



## iPosters in a Few Easy Steps!

We are a true hybrid meeting and will have in-person paper posters as well as online iPosters. Authors who are attending the in-person poster sessions will need to create their poster in portrait layout (36" width x 48" height), and also create an iPoster in the ipostersessions.com system. Create your virtual iPoster using one of the interactive templates utilizing all the advanced media features available, or upload a pdf of your paper poster. The interactive iPoster system will be available to all attendees, both virtual and in-person.

- 1. Choose your template:** We have multiple choices. You can change the background color now or later .
- 2. Customizer your header:** Add your institutions logo on the left and your photo on the right. We have preloaded your title, name, institution and country. Add co-authors and their institutions, country next to yours. Your title cannot be changed.
- 3. Upload your Lightning Talk to the top left content box:** Your Cytokines & ILC4 2022 iPoster Lightning Talk is your opportunity to present your research via video. Please record your video and insert the video link into a content box on your iPoster and title Lightning Talk  
You can record yourself on multiple platforms via your computer, Zoom or Microsoft Teams where you can share your desktop to show slides or graphics, PowerPoint which will combine your video and slides, or even on your phone (make sure you hold it horizontally) with no slides. You can upload directly in the iPoster platform or YouTube or Vimeo. You will need a link to embed your video.

### Video Requirements:

- Length of presentation: 3 minutes
- Raise your laptop if needed so you are eye level with the camera
- Use a ring or other light in front of you for best lighting
- Pick a quiet location that is simple and appropriate so your background is professional without competing noises
- Dress as you would for a live presentation
- Number of slides: 3 content slides maximum (this excludes title, disclosure and acknowledgments)
- Add your video link or upload your .mp4 into the iPosters Platform to get a link
- Optional: add copy below your Lightning Talk to caption your video

### 4. Add all content to your iPoster:

Add copy (use 14pt. type) add bolding, bullets and color to accentuate copy. In addition to copy and videos you can add audio, photos and images of your charts and graphs (recommended size 1920 x 1080 pixels), iframes (embeds links in your poster) and urls (opens links in another window). All content boxes expand for unlimited content. Three of the templates have the ability to include slides. Save the PowerPoint presentation you wish to include as jpegs, upload each jpeg individually. Fill all content windows, add additional images, repeat your references, etc., if needed.

Add all content for buttons that may appear at the bottom of your iPoster once published, Narration (optional as you have your Lightning Talk, Abstract, Author Info, Disclosures, References, Chat and Video Chat (see below for these last two.)

- 5. Set up your chat and video sessions:** New—set up all of your Chats at once! The first one will show below your thumbnail and be replaced as the date passes. You will use your own Zoom or Teams—whichever you have, to create your video session. Add your Zoom or Teams link to the video window with dates and times so they will appear each day in your thumbnail.

**Virtual Attendees Only: Wed, 14 Sept, 2022, 14:00-15:30 HST** (ideal for Pacific Rim, Asia, Australia and US)

**Thurs, 15 Sept, 2022, 8:00-9:30 HST** (ideal for Europe and US)

**In-Person Attendees Only: Wed, 21 Sept, 2022, 16:00-17:30 HST . Thurs, 22 Sept, 2022, 16:00-17:30 HST**

- 6. Publish your iPoster:** Once you click "Save" the first time your iPoster will auto save. Click "Publish" when your iPoster is completed, you will still be able to make edits up to and including the start of the meeting.

**Your iPoster must be completed by 23 August, 2022.**

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