

Admin Guides

Onsite requirements and preparations

Version 2.0

March 2020

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This guide provides advice on the onsite requirement for a Learning Toolbox ePoster event and the preparations that are needed.

The focus of this guide

This guide covers the fourth of the key stages involved in setting up and managing an ePoster event in Learning Toolbox:

1. Setting up an event and inviting authors
2. Monitoring and supporting your authors
3. Printing mini-posters and publishing ePosters
4. Onsite requirements and preparations
5. Setting up next year's event

Whilst the preparations might not start until close to the event, it is worth reviewing this stage much earlier to ensure that you can have everything you need at the venue.

Onsite requirements

Requirements for the mini-poster wall

The Cube(s) or Wall should provide enough space to hold the expected number of A5 mini-posters without them looking too crowded or hung to high/low for people to read.

To showcase around 100 mini-posters a 1.5 x 1.5 meter cube or a 6 meter stretch of wall is needed. It should have a height of at least 2 meters. This dimensions ensure that you can display the mini-posters in a range that is not too low or too high for most people to read.

Conference organisers need to take into account that in the direct vicinity of the wall there will be a higher use of Wi-Fi by conference participants browsing and scanning the mini posters using their own mobile devices. Ideally you would boost the Wi-Fi in this area (in particular increasing the number of connections that can be made) and also check that the area has a good mobile data signal for those delegates who choose to use their own phone's data.

We recommend siting the mini-poster wall in a central area such as the registration desk or refreshments. An area where people can easily browse.

Summary of requirements

- Centrally located within view of the helpdesk (if using a helpdesk)
- Sufficient wallspace (see description above for estimates)
- High Wi-Fi connection capacity (see description above)
- Good mobile phone data signal



Requirements for the presentation room or area

Typically, conferences schedule short ePoster presentations in a timetabled session. The presenter can present their ePoster directly from the web browser on a computer connected to the internet, ideally through a hard-wired internet connection. Therefore, these presentations can usually be done within a standard presentation room with standard AV equipment.

Conference organisers need to take into account that in the presentation area there will be a

higher use of Wi-Fi and/or mobile data by conference participants actively participating in the session using their own mobile devices. Ideally the Wi-Fi should be boosted in this area and a check made that the mobile data signal is good.

We usually take copies of the relevant mini-posters to the presentation room, so that the participants can scan the codes of those ePosters that interest them, before and after the presentation session.

Summary of requirements

- Laptop with wired Internet access for presenters to use
- Ideally the computer should have the Chrome web browser installed
- Data projector connected to PC/laptop
- High Wi-Fi connection capacity
- Good mobile phone data signal
- A space to display the mini-posters associated with that session (optional)



Requirements for the ePoster helpdesk (optional)

If you run a Helpdesk stand to support ePoster authors and delegates during the conference and pre-conference period, then we recommend that the Helpdesk set-up includes the following:

- A centrally located stand
- A wired internet connection
- A screen with a stand
- A power connection and extension cord

Internet connectivity and bandwidth recommendations

In principal Learning Toolbox does not need more bandwidth than other web-based solutions, but it may add to your overall bandwidth needs since it adds a potential additional demand.

Learning Toolbox comes into the Medium to High usage band (depending on what type of content people include in their ePosters) described in this article <https://www.encore-anzpac.com/events/calculating-bandwidth-for-meeting-and-event-planners-made-easy>

We recommend that you use the calculator in the above article to estimate your total required bandwidth for your event. When making this calculation we recommend that you assume that people come to the event with multiple internet-connecting devices (this is typically what we see nowadays).

In addition, we recommend that you liaise with the onsite IT team to check that the Wi-Fi in key areas (such as the mini-poster wall and presentation rooms if you are using those for ePosters) will allow enough connections. As people tend to carry multiple devices and the devices stay connected even when not in use, then this may need them to allow more than 1 connection to 1 person in such hotspots.

Preparations

Preparing your authors and chairs for the ePoster presentations

It is understandable if both presenters and chairs feel a little apprehensive about ePoster presentation sessions, as this is a new format.

We have prepared a short guide for presenters and a short guide for Chairs, which we have included in your pack.

We recommend that you share this information with them and encourage the presenters to practise their presentations as described in the guide and encourage the Chairs to look at the showcase ahead of their session.

Raising awareness on twitter

We recommend tweeting about the ePosters and encouraging authors to tweet and share their ePosters. As this ePoster approach is new then it is helpful to ensure that people are aware of it and know how to find, explore and engage with the ePosters.

You can follow our twitter account @LTBePosters if you want to see what type of twitter activity we engage in during the conferences we are supporting.

In this administration pack we have included some images that we use during conferences in our tweets to help make people aware of the ePosters' functionality. As well as the images themselves we have also included the powerpoint file from which we made the images, so that you can edit and adapt them where required.

You can of course also start to share this information on twitter before the conference as well.

Instructions on the mini-poster wall

As well as printing and displaying the mini-posters we recommend that you include some guides on the mini-poster wall, directing people how to use the ePosters.

We have included some instructional sheets for the wall in this package. You can adapt and use these if they are helpful.

The focus of the next guide

This next guide covers the fifth stage involved in setting up and managing an ePoster event in Learning Toolbox:

1. Setting up an event and inviting authors
2. Monitoring and supporting your authors
3. Printing mini-posters and publishing ePosters
4. Onsite preparations and requirements
5. **Setting up next year's event**