

Poster Presentations in Gather.town

Carleton Cognitive Science Graduate Conference 2021

The following lists the documents you are required to submit if you have been accepted for a poster presentation. There are also instructions on how to format these documents.

Presenting in Gather.town

All of the conference will take place in Gather.town. There is a specific room where posters will be presented. You will need to submit your poster before the conference and it will then be set up in Gather.town for you. When your poster session is scheduled, you should stand in the shaded square in front of your poster. This shaded square is known as a “private space” and your audio/video will be shared with everyone else in this square, but not neighbouring spaces.

Submit all 3 required files:

The following **3** items must be submitted to ccsspringconference@gmail.com by **Monday, April 5th**. If you have any problems with formatting the required documents please do not hesitate to contact us for assistance.

1. Title/abstract in PDF format

- Title/abstract for your poster. (You can use the one you already submitted or an updated version, as you see fit.) This will be made available to all attendees beforehand so they can get a preview of your poster.

2. Poster in JPG or PNG format

- This is what the participants will see when interacting with your poster presentation. See Figure 1 for an example.
- Some image specifications. See instructions in next section on how to properly size images.
- Maximum size: 3MB
- Minimum width: 1000px
- Minimum height: 600px

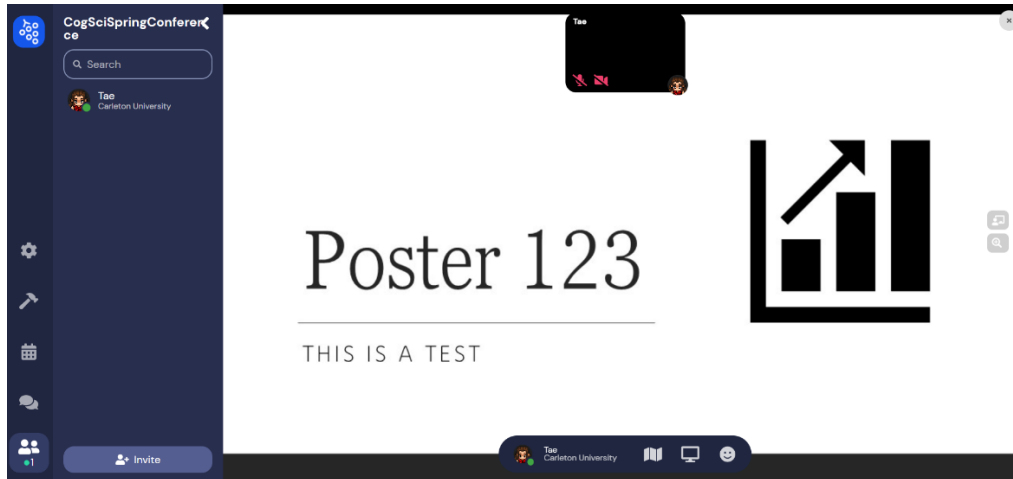


Figure 1: This is the view after interacting with a poster (by pressing x)

3. Preview in JPG or PNG format

- Submit the same image as in (2) but resized for a preview. Figure 2 illustrates poster previews seen while walking around the poster room.



Figure2: Walking around poster room/ poster previews

How to make posters/resize them

For the main poster (file 2)

1. We recommend using Powerpoint.
2. Select the Design tab
3. Select the Slide Size icon and choose Custom Slide Size from the dropdown menu

4. Change width to 27cm and Height to 16cm.
5. A pop-up will appear prompting you to make a selection. Choose Ensure Fit.
6. File > Save. Name appropriately and save as JPG.

For the poster preview (file 3)

1. Repeat steps 1-3 from above.
2. Change width to 13.5cm and Height to 8cm.
3. A pop-up will appear prompting you to make a selection. Choose Ensure Fit.
4. File > Save. Name appropriately and save as JPG.