

61st Annual Academy of Aphasia Meeting (2023)

Presenter Instructions

(updated 2023-09-29, to include link to poster upload form for poster presenters)

We are very pleased that you will be presenting your research at the 2023 conference.

The strength of the scientific program is made possible by your participation.

INFORMATION UPDATES

Please reference the conference landing page ([AcademyofAphasia2023](#)) for the most up-to-date information regarding conference registration, registration rates, conference program agenda, pre-conference deadlines, in-person and online conference participation, and local arrangements and accommodations in Reading.

TECHNICAL ISSUES WITH ADVANCE POSTER-RELATED UPLOADS (with upload deadline of October 3, 2023)?

Please email the hybrid conference platform technical support team at: academyofaphasia2023@getvfairs.io.

TECHNICAL ISSUES WITH ADVANCE SUBMISSION OF PLATFORM PRESENTATION SLIDES (with submission deadline of October 17, 2023)?

Contact the program committee at: academyofaphasia.program@gmail.com.

QUESTIONS ABOUT YOUR PRESENTATION ARRANGEMENTS?

Any questions or concerns that you may have about the arrangements for your presentation within the conference program may be directed to the program committee at: academyofaphasia.program@gmail.com.

Re-Cap of Requirements as Stated in the Letter of Acceptance

REQUIRED RESPONSE-TO-ACCEPTANCE, VIA LINK IN YOUR ACCEPTANCE LETTER

Response-to-acceptance by the corresponding author was requested within 10 business days of receipt of the acceptance letter, via the link in the letter. Please respond immediately if you have not already done so.

REGISTRATION REQUIREMENT

The presenting author is required to register for the conference. Platform presenters and in-person poster presenters must register for in-person conference participation. Online poster presenters must register for either in-person conference participation or online conference participation. Registration rates and registration instructions are posted on the conference landing page ([AcademyofAphasia2023](#)). **Note: Your presenting author must be registered for the conference by Saturday, September 30, 2023.** Any presentation without a registered presenter by that date will be removed from the program on October 2, 2023.

PRESENTATION REQUIREMENTS

The current document provides guidelines for preparing presentation materials, and instructions for the required uploading of these materials in advance of the conference. Given the desire for all conference participants to have both synchronous and asynchronous access to your research within the hybrid conference platform, **advance uploading of your presentation materials is essential.** Please make note of the following important deadlines, as applicable for your designated presentation type.

For online poster presentations: A PDF of your poster (required) and a short poster presentation video (strongly recommended) must be uploaded into the virtual poster hall by **Tuesday, October 3, 2023 (11:59 pm in your local time zone)**. Your virtual poster hall uploads provide access for all conference participants to view your poster, throughout the conference period, and to post comments and questions for you about your research, asynchronously. Your presenting author will also deliver the live, synchronized presentation of your research within the virtual poster hall, on the day and time specified at the top of the acceptance notification letter (or at the modified presentation time as subsequently re-arranged directly with the program committee).

For in-person poster presentations: A PDF of your poster (required) and a short poster presentation video (strongly recommended) must be uploaded into the virtual poster hall by **Tuesday, October 3, 2023 (11:59 pm in your local time zone)**. Your virtual poster hall uploads provide access for all conference participants to view your poster, throughout the conference period, and to post comments and questions for you about your research, asynchronously. Your presenting author will also deliver the live, synchronized presentation of your research within the physical poster hall (in Reading), standing next to your physically printed poster mounted on a physical poster board, on the day and time specified at the top of the acceptance notification letter (or at the modified presentation time as subsequently re-arranged directly with the program committee).

For platform presentations: Both a PDF and a .ppt of your presentation slides must be submitted via email to academyofaphasia.program@gmail.com by **Tuesday, October 17, 2023 (11:59 pm in your local time zone)**. The presenting author will also deliver the live, synchronized presentation of your research within the physical presentation hall (in Reading)—which will be simultaneously broadcast via Zoom to the online audience—on the day and time specified at the top of the acceptance notification letter.

Guidelines for POSTER Display and Presentation (ONLINE and IN-PERSON)

Posters should be a clear visual presentation of your submitted abstract, designed to support and complement: a) your “live” time-synchronize poster presentation, during your designated poster presentation time; and b) asynchronous viewing of the poster outside of your designated presentation time. The title, authorship, and content on the poster should match those of the abstract submission that was accepted for presentation, and as displayed in the conference program posted on the [conference landing page](#). Please consider the following design criteria for an effective presentation:

- Posters should include: the title of your poster, author names, and author affiliations.
- Use text that is clear and concise. A word count of 300 to 800 words is recommended.
- Use enough contrast between the text color and background to maximize readability.
- Specific sections of the poster (for example: background, methods, results, conclusions) should be easy to locate.
- Use figures to efficiently convey information while providing a visually enticing experience.

Requirement for Both ONLINE and IN-PERSON Poster Presentations:

Upload Poster Into Virtual Poster Hall In Advance of the Conference (by October 3, 2023)

The required upload of your poster into the virtual poster hall within the hybrid conference platform provides access for *all* conference participants to view your poster throughout the conference period, and to post comments and questions for you about your research, asynchronously (i.e., outside of your designated presentation time). Both in-person and virtual conference participants will be able to view and leave written questions and comments next to your poster as posted within the virtual poster hall, throughout the conference period. You will also be able to see and leave written responses to these questions and comments within the virtual poster hall throughout the conference period, asynchronously.

If you are an ONLINE poster presenter, the virtual poster hall is also the location where you will be presenting during your designated poster presentation time, and where conference participants will synchronously arrive to see and hear your live presentation, and to discuss your research with you, in real time.

Size, Dimension, and Format of the Poster Upload to the Virtual Poster Hall

- Pre-set the size and proportionate dimensions of the poster as a single Power Point slide or a single Google slide, *just as you would for a physical poster*. The virtual poster hall where conference participants will be viewing and leaving comments on your poster allows them to dynamically re-size the view of the poster, to scroll vertically and horizontally through the poster, and to see full-screen views of the poster on their computer screen. These dynamic adjustments of visual resolution by the viewer range from full macro views of the poster as a whole, to the smallest micro views of poster details – and every level of resolution in between.
 - If you are an **ONLINE poster presenter**, either *square dimensionality* or *landscape orientation* is recommended for your upload, since both of these are easily viewed and visually scanned on the typical, horizontally oriented computer screens of your audience.
 - E.g. 39.3”x 39.3” square (@ one-metre-square); e.g. 48”x36” or A0 size [118.8 x 84.1 cm]
 - If you are an **IN-PERSON poster presenter**, *square dimensionality* of no more than one-metre-square is recommended, because it will match the maximum dimensionality of the physical poster that you will print in hard copy for your presentation in Reading, and is easily viewed and visually scanned on the typical, horizontally oriented computer screens of your audience.
 - i.e. 39.3” x 39.3” square (no more than one-metre-square)

- Poster uploads into the virtual poster hall **must be submitted as a PDF, should not exceed one (1) page in length, and cannot exceed 20MB in file size.** PDFs of more than one page *are not recommended* for the virtual poster hall at this meeting, and files larger than 20MB will not upload load in the virtual platform. Suggestions for how to reduce PDF file size can be found [here](#).

Uploading Your Poster to the Virtual Poster Hall Within the Hybrid Conference Platform

- **POSTERS MUST BE UPLOADED TO THE VIRTUAL POSTER HALL BY TUESDAY, OCTOBER 3, 2023 (11:59pm in your local time zone)**
- *Both in-person and virtual poster presenters are required to upload their posters into the virtual poster hall in advance of the conference.* (In-person presenters will additionally hang a hard copy of their poster in Reading.)

- **This is the link to the poster upload form.**

- Please carefully read through all instructions at the link. Once you have clicked into the link, you will be able to submit the online poster upload form only once.
- You'll be asked for the name and contact information of the submitter, and poster identification information. The prompts will look like this:

Poster Title

Your Name

Your Email Address

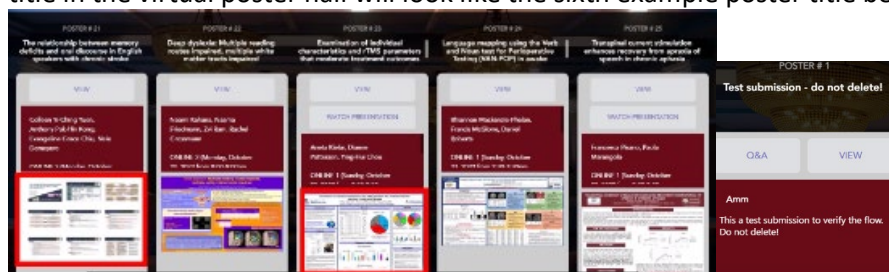
Submission ID (As communicated in Abstract Status Notification email)

- You will be offered the opportunity to submit an optional thumbnail. A thumbnail is a screenshot miniature of your poster, for display with the poster title.

Upload Poster Thumbnail ⓘ

A thumbnail is a screenshot miniature of your poster, for display with the poster title in the virtual poster hall.

- We offer the option to include a thumbnail screenshot of your poster, for those who wish to do so. *Your poster uploads will be fully accessible in the poster hall, with full functionality, whether or not you include a thumbnail.* If you include a thumbnail, your front-facing poster title in the virtual poster hall will look like one of the first five example poster titles below. If you do not include a thumbnail, your front-facing poster title in the virtual poster hall will look like the sixth example poster title below.



- You will be asked to upload the mandatory poster PDF.

Upload Poster PDF ⓘ

- You will be offered the opportunity to upload an optional collateral video. See the section elsewhere in the current document that describes the optional *Brief Poster Video*, its technical specifications, and the advantages that inclusion of the video may afford you. *This optional short video recording does not substitute for your required live presentation during your designated poster presentation time within the conference program.*

Collateral Video ⓘ

URL for the Presentation (Only YouTube or Vimeo Link accepted).

- When all fields on the poster upload form have been filled, and files uploaded, click *Send*.

Timeline of Poster Display and Asynchronous Interactive Exchange Within the Virtual Poster Hall

- All posters materials submitted by you, by no later than Tuesday, October 3, 2023, will be posted for you into the virtual poster hall within the hybrid conference platform, for subsequent display and asynchronous exchange of questions and comments in the virtual poster hall *during the conference*. The displays that have been posted for you into the virtual poster hall will become accessible to all registered conference participants *once the conference platform goes live* (during the week of the start of the conference, in the few days that immediately precede the conference, TBA) and will remain in the poster hall throughout the conference.
- Virtual posters will remain on display in the virtual poster hall until the 30-day, post-conference, on-demand period has ended.

Requirement for Both ONLINE and IN-PERSON Poster Presentations:

Synchronous Presentation of Your Poster During Your Designated Presentation Time

For online poster presentations (Poster Presentation Sessions 1 and 5): Online poster presenters will have already uploaded a copy of their poster to the virtual poster hall in advance of the meeting, and they will present in the virtual poster hall while referencing the uploaded, single-frame copy of their poster as posted within the virtual poster hall. Your presenting author will deliver the live, time-synchronized presentation of your research within the virtual poster hall at the designated presentation time within the conference program. All conference participants (both in-person and online participants) will have access to your presentation within the virtual poster hall in real time: to hear and see your live presentation, to ask questions, and to discuss your research with you as you present. Please reference the conference program as posted on the [conference landing page](#) to verify the designated day and time of your live presentation within the virtual poster hall.

For in-person poster presentations (Poster Presentation Sessions 2, 3, and 4): In-person poster presenters will hang a hard copy of their poster in the poster hall in Palmer Building in Reading in advance of their designated presentation time, and they will present during their designated presentation time as they stand next to their hard-copy poster. They will remove the poster from the poster hall in Palmer Building in a timely fashion following their presentation. (See instructions for the physical parameters of hard-copy posters, and the timeline for their posting and removal, on page 6 of the current guidelines.) Your presenting author will deliver the live, time-synchronized presentation of your research within the poster hall in Reading at the designated presentation time within the conference program. In-person conference participants (and in-person conference participants only) will have access to your live presentation within the poster hall in Palmer Building in real time: to hear and see your live presentation based on your hard-copy poster, to ask questions, and to discuss your research with you as you present. Please reference the conference program as posted on the [conference landing page](#) to verify the designated day and time of your live presentation within the poster hall in Reading.

Strong Recommendation for Both ONLINE and IN-PERSON Posters

Upload a Brief Poster Presentation Video Into the Virtual Poster Hall in Advance of the Conference (by October 3, 2023)

All poster presenters are strongly encouraged to create a short video recording of an abbreviated version of your poster presentation, to upload to the virtual poster hall. *This optional short video recording does not substitute for your required live presentation during your designated poster presentation time within the conference program.* Rather, it would dynamically supplement and complement the required static, single-frame upload of your poster within the virtual poster presentation hall, for asynchronous access by all conference participants. Both in-person and virtual conference participants will be able to view and comment on your static poster, as enhanced by the brief presentation video, as posted within the virtual poster hall within the hybrid conference platform throughout the conference period. This inclusion may be especially welcomed by conference participants who are interested in your research but who are unable to attend your presentation during your designated, synchronized presentation time.

If you elect to upload a supplementary recording of an abbreviated version of your poster presentation to the virtual poster presentation hall for asynchronous access by all conference participants, **THE RECORDING MUST BE UPLOADED TO THE VIRTUAL POSTER HALL BY TUESDAY, OCTOBER 3, 2023** (11:59pm in your local time zone). Specifications to guide your preparation of the strongly recommended, brief poster presentation video, for upload to the virtual poster hall, which can be accessed by all conference participants:

- The recording should be no longer than 3 minutes.
- The recording should explain the content of your poster:
 - Your project or research goals
 - Your main activities
 - Outcomes/results and lessons learned
- You may use a phone or laptop to create the recording.
- The optional poster presentation video is uploaded at the same time as the uploads of your other poster-related materials, using the same link to the *poster upload form* highlighted in yellow elsewhere in the current document. Please carefully read through all the instructions at the link. Once you have clicked on the link, you will be able to submit the online poster upload form only once.
 - The poster upload form will have two video formatting options to choose from, for your upload:
 1. Provide the link for a Vimeo or YouTube video (no other websites permitted)
 2. Upload the video as a file (file size may not exceed 5GB; format must be MP4, MOV, WMV, AVI or FLV)

Timeline of Poster Display and Asynchronous Interactive Exchange Within the Virtual Poster Hall


- All posters and the optional poster presentation video submitted by you, by no later than Tuesday, October 3, 2023, will be posted for you into the virtual poster hall within the hybrid conference platform, for subsequent display and asynchronous exchange of questions and comments in the virtual poster hall *during the conference*. The displays that have been posted for you into the virtual poster hall will become accessible to all registered conference participants *once the conference platform goes live* (during the week of the start of the conference, in the few days that immediately precede the conference, TBA) and will remain in the poster hall throughout the conference.
- Virtual posters and the optional poster presentation video will remain on display in the virtual poster hall until the 30-day, post-conference, on-demand period has ended.

Requirement for IN-PERSON Poster Presentations Only

Advance Creation and Posting of Physical Poster Within the Poster Hall in Reading

PHYSICAL Poster Size and Format

- The maximum dimensions of the poster boards in Reading on which the posters are mounted are *one (1) metre by one (1) metre square* (100 cm x 100 cm; 39.3 inches by 39.3 inches). Physical posters should not exceed the size of the poster board on which they are mounted.
- A simple duplication of this maximum square dimensionality would be ideal for the parallel required PDF posting in the virtual poster hall, thus mitigating the need to create two different posters with different dimensions.

	<p><u>Maximum poster dimensions:</u> <i>(1) metre by one (1) metre square</i> (100 cm x 100 cm; 39.3 inches by 39.3 inches)</p> <p><u>Height of the poster board from the floor:</u> <i>Bottom</i> of poster board is 1 metre above floor level (poles are 1 metre tall); <i>top</i> of poster board is 2 metres above floor level</p> <p><u>Sidedness:</u> Two-sided; posters will be mounted back-to-back, two posters per poster board</p> <p><u>Attachment of poster to poster board:</u> Posters may be mounted to the poster board either with Velcro or with push-pins. Velcro and pins (your choice) will be available in the poster hall in Reading, and poster presenters are also welcome to bring their own.</p> <p><u>Physical presentation requirements:</u> Poster presenters will stand next to their poster while presenting. If seating next to the poster board is required as a physical accommodation, speak with local arrangements personnel in the poster hall on the day of your presentation; they will obtain a chair to place next to your poster board.</p>
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PHYSICAL Poster Display

- Presenters should stay by their posters throughout their assigned 90-minute poster presentation session.
- Timeline of IN-PERSON physical poster display in Palmer Building:

Session	Hang the physical poster in a timely fashion, in advance of your poster presentation:	Remove the poster in a timely fashion, following your poster presentation:
Poster Presentation Session 2, IN-PERSON	No earlier than 8:00 am (08h), and no later than 3:45 pm (15h45) on Saturday, October 21	No later than 5:30 pm (17h30), on Saturday, October 21
Poster Presentation Session 3, IN-PERSON	As soon as Palmer Building opens, and no later than 8:00 am (08h), on Sunday, October 22	No later than 12:30 pm (12h30), on Sunday, October 22
Poster Presentation Session 4, IN-PERSON	No earlier than 12:30 pm (12h30) and no later than 1:40 pm (13h40), on Sunday, October 22	No later than 5:30 pm (17h30), on Sunday, October 22

**Strong Recommendation for Both ONLINE and IN-PERSON Poster Posters
(Throughout the Conference and During the 30-day, On-Demand, Post-Conference Period)**

**Check and Respond to the Written, Asynchronous Comments and Questions of Conference Participants in
Response to Your Postings Within the Virtual Poster Hall**

General Resources for Poster Preparation

Getting Started on Your Poster	
PowerPoint	Google Slides
<ol style="list-style-type: none">1. In PowerPoint, begin by creating a 1-slide presentation- choose a blank slide. The entire poster must be contained in only one slide.2. In "Design/Slide Size," adjust the slide size to set the poster dimensions, following the recommended/maximum dimensions, as described above for ONLINE and IN-PERSON posters. (Use discretion and follow the guidelines in your decision, as the maximum allowable dimensions are 56"x56" or 142.24 cm x 142.24 cm; exceeding the recommended size is inadvisable and rarely necessary.)3. Save your poster as a .pptx file while you are working on it. When you are finished and ready to submit your poster, save a copy as PDF.4. The PDF document to be uploaded to the virtual poster hall may not exceed one slide in format and may not exceed 20MB in size.	<ol style="list-style-type: none">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 following the recommended/maximum dimensions, as described above for ONLINE and IN-PERSON posters. (Use discretion and follow the guidelines in your decision, as there is no maximum slide size; exceeding the recommended size is inadvisable and rarely necessary.)4. In "Slide/Apply Layout" choose "Blank."5. When you are finished and ready to submit your poster, choose "File/Download" and choose "PDF Document."6. The PDF document to be uploaded to the virtual poster hall may not exceed one slide in format and may not exceed 20MB in size.

Example Poster Designs:

- [Examples of Practice Posters | Public Health Practice Resources | Harvard T.H. Chan School of Public Health](#)

Guidelines for PLATFORM Presentation (IN-PERSON)

You will be speaking in person at the conference venue in Reading, and your presentation will be simultaneously broadcast via Zoom to the online audience. In order to transition seamlessly between talks, all platform presenters will be required to use the same podium laptop. Your talk will be recorded and shared as on-demand content for a 30-day, post-conference period for all conference registrants within the [conference landing page](#), and within the conference landing page only. Following the 30-day on-demand period, your talk will be shared (or not) in accordance with your specified preferences, which preferences will be set and confirmed with you prior to the end of the conference. The default setting will be *not* to share the recording beyond the 30-day, on-demand period, unless otherwise specified by you.

Finalized presentation slides must be submitted to the program committee by the end of Tuesday, October 17, 2023, 11:59 pm, your local time, via email to academyofaphasia.program@gmail.com. *The advance submission of your presentation slides by the submission deadline (four days in advance of the start of the conference) is essential to the organization of the conference, in support of the successful dissemination of your research through this venue. Your professional consideration in meeting this deadline is much appreciated. You must submit the slides as email attachments in each of two formats (as two separate files):*

- Power Point (.ppt)
- Portable document format (PDF)

If the size of a file prohibits your sending the file as an email attachment, please contact the program committee at academyofaphasia.program@gmail.com, so the committee can send you a link to download the file into an online repository.

Most platform presentations are slotted for 20 minutes (15-minute presentation + 5-minute Q&A). Refer to the conference program posted on the conference landing page ([AcademyofAphasia2023](#)) to verify when your platform presentation is scheduled. **Please plan your presentation for strict adherence to the 15-minute presentation time limit.** Your session will be moderated accordingly. **Extension of this 15-minute presentation time limit will not be possible.** Your 15-minute presentation will be followed by Q&A. The Q&A will be moderated and may include questions from within the room and/or read from the online chat.

Please be present to check in with the moderator at least 30 minutes prior to the beginning of your designated presentation session. Assigned moderators will be posted on the [conference landing page](#) prior to the conference.

Strong Recommendation for Platform Presenters Offering a Day and Time for Post-Presentation Discussion of Your Research

Conference participants are often keen to *extend and deepen the discussion* of a research topic area after a presentation. Designated “Join the Conversation” rooms will be provided in the Lounge of the hybrid conference platform, with synchronized access to a designated physical room in Reading, as shared spaces for these conversations. The Program Committee will invite you to suggest a day and time that may be convenient for you for your post-presentation discussion, and would be happy to announce the day/time/place to all conference participants, if you so wish. We recommend that you review the conference schedule to identify candidate, non-plenary days/times for a post-presentation discussion that that may work for you. *Any and all conference participants are also welcome to meet in these spaces, ad hoc, as personally arranged by you and your colleagues.*

