# Poster Presentations

For our virtual meeting poster session, we are planning to leverage the Commenting function on Google Drive to allow participants to essentially have a "live chat Q&A" with poster authors. In order to do this, please follow the directions below to upload your poster by **March 20th, 11:59 PM**.

Uploading your presentation

1. Save your poster as a **PDF file only**.
   - This can be done directly from PowerPoint in the "Save As" menu by selecting "PDF (*.pdf)" from the "Save as type:" drop-down. This should preserve the formatting on the poster; however, occasionally the appearance of posters may change slightly when saved as a PDF. If this is the case, see *Tips & Tricks* below for an alternative method to preserve formatting.

2. To participate in the poster sessions, you will need to either create or log into a Google account. Upload your finalized poster to your **own personal Google Drive** (https://drive.google.com/).

3. Create a shareable URL link for participants to access your poster.

   a. Right-click on the file in your Google Drive to **Share** your file, as shown below.
      - **Note:** Select "Share" from the menu, *not* "Get shareable link" at this step, as this will not be configured correctly for live commenting.
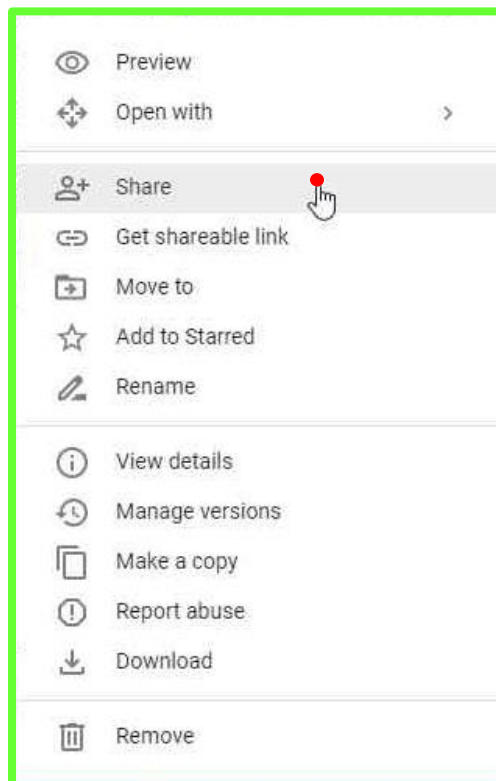
b. In the dialog box that opens, click **"Get shareable link"** in the **upper right corner**.

c. Change your link sharing permissions from "Anyone with the link can view" to **"Anyone with the link can comment"**.

d. **Copy link.**

4. Fill out the **Poster Upload Google Form**: https://forms.gle/uUDvmhT4GPU1a45R6

   a. Please ensure that your information (including title and your name) match your original submission.

   b. **Paste your shareable link from Google Drive where "Paste URL" is specified.**

      - **Note:** Your sharing URL will not be made publicly available on the ImNO website. Posters will be made available to conference participants via a *password-protected* page.

   c. Your poster number can be found at: https://www.imno.ca/sites/default/files/Poster_Number_List_ImNO2020.pdf

Poster Session Q & A

Poster presenters:

1. During your allotted poster presentation session, open your file via your own Google Drive. You should be able to see comments with questions appear on your document.
2. Left-click on the comment to see a yellow box appear on your poster, showing which part of your poster the question refers to. You will have the option to **Reply** to the question.
   - **Note:** All viewers of your poster will be able to see the question and response.
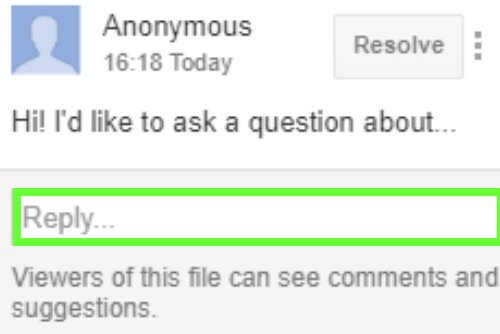
3. Once the question-asker has seen the response and has no further questions, they have been asked to "Resolve" the question, which will delete it from your document.

Poster participants:
1. To interact with poster presenters, use the link and password provided by ImNO (**this information will be made available at a later date**) for poster viewing to see the list of posters. This should include links to all of the posters that you can interact with using live comments on Google Drive.
2. After opening the poster **you can ask questions by adding comments**. **Right-click** on the area of the poster that you'd like to ask a question about and select **"Add a comment"** or use the **"Add a comment button"** in the **upper right corner.** This will give you a cross-hair cursor that you can use to highlight the poster area that you'd like to ask about.
3. This will provide a comment box for you to ask your question. Ensure that you click **"Comment"** after typing your question to submit it to the presenter.
   - **Note:** All viewers of the poster will be able to see the question and response.
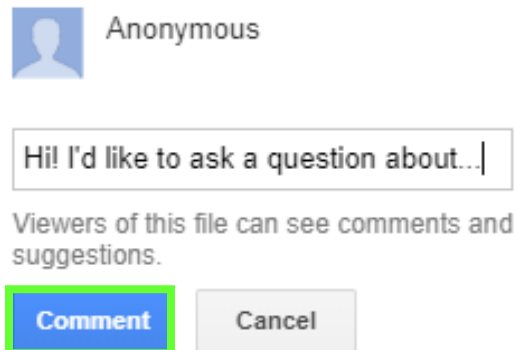
4. You can then wait for a response to appear below your question on the right side of your screen.
5. **Once you have seen the response** and have no further questions on the topic, please **"Resolve"** your question to remove it from the document.

Tips & Tricks

1. *If your poster looks different after saving as a PDF from PowerPoint…*
   - In the "File" menu, select "Export". Choose "Change File Type". Under "Presentation File Types", select the option for "PowerPoint Picture Presentation (*.pptx)" then select the "Save As" button. This should create a new version of your poster where everything on the slide has been locked into an image. You can then proceed to save as a PDF as normal.
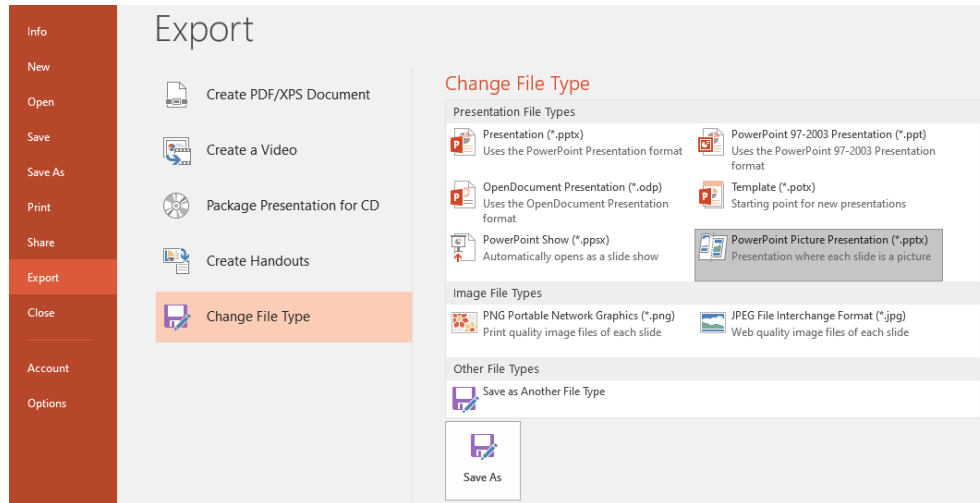
2. *If you want notifications about questions/comments on your poster… OR If you want a notification when the presenter has responded to your question…*
   - With the poster file open in Google Drive, you can select "Manage comment notifications" and decide if you want a notification for "All comments", "Only mentions and replies to my comments", or "Nothing". If notifications are turned on, these are typically sent to your Gmail e-mail and/or to your mobile device if it has Google Drive configured.
   - **Caution: These notifications are not always sent instantly and should not be relied on by poster presenters during their designated session.**