



Tips for a Great Moderated Poster Session

Be sure to review these tips to optimize your presentation for the AHA scientific event!

Moderated Poster sessions will be recorded prior to the meeting, the **week of August 31**. You will be participating in an online meeting where we will make a recording of your presentation while you use the ePoster system in the moderated session. The recording will capture your interaction with the poster and your audio, but will not include video of you (no webcam). You will not be sharing your screen, so you will not need to have the poster file on your computer. Instead, your ePoster must already be submitted to our ePoster system to be available during the session.

Access the ePoster Submission Site

- Follow the instructions in the email from upload@scientificposters.com to upload your ePoster and then approve the converted file by the deadline indicated in the email.
- In the submission site, review the **ePoster Theater Tips video** showing how to interact with your poster in the ePoster system during a moderated session. You will see this on your main page when you sign in and on the Support page.
- Review the **Flash** version, this is how you will interact with your poster in the ePoster system during a moderated session. You may practice your presentation using the Flash version.
- After the upload deadline, return to the ePoster submission site so you can review the other posters that will be in your session so that you can plan on questions to ask the other presenters. Select Start Reviewing on your main page.

Preparing for Your Recorded Session

- For best performance, you should use a desktop or laptop computer with a **mouse with a scroll-wheel** for your presentation. MAC Book multi touch does not translate in GoToMeeting, so make sure to get a mouse with a scroll-wheel.
- You do not need a video camera, but having a headset or microphone and headphones is recommended for best audio quality.
- Check your Audio
 - Good audio is one of the most important parts of your recording.
 - Make sure to quiet any ambient noise (i.e. AC unit fans, barking dogs, TV audio from another room)
 - Choose a small carpeted room to film to help avoid echoing.
 - Use your computer's audio jack and connect earbuds (something like the classic Apple earbuds) to optimize the audio clarity and reduce feedback and background noise. If you use a Bluetooth headset or AirPods, pair your headset or earpiece to your computer prior to the session and make sure it is charged and working.
 - If you have a slow internet connection or a bad mic, you may also use the phone number with the meeting link and dial in using your phone instead for your audio, if needed.
- Internet Connection
 - A wired Internet connection is preferred, if available.
 - Your Wi-Fi connection will also work if you are unable to access a hardwired connection.
- GoToMeeting
 - Similar to Zoom, we will use GoToMeeting as our online meeting platform.

Questions? Contact virtualevents@heart.org for questions regarding your presentation.
Contact upload@scientificposters.com for technical support.



- Download the **GoToMeeting** application for meetings prior to your scheduled recording appointment. It can be downloaded here <https://gotomeeting.com/>, select Resources and download the desktop app.
- Presentation Reminders
 - Plan out what you are going to say and practice your script before recording. Be aware of vocal fillers (umm, ugh) as you practice.
 - Speak slowly, clearly and loudly. Project your voice and enunciate your words.
 - Please note: You will only get one opportunity to record your presentation. There will not be an opportunity to review your recording at the end of the session.

Recording Day:

“Join” the session at the pre-determined time. There will be a Technician in the meeting who will work with each presenter to verify your audio and system controls are working correctly. To get ready, perform the following steps:

1. Close any other program on your computer
2. Unmute your mic
3. Only use your mouse when invited to present

Please be patient as the Technician works with each presenter in your session. You and the other presenters will all be able to hear one another. The Technician will run through the flow of presentations and be sure everyone can get comfortable with the system before we record.

Recording Instructions:

Once everyone is ready, the Technician will instruct the Moderator (Poster Professor) when to begin the session.

Wait for the Moderator to introduce you and your poster and then you can take control of the mouse for your presentation.

- Select the image of your poster to open it full-screen
- Use the buttons at bottom right to move through slides
- For single page posters, use your mouse wheel to scroll in and out to zoom, or hold down the left mouse button to drag the image as need to position it within the screen
- Click the red X at bottom right to close the presentation when you are done answering any questions from the Moderator.
- Do not move your mouse when you are not presenting

This is a live stream recording and there will be no editing or stopping and re-recording. If you misspeak, correct yourself and move on, as if you were in front of a live audience.

The Moderator will introduce the session, each presenter and ask questions, and then close the session. There is a maximum time limit of 70 minutes once we start recording, so timing must be kept on track (10 minutes per presenter which includes Q&A). If you finish early, that is fine, you do not need to continue to fill the 70 minutes.

When the session is over, select “Leave Mtg” to conclude your session.



The video recording will be made available on the ePoster delivery site, <https://htn.apprisor.org>, on the Collections page. Select your moderated session from the pull down. Attendees can view the video, but also can view the individual posters in that session.

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