

# CSUPERB's thirty-third annual CSU Biotechnology Symposium

## 2021 CSU Biotechnology Symposium Virtual Poster and Presentation Guidelines

Congratulations on your poster being accepted for presentation at the 33<sup>rd</sup> Annual CSU Biotechnology Symposium. The symposium will be fully virtual this year so submitting and presenting your poster will be different this year than in previous years. Please read the guidelines below for submitting and presenting your poster.

### Submitting your poster:

- Digital posters will need to be submitted to CSUPERB by December 8, 2020 to allow for enough time to get the posters uploaded to the symposium website in time for presentation in January. The Dropbox link to submit your poster can be found on the symposium's poster Information webpage.
  - Please name your files according to the following conventions:
    - Poster – "MentorLastName\_AuthorLastName\_Poster"
    - Video – "MentorLastName\_AuthorLastName\_Video"
- Please feel free to use our digital poster template provided (.ppt) to build your poster.
- Your final submitted poster should be a PDF file. Save your completed poster template file as a PDF before submitting to CSUPERB.
  - For best results create your PDF as print quality (up to 24"-H x 30"-W PDF file at 300dpi or greater)
- You will be allowed an optional short (2 min max) video upload to accompany your poster.
  - Please record your 2 min poster talk/introduction via Zoom and submit video file (.mp4 required) to the Dropbox submission link provided on the Poster Information webpage.

### Presenting your poster:

- Please make sure you have the most up to date version of Zoom before the start of the symposium.
- Whether you are working from a laptop or desktop computer, be sure to test your camera well in advance of the meeting.
- Set your camera at eye level, which may mean elevating your laptop with some books or a laptop stand.
- Make sure your preview has decent headroom and is framed correctly.
- Limit fan, AC Unit, any background noise.
- Do not chew gum or eat.
- Make sure your video is well lit. A space that has ideal natural light that can be placed behind the camera is a good option. For example, place your laptop or web camera in front of a window with the shades open.
- Neutral background colors tend to be the best for audiences focus and having your camera at eye level will help create a great set for your Virtual Conference.



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- Please feel free to utilize our symposium branded virtual backgrounds provided on our Poster Information webpage.



The California State University  
PROGRAM FOR EDUCATION AND RESEARCH IN BIOTECHNOLOGY

[www.calstate.edu/csuperb](http://www.calstate.edu/csuperb)