



GUIDE for Poster Presenters

Please read the poster section of ASLO's [guide on preparing a successful presentation](#). Posters will be available in the poster gallery for the entire meeting.

All poster presenters need to create a digital poster (PDF) and upload it into the DCLDE Virtual platform called Attendee Hub by **February 28**. In-person poster presenters are required to hang a printed poster. Virtual poster presenters have the option of choosing to send their printed poster for hanging.

All poster presenters will create a pre-recorded 2 – 3 minute speed talk to promote their poster to be uploaded to the website. The speed talk may be accompanied by a maximum of two PowerPoint slides. The slides and speed-talk recording need to be uploaded into this google folder by **February 28**. Pre-recorded videos of virtual attendees will be played for the in-person audience during the speed talk sessions. Unless otherwise requested, the in-person poster presenters will give a live speed talk and their pre-recorded videos will be available for online viewing.

<https://drive.google.com/drive/folders/1uj7o6BMac5-lqOK1sOl8vgMWFztkmKde?usp=sharing>

Each poster presenter will be assigned to a dedicated poster session prior to lunch. The poster session will start with the speed-talks, and then move into an in-person poster session over lunch. In-person poster presenters will be available to meet with attendees to discuss and answer questions about their poster. Virtual and in-person attendees may view all posters on Attendee Hub, and may engage with the poster presenters via chat or video call.

DIGITAL POSTER FILES

- Poster dimensions should be 48" x 36" or smaller
- The digital copy of the poster should be uploaded as a PDF file with a maximum size of 250MB
 - To keep the file size of your virtual poster manageable, use a tool like the [Adobe's Acrobat On-line PDF Compressor](#) to reduce your poster's file size.


IN-PERSON POSTER PRESENTATION

Poster boards will be set up for you to hang your printed posters. Posters should measure 48" x 36" or smaller, it does not matter which dimension on the width or length. Posters can be paper or cloth. We will provide the Velcro / double stick tape / pins to post. Posters should be hung by Tuesday, March 8, 10 AM.

If you would like to have the poster printed locally, please see the Hon Graphics Flyer (at the end of this document) for instructions and payment. We will make a run on March 4 to pick up your poster from Hon Graphics and bring it to the Alohilani for you. If you are not in attendance please ask a colleague to hang it on your behalf.

POSTER PRESENTER PORTAL INSTRUCTIONS

Poster Presenters will receive an email to access the Poster Presenter (*Exhibitor) portal. Click on Log in and you will be taken to the portal. Example below:



Hi {{EX-ADMIN NAME}},

Welcome to 9th DCLDE Workshop. We created a poster presenter account for you.

Deadlines to remember:

Digital Poster & Pre-recorded speed talk upload by February 28, 2022.

Click the link below for the Poster Presenter Instructions:

[POSTER INSTRUCTIONS](#)

Log in to get started. Enjoy the event!

[Log In](#)

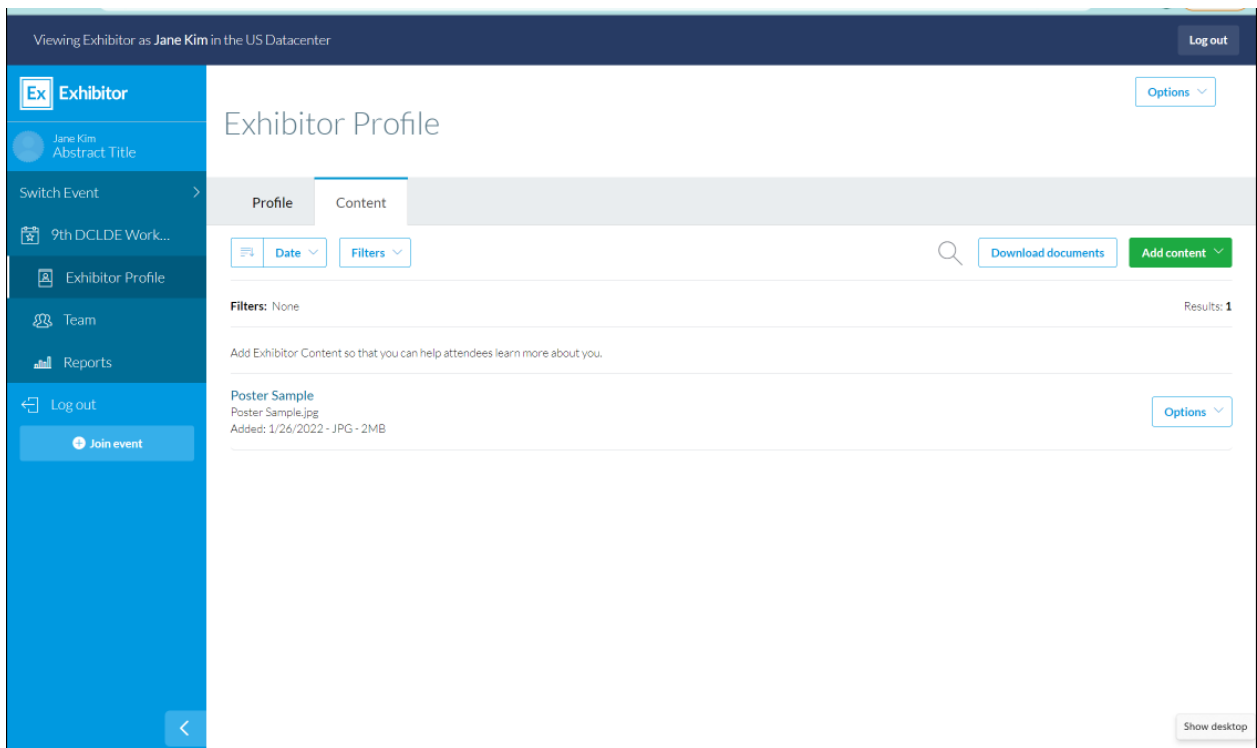
Sincerely,
Pacific Rim Concepts LLC
Tel. 808-864-9812
registrar@pacificrimconcepts.com

If you no longer want to receive emails from Pacific Rim Concepts LLC, please [Opt-Out](#)

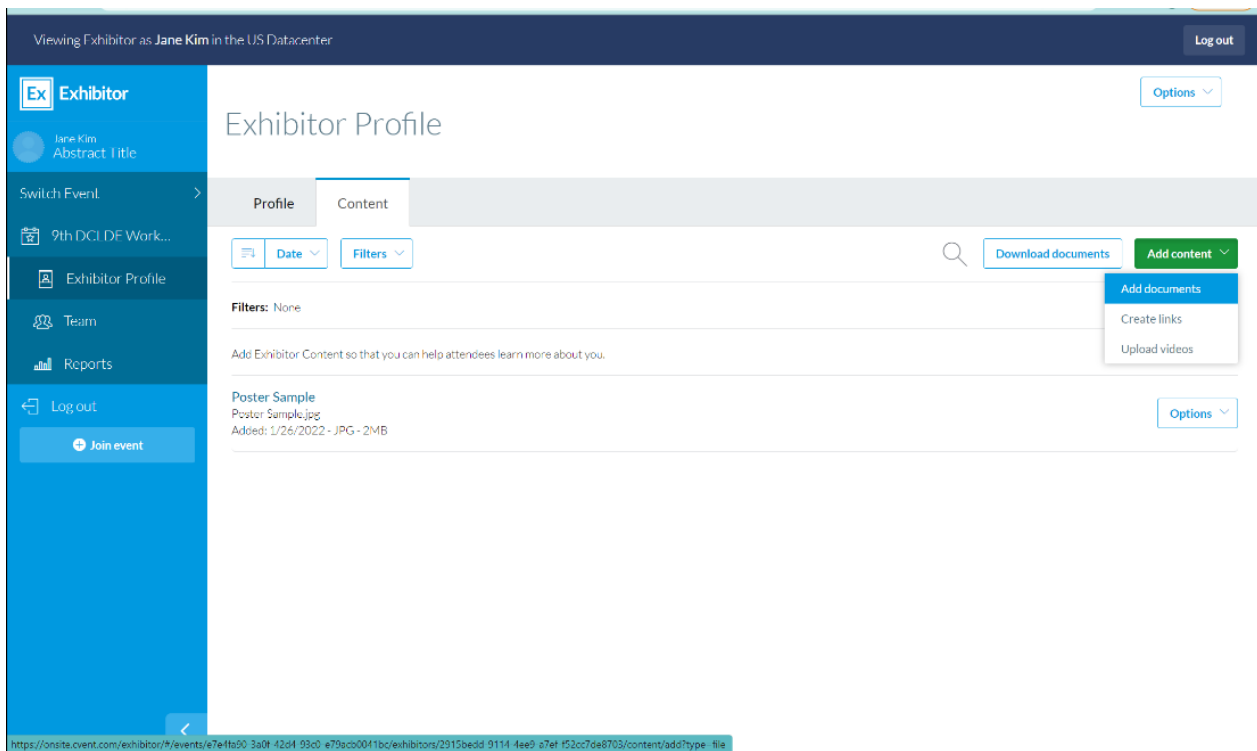
Your name, affiliation, and abstract has already been pre-loaded. Click on “Finish Profile” button then click on the “Content” tab to upload your poster. (Please note: PDF Format only – 250 MB maximum). Also make sure to add yourself to the “Booth Staff” in order to interact with attendees online.

This screenshot shows the exhibitor dashboard for the 9th DCLDE Workshop. The header includes the user's name, Jane Kim, and the event title. The main content area features two primary action cards: 'Exhibitor Profile' and 'Booth Staff'. The 'Exhibitor Profile' card instructs the user to create a profile to share with event planners, including a company logo, description, and contact information, with a 'Finish profile' button. The 'Booth Staff' card indicates that the user currently has 0 booth staff and prompts them to finish creating their booth staff, with a 'Find booth staff' button. A 'Join event' button is located in the left sidebar. The event details at the top right specify dates from Mar 7, 2022 (8:00 AM) to Mar 11, 2022 (5:00 PM) at the Alohilani Resort Waikiki Beach.

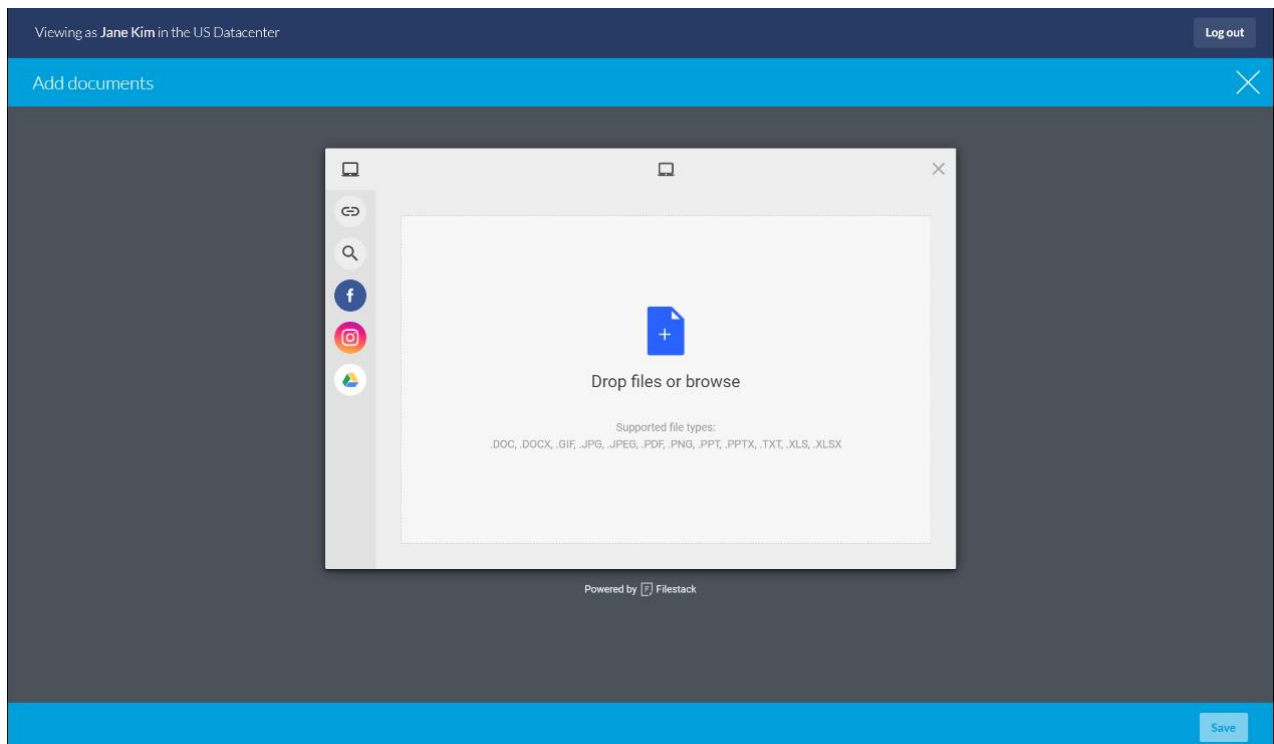
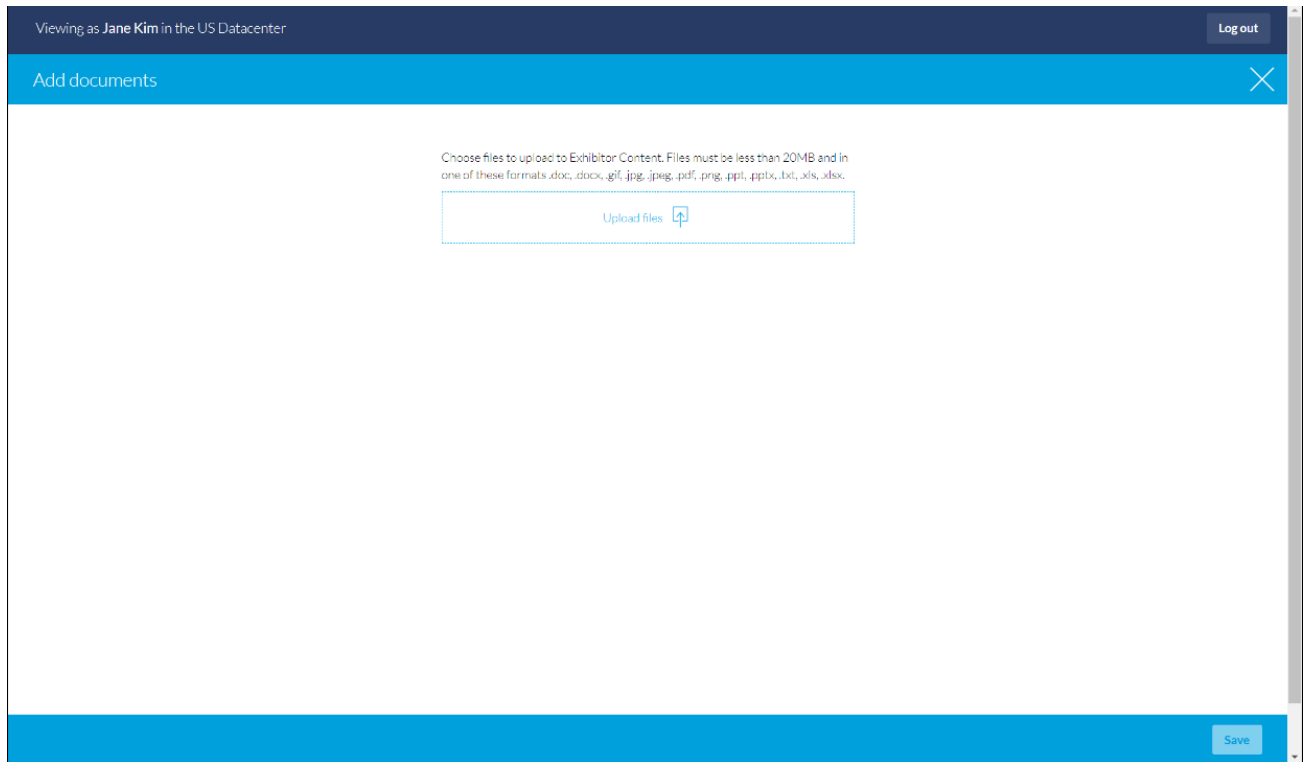
This screenshot shows the 'Exhibitor Profile' page with the 'Content' tab selected. The page is divided into several sections for data entry. The 'Address' section is currently empty, showing 'No address provided'. The 'Contact' section includes fields for 'Office' (No office phone provided), 'Other' (No other phone provided), 'Mobile' (No mobile phone provided), and 'Email' (janie@pacificrimconcepts.com). The 'Web Links' section includes fields for 'Website', 'Facebook', 'Instagram', 'Twitter', and 'LinkedIn', all of which are currently empty, showing 'No link provided'. On the right side, there are fields for 'Event/Booth Location' (Abstract topic - category) and 'Tax ID/VAT Number' (No Tax ID/VAT Number provided). At the bottom, the 'About Abstract Title' section has a text input field with a note: 'Abstract: not to exceed 250 words'. The left sidebar contains navigation options like 'Exhibitor Profile', 'Team', and 'Reports', along with a 'Join event' button.

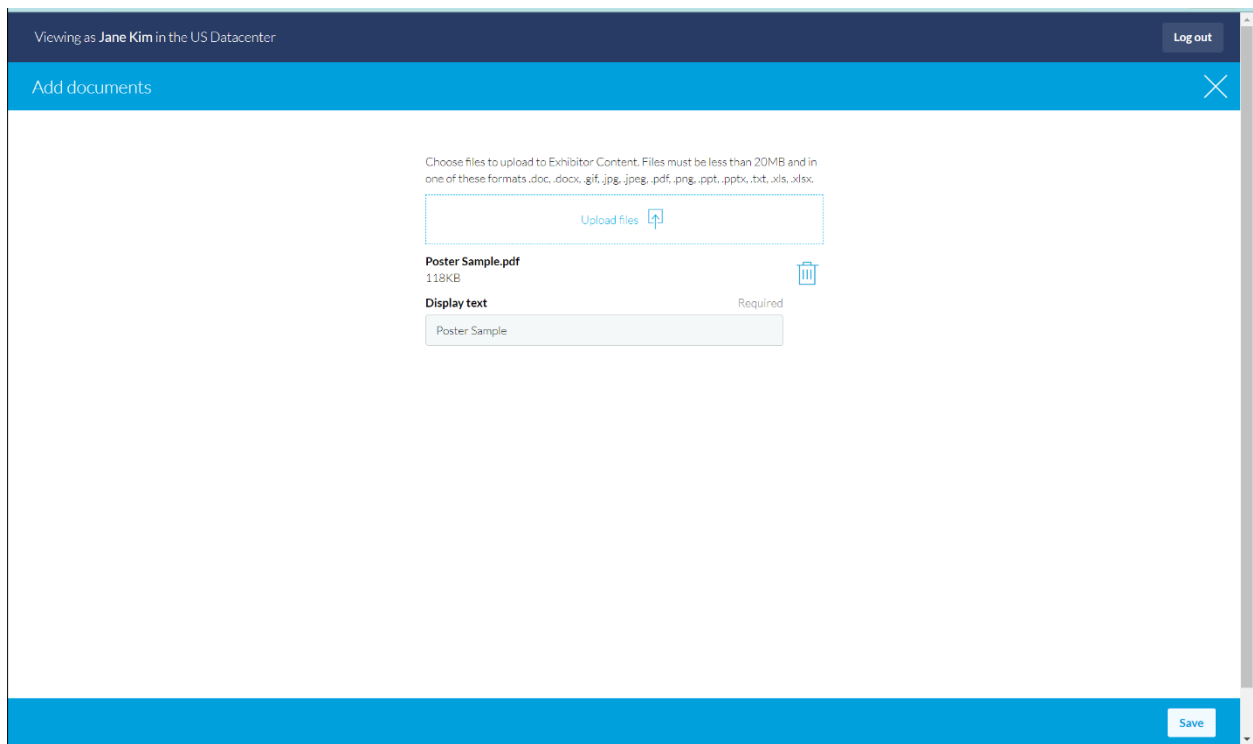


Click on “ADD CONTENT” then “ADD DOCUMENTS”

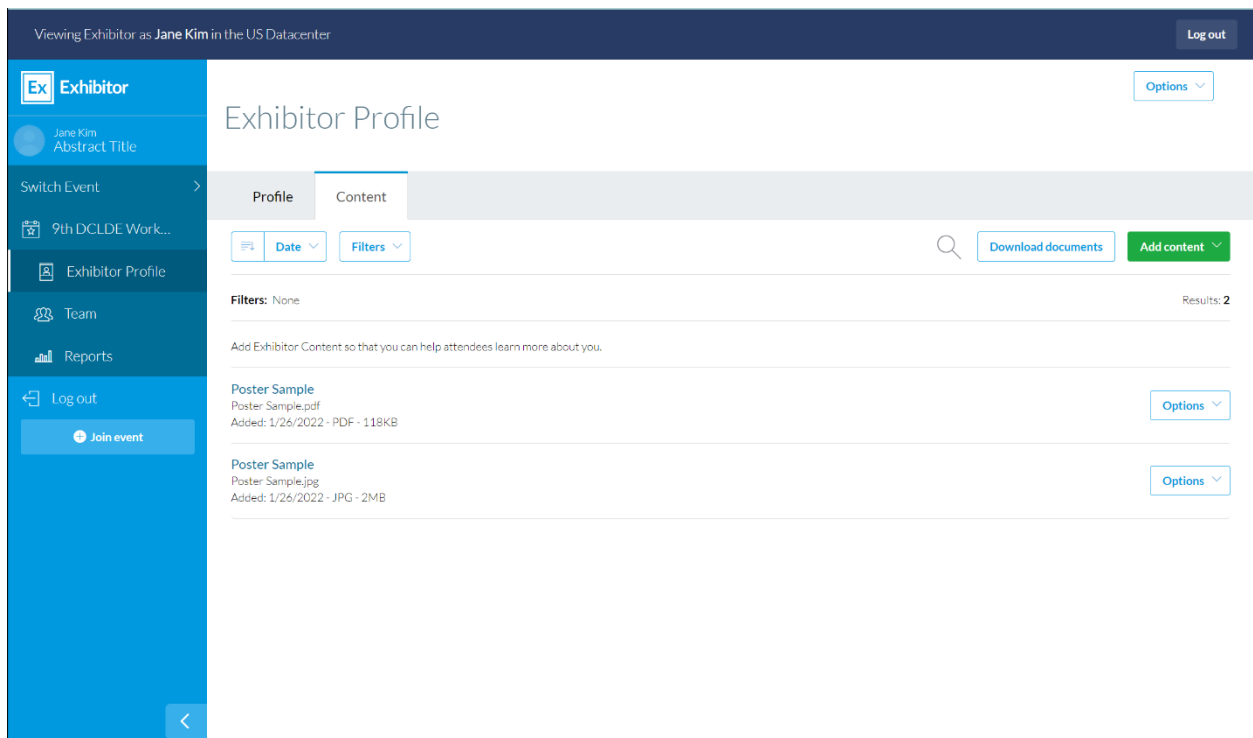


Click on "Upload File".





Once uploaded, the poster will be listed (see below).



CONSTRUCTING YOUR POSTER

PowerPoint

1. In PowerPoint, begin by creating a 1-slide PowerPoint presentation - choose a blank slide. (The entire poster must be contained in only one slide.)
2. Adjust the slide size to make the poster dimensions a maximum of 48" x 36" (915 mm x 1220 mm) or a smaller size if desired.
3. Save your poster as a .pptx file while you are working on it. (When you are all finished and ready to submit your poster, save a copy as .pdf)

Google Sheets

1. Go to slides.google.com in your browser
2. Click the big "+" symbol to start a new slideshow
3. In "File / Page Setup" choose "Custom" and set the size of your slide to 48" x 36" (915 mm x 1220 mm) or to a smaller size if desired
4. In "Slide / Apply Layout" choose "Blank"
5. When you are all finished and ready to submit your poster, choose "File / Download" and choose "PDF Document"



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Guideline for Poster Printing

- Maximum Pritable Size : 60" x 1200" portrait or landscape
- File types accepted : PDF, JPG, TIF (No Power Point or Publisher files accepted). File can be emailed to hongraphics@gmail.com however, please use your own file transfer services (such as www.dropbox.com or www.wetransfer.com) if file size is larger than 25MB
- Available Print Media : Poster Paper (Matte, Satin, Gloss)
Polyester Fabric
- Price: Poster Paper : \$5 per sq. ft. (round up whole number) + 4.712% tax
Price Example: 2'x3' = \$30.00, 3'x4' = \$60.00
Polyester Fabric : \$7 per sq. ft. (round up whole number) + 4.712% tax
Price Example: 2'x3' = \$42.00, 3'x4' = \$84.00
- Normal Turn-around : 24 hours
- Self pick-up : Between 8AM – 6PM, Monday - Friday
- Delivery fee to Hotels or Convention Center is \$20.00 + tax
Delivery Service is available during 10AM – 3PM, Monday – Friday
Delivery is limited to the reception or front desk only
- Pre-payment (credit card – VISA, Mater Card, American Express) is required on all orders and services.
- Please inquire optional services such as lamination and mounting

POC: Francis Park