International Extension Education Conference on Role of NGOs in Extension Services Opportunities & Challenges

DECEMBER 27-30, 2020

काशी हिन्दू विश्वविद्यालय BANARAS HINDU UNIVERSITY

Organized by : **Department of Extension Education**, Institute of Agricultural Sciences, Banaras Hindu University, Varanasi

Guidelines for Virtual Poster Presentations
Please read carefully as you prepare your presentation for IEEC

Poster session
- The session will be conducted using Zoom Meetings.
- The sessions will have a Zoom host who will help with any technical issues and who can let you and participants move to a break-out room to discuss.
- Each presenter will be given a slot of 3 minutes to explain the poster followed with 2 minutes of Q&A.
- The posters will be evaluated by the experts.

Layout and Design
- A poster is intended to provide a visually compelling and totally understandable presentation of your results. The poster should be self-explanatory.
- Figures, tables, and charts should be large enough to be read easily. Be sure such items are labeled very clearly.
- Design is an important element of posters. You should aim for an attractive layout that gets your message across clearly.

The poster should be a clear visual presentation of your submitted abstract and should meet the following criteria:

Tittle of the Poster
- It is recommended to keep the title of the poster same as in the submitted abstract. Slight modification which does not change the idea of the abstract is also allowed.

Poster size and format
- Poster must be submitted in PDF format.
- It is recommended to make your poster in PowerPoint (Landscape or Portrait) and then save it as a PDF.
- The top of the Poster should display, in the lettering of 18 Bold (Times New Roman), the following information: Title of your Paper, Name(s) of the Author(s) and Affiliation(s).

Lettering
- Kindly use both UPPER and lower case letters for general content, as all-capital text is difficult to read. It is recommended to use 14 Times New Roman font style for the content of the poster.
- Make sure there is enough contrast between the colour of the text and the poster's background.
- Text and presentation should be in ENGLISH only.

Content of the Poster
- Make sure that the specific sections (such as the background, methods, results, and conclusions) are easy to locate in the poster.
- Try to keep the text easy to read and concise. The poster should have a clear message, a logical layout and be easy to comprehend.
- Avoid the use of full sentences and rather use short text in bullet point format.
- Avoid using watermarks that may detract from the readability of your poster.

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Illustrations

- Illustrations are the most important part of the poster and will attract the most attention.
- Colourful charts and graphs are the easiest to read. Explanatory illustrations should be used instead of text whenever possible.
- Preferably use only static images and do not embed any videos or animation in your poster.
- Try to utilize the space on your poster as creatively as you can to attract the audience and make sure that the images are easy to understand.

Steps to Setting up Zoom

- Download the Zoom app onto the computer/mobile you will use for your presentation. For downloading the Zoom, click here.
- Use of laptop or desktop computer is recommended
- Use a modern browser that is updated to the latest version. Chrome, Microsoft edge and Safari, as well as others, should work.
- Use a headset for better audio.
- Share your screen. You should also make sure that you are comfortable with sharing your screen through Zoom.

Giving your presentation live (Points to remember)

- Be sure to log into that session about 10 minutes early.
- Make sure you have an uncluttered background (or virtual background), keep yourself centered on screen with camera at eye level, dress professionally.
- For a virtual meeting, it is absolutely essential that all presentations stick to their allotted time.
- The session moderator will select questions to ask you verbally.
- Use of computer is recommended than mobile screens.

ALL THE BEST!