

- The pane at the right (if you used the “Open post” button) shows the poster title, authors and any other information such as the link for an online discussion. It’s also possible to leave comments, if enabled. Note that the presenting author is not automatically informed that comments have been left, so it’s best to use email for questions.
- You can go straight to the next or previous contribution using the “>” and “<” buttons at the top right. Alternatively, click “x” at the top left to go back to the overview page.