



## 2021 Diabetes Canada/ CSEM Professional Conference: Poster Presentation Guidelines

On behalf of Diabetes Canada and the Canadian Society of Endocrinology and Metabolism (CSEM), we are honoured to showcase your abstract presentation at the Virtual Diabetes Canada/CSEM Professional Conference, to be held virtually from **November 23-26, 2021**. Poster presentations will be available throughout the conference in the Virtual Poster Hall and during Poster Viewing Hours.

For the 2021 Diabetes Canada/CSEM Professional Conference there will be two required elements to presenting your abstract in the Virtual Poster Hall:

1. Poster – 1 page PDF format. No template is provided however see additional details below on preparing your poster.
2. Video Presentation – In addition to the poster PDF, the video presentation provides an opportunity to highlight and discuss the abstract using templated PPT slides as provided by Diabetes Canada.

**The deadline to upload your poster PDF and video presentation is Wednesday, October 27, 2021 at 11:59 PM ET.**

The following pointers will assist you in preparing and uploading your poster and video presentation.

Please review the following checklist before uploading your presentation:

- Poster Preparation**
- Poster and Video Presentation Upload**
- Video Presentation Requirements**
- Recording Your Video Presentation**
- Expectations During the Virtual Conference**
- Appendix: Tips to Create a Successful Virtual Presentation**

### Poster Preparation

- The title, author(s), and the place(s) of work should be positioned on the top of the poster area.
- Data should include a brief explanation of the aims, methods, results, and conclusions.
- All text, tables, and drawings should be clear and concise for delegate view.
- Drawings may be originals or photographs.
- Data should be in the form of tables and/or figures.

### Poster and Video Presentation Upload:

- Poster uploads will be completed through the original [abstract submission site](#). Please use the same log-in credentials that was previously used to submit your abstract.
- One attachment must be uploaded onto the site:
  - Poster must be uploaded in a one-page PDF format.
- Please record a 5-minute video or audio recording by the presenting author summarizing the details of the abstract. Mp4 file format is required. To upload a video, please complete “*Video Presentation URL*” task.
  - To complete the Video Presentation URL task, click on the **DCAN Video Upload Link**, which will direct you to the following upload form:

## vFairs Video Upload Form

[Need Help](#)

Please fill out the following fields and upload your video. Once the video has been uploaded, it will be shared with your vFairs Rep.

Virtual Event Name or URL

Let's End Diabetes: 2021 Diabetes Canada/CSEM Professional Conference

Video Upload

Video URL: N/A

Webinar Title

Enter webinar title...

Drop Files Here

Your Name

Enter contact name.

Browse...

Your Email Address

Enter contact email..


Send

- Complete all fields in the form according to the details that were originally submitted for the accepted abstract. **Before you hit "Send"**, follow the instructions in the next bullet points.
- Once the video has finished uploading, copy the **Video URL** that is generated under the Video Upload heading, and then paste the Video URL into the "Video Presentation URL" task field as follows:

Home | Log Out Conference Details | Technical Support

Abstract Title: A Hemoglobin A1c Greater than 6.0% is associated with Lower Lung Function in Adults at risk for Cystic Fibrosis Related Diabetes

Home / Abstract / Tasks / Edit Poster Presentation Video URL Task for 'A Hemoglobin A1c Greater th...

 EDIT POSTER PRESENTATION VIDEO URL TASK FOR 'A HEMO... Continue

Please record your poster presentation and upload the link to your recording here.

If you have a file OVER 2 MB, please upload directly to:

[DCAN Video Upload](#) \* indicates a required field

**1** Please copy and paste the link to the recording of your poster below. For files over 2MB please add directly to:  
<https://dcanconference.ca/upload> \*

Continue

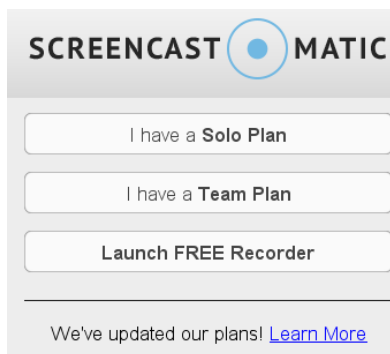
- If you'd like to test the URL, after uploading the video, allow up to 1 hour afterwards to test the URL in your internet browser to ensure the video uploaded correctly. Hit "Complete Task" in Cadmium.
- After the task in Cadmium is complete, hit "Send" from the *vFairs Video Upload Form* to submit your video file.

### Video Presentation Requirements:

- Video recordings of the presentation must use templated PowerPoint slides as provided by Diabetes Canada. This template includes your conflict disclosures.
- Language can have a profound impact on the lives of people with and at risk for diabetes. Inappropriate language has a negative impact on self-efficacy, well-being and confidence which can seriously undermine experiences with health-care providers and, more broadly, can contribute to diabetes stigma. We encourage you to use language that is consistent with [Diabetes Canada's consensus statement](#) which was published earlier this year. Specifically, we would like to draw your attention to [this table](#) presented in the statement. It outlines phrases and words to avoid using and appropriate replacements to promote and help guide the use of inclusive, equitable and value-based language in diabetes clinical practice, health care and research settings. We hope that greater attention to the language used when speaking of diabetes will contribute to enhancing public understanding of diabetes and its complications, decreasing the stigma, and stereotypes and prejudices associated with it.

### Recording your Video Presentation:

- Video presentations can be recorded using various programs including: Zoom, Screencast-O-Matic, etc. Feel free to use any program that works best for you.
  - [Here](#) is a video tutorial that walks through using Screencast-O-Matic. A quick guide can be viewed [here](#) as provided through the our virtual platform, VFairs. Please note that after you install the program, you would need to select "I have a Team Plan" as seen below and enter the access URL: **vfairs** and password: **vfairs123**.



- If you prefer Zoom and have access to a Zoom account, [here](#) is a video tutorial on recording your presentation.
- The session can also be recorded through Microsoft PowerPoint. [Here](#) is a video tutorial on recording your presentation.

### Expectations During the Virtual Conference:

- A chat function will be attached to your abstract presentation in the Virtual Poster Hall. This will be available throughout the conference. In addition to the Virtual Poster Hall, there will be Poster Viewing Hours. The exact timing will be communicated by the end of October. Please log-in to VFairs periodically through November 23-26, 2021 and during the Poster Viewing Hours to answer questions from delegates.

## APPENDIX

### Creating your Virtual Presentation: Tips for a Successful Virtual Experience

#### Visuals:

- Ensure that you are always visible on the screen when playing your presentation.

#### PowerPoint Lay-out and Graphics:

- Fonts must be clear and large enough for delegates to read. Use 16 point or larger type.
- Use visuals that are high quality and visually appealing.
- Keep written content clear and concise. Text should be reduced to key words.
- Avoid specialty fonts- some fancy fonts are difficult to read.
- Avoid abbreviations and hyphenations.
- Use bullet points. Use no more than six words per bullet point and more than six bullets per slide.
- Use a variety of media, images, and graphics to keep your audience's attention.
- Limit tables to two to three columns and five to six rows.
- Use a horizontal format as opposed to vertical.
- When using colour, limit your choices to a maximum of three, preferably one or two neutrals with a contrasting colour for emphasis.
- Use of dark backgrounds with light text is easiest to read. Pastel colours should be avoided.

#### Test the Technology:

- Ensure that you understand the system and are comfortable with the platform features.
- Conduct a test trial or a dry run to test your computer and internet connection. Use the same system that you will use to record your final presentation.
- Make sure that your audio and video are high quality. Test audio with headphones or external microphones to select the most appropriate source for high quality audio.
- If possible, plug your computer directly into the modem using an Ethernet cable. This will give you the strongest signal and the most stable internet connection.

#### Choose the Right Setting:

- Try to use a background that enhances your professional image and aligns with your message.
- Avoid a cluttered background or anything that can be distracting.
- Make sure that there is enough natural light. Avoid recording late in the afternoon with desk lamps.
  - Ensure that the light shines brightly on your face.
  - If your back is to a window, close the shades.
  - Natural light is often the best choice.

#### Focus on the Camera:

- When you are speaking, look directly into your computer's camera (not at the screen) as it makes the viewer feel as if you are looking right at them.
- Some presenters turn off their self-view to ensure that they are not distracted by their own image when recording.
- Put the camera at eye level. This should frame your face, neck, and shoulders.
- If you are not speaking but your camera is on during the question period, make sure that you look like you are paying attention.



### **Body Language and Tone:**

- If possible, use a standing desk or position your laptop so you can stand at eye level with your computer.
- Standing up provides a higher energy level and forces us to put our body in a more presentation-like mode.
- If you must sit or are more comfortable sitting, lean forward as you would if you were presenting at an in-person meeting.
- Avoid slouching away from the camera as this sends a signal that you are disconnected from the audience.
- Just like in a live presentation, you would want to present with a little energy and animation. This will keep your audience engaged.
- If you are a fast talker, practice slowing down a little bit.
- Be yourself and have fun!

### **Dress Professionally:**

- Choose attire that you would wear if you were attending an in-person conference.
- Delegates will be seeing you with their varying video quality, on small devices or big screens.
- Plain-colored shirts and pants are optimal; patterns or stripes may not display well on remote sites. Avoid wearing white, red, or a colour that is similar to your background.

### **Minimize Distractions:**

- Turn off notifications when recording on your device.
- Close any browser tabs that you do not need for your presentation.
- Ensure that your physical environment is quiet when recording. External noises can be distracting and take away from your presentation.

Any further questions or concerns can be directed to Jeneni Jude at [Jeneni.Jude@diabetes.ca](mailto:Jeneni.Jude@diabetes.ca).