

# IACCP 2022

Culture Change: Past, Present, and Future

## IACCP 2022 Guidelines for Presenters POSTER presentations – Gather Town

	Submission deadlines	Format	Upload to
Poster (required)	<b>June 20, 2022</b>	1 JPEG file	<a href="https://forms.gle/RcqXVD86BcfKpsSV7">https://forms.gle/RcqXVD86BcfKpsSV7</a>
Video (optional)	<b>June 20, 2022</b>	1 MP4 file maximum 3-minutes	<a href="https://forms.gle/RcqXVD86BcfKpsSV7">https://forms.gle/RcqXVD86BcfKpsSV7</a> only accepts a link to your online video
Poster on WHOVA (required)	<b>July 1, 2022</b>	1 PDF file	To your WHOVA profile (available by July 1)

This year's conference IACCP 2022 will be online. The scientific programme combines Pre-recorded Asynchronous Sessions, Live Synchronous Sessions, and Poster presentations. We will be using Whova online platform as the main communication App for the IACCP 2022 conference & Gather Town platform to run posters and social events. The Gather Town platform is completely prepared for you by psychology students to bring you a nice and new experience and also a bit of fun too.

We are very pleased that you will present at the IACCP 2022 Congress and we would like to help you to prepare a successful contribution to the scientific programme. Below you will find our requirements and recommendations for preparing your poster presentation. We strongly recommend that you read them carefully to follow the congress requirements for formatting.

### Deadline for Submitting Posters

- By June 20, 2022, you need to have submitted your poster presentation following the technical requirements and recommendations listed below.
- **Late submissions will not be accepted.** In order for the posters to be processed and checked by our Gather Town Team, there is considerable urgency in preparing, finalizing and uploading your poster no later than the above-stated deadline.

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## Submitting your Poster (required) and Video (optional)

### POSTER TECHNICAL REQUIREMENTS

- All posters must be in JPEG format (.jpg), landscape orientation and at least 1000 x 600 px.
- Maximum file size is 3MB.
- Please use the following naming convention:  
IACCP20222\_poster\_surname\_firstname.jpeg
  - Example: IACCP2022\_poster\_Novak\_Petr.jpg
- Please be sure your poster includes the title of the paper and the names of the authors. The language must be English!
- Remember to submit your poster to both the Google Form (by June 20<sup>th</sup>) and your IACCP 2022 WHOVA profile (by July 1<sup>st</sup>).

### POSTER PRODUCTION

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.

Additional tips:

- Avoid text-heavy content.
- Use a large font size and present information visually whenever possible.
- We encourage you to submit as early as possible and not wait until the deadline.

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## SUBMISSION

Once you are happy with the final poster, please upload it by filling out this Google Form: <https://forms.gle/NQfy9qFr4XVTX3ra8>.

You will be prompted to include the following:

- Your email – please use the same address throughout the conference
- Authors
- Poster Title
- Institutional Affiliation

Please note that no changes can be made once the form has been submitted.

**YOUR POSTER MUST BE UPLOADED BY JUNE 20, 2022 23:59 CEST ON THE GOOGLE FORM AND TO YOUR IACCP 2022 WHOVA PROFILE**

## VIDEO TECHNICAL REQUIREMENTS

- An optional video can accompany your poster on GatherTown.
- All videos should be less than 3 minutes long.
- Videos should be uploaded by yourself to a place that allows you to copy a link (e.g. youtube, vimeo, bilibili, etc.) The recording must be provided to us as a single link.
- The video must be formatted horizontally (i.e., landscape).
- Please use the following file naming convention: conference name\_abstractsID# (generated by your abstract submission)\_flashtalk\_surname\_first name
  - Examples: IACCP\_ID#455\_flashtalk\_Novak\_Petr.MP4
- Authors retain copyright to videos.
- Ensure that you have the rights to use all the material that is contained in your submission.

## VIDEO PRODUCTION

Please be sure that your video complies with the following instructions:

- Please be sure that the presentation in your video includes the title of the paper and the names of the authors. The language must be English!
- Make sure that you display the title slide long enough to be read (up to 5 seconds)
- Text on slides:
  - 7×7 guideline: A maximum of seven words per line and seven lines per slide will improve the communication value of your slide,
  - Edit titles and long sentences to fit into only one line,
  - Use only one sub-level,
  - Boldface text carries more weight,
  - Use color with purpose, not as decoration,
  - Do not use footnotes,
  - Use a sans-serif font (Arial, Calibri etc.) of at least 30 point size,
  - Keep the content at least 50 pixels from the slide edges.

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- Remember to speak slowly and clearly!

Additional tips:

- Search for “3 minute thesis” to find great tips for making your flash talk great!
- We encourage you to submit as early as possible and not wait until the deadline as each video will be reviewed and may require re-submission if there are any issues. It’s possible your submission may need to be re-recorded, so if we ask for another version, please make every effort to revise and resubmit as soon as possible.

## TOOLS

You can use the tool you are familiar with but we are recommending some of the available recording tools; see with links to their tutorials below.

- recording tutorial [Zoom](#)
- recording tutorial [Webex](#)
- recording tutorial [Microsoft Teams](#)

Converting tools – changing the video format:

If you use video editing software to prepare your video, be sure to choose the export option MPEG4/H.264. This is currently the most common format/codecs for making videos of this kind. Several free video creation and conversion tools are available that use these options, such as Freemake Video Converter and HandBrake.

Editing tools :

Should you wish to polish your video there are numerous video editing tools available such as OSB Studio, iMovie, Lightworks or open-source [Avidemux](#) with its [instructions guide](#).

Note: We do not endorse or are responsible for the use of any of the software mentioned in this guide.

## REVIEW

Please be sure to review your video flashtalk presentation prior to submission and follow the checklist below.

- Do you have a title slide featuring your name, the presentation’s title, session title, and all co-authors and affiliations?
- Do you orally narrate this information (name, presentation title, etc.) at the beginning of your presentation?
- Is your file named according to the template – conference name\_abstractsID# (it was generated by your abstract submission)\_flashtalk\_surname\_first name
  - Example: IACCP\_ID#455\_flashtalk\_Novak\_Petr.MP4
- Is the audio consistent and clear, free from static, hums, hisses, or interference?
- Is the audio at the right level, without having to adjust your volume very high or very low?

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- Does your talk start promptly? (your narration should begin within the first 3 seconds after the title)
- Does your recording end promptly after your closing remarks, without being cut off early or continuing for too long?
- Do all your slides, movies, and animations appear correctly?

## SUBMISSION

Once you are happy with the final product, please upload it to your **Youtube/Vimeo/Bilibili** account. You can follow the guidance below for YouTube:

1. Sign in to YouTube Studio.
2. From the left menu, select Content.
3. Point to the video you'd like to update. To see your live uploads, select the Live tab.
4. Click the down arrow under "Visibility" and choose Unlisted.
5. Save and copy the link.

Unlisted videos and playlists can be seen and shared by anyone with the link. Your unlisted videos won't appear in the Videos tab of your channel homepage. They won't show up in YouTube's search results unless someone adds your unlisted video to a public playlist.

You can share an unlisted video's URL. Note, anyone with the link can also reshare it, so you may want to delete it after the Congress if you prefer. Please keep it available until August 31, 2022.

**YOU MUST PROVIDE YOUR VIDEO LINK BY JUNE 20, 2022 23:59 CEST ON THE GOOGLE FORM**

## Preparing for your Poster Presentation Session on Gather Town

Review the Gather Town conference guidelines for Attendees, and instructional videos, which can be found on the IACCP 2022 website (<https://iaccp2022.com/gathertown/>).

Following the guidelines, you can get familiar with the Gather Town space before the presentation day.

## TRAINING SESSIONS

- Training Sessions will be held during the **two weeks preceding the conference** on how to use Gather Town for your poster presentation

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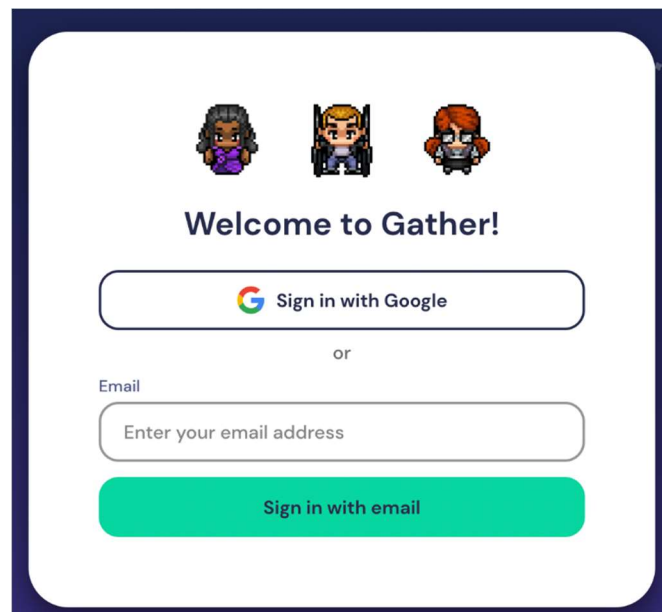
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- Please fill out the following Google Form to register for a training session:  
<https://forms.gle/wh52qwKg1VzUYsjWA>

## INSTRUCTIONS FOR GATHER TOWN

### Signing up

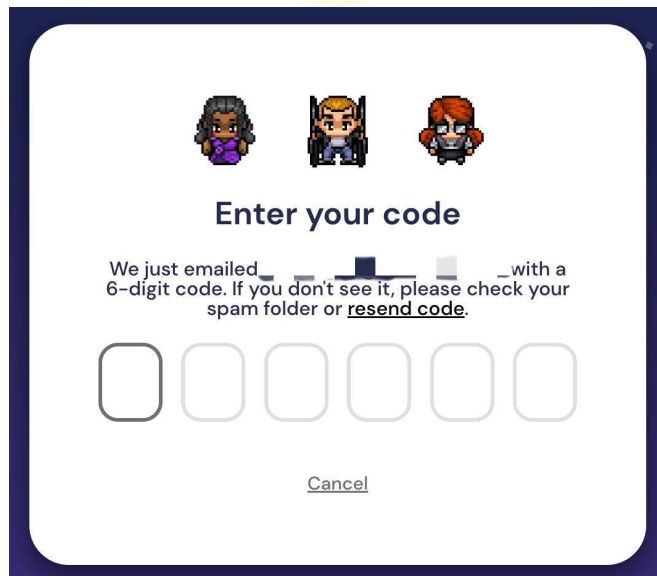
- **Before you enter the IACCP 2022 Gathertown**, you will need to sign up for a Gathertown account.
- To avoid being inconvenienced by **delays** that sometimes occur in the signup process, **we recommend completing this step early, at least 24 hours before you want to attend an event.**
- **Make sure to use the email address that you used to register for the conference** when you log into Gather Town. Only **registered** email addresses will be able to enter the Gather Town space.
- You can sign up by going to <https://app.gather.town/signin> or by clicking on the IACCP 2022 Gathertown link above. Once you click on the “Sign up” button, you will see the following image:



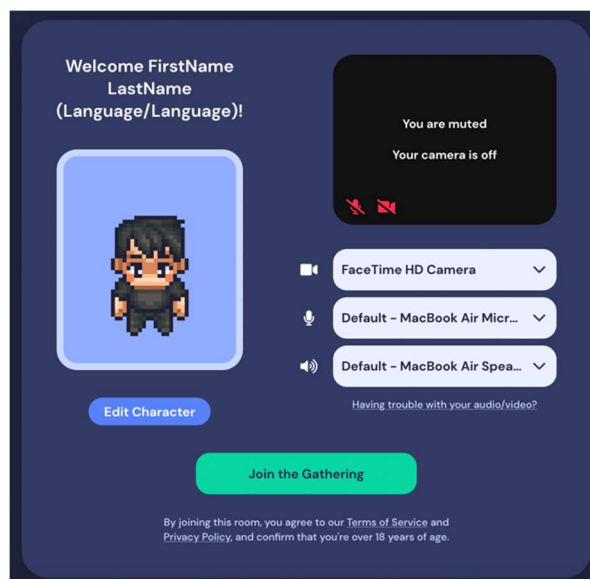
- After inserting your email address (the one used for registering for the conference), you will see the following image prompting you to enter a code sent to your email. Please check your email box for an email from [login@mail.gather.town](mailto:login@mail.gather.town) with the subject line beginning with “Sign in to Gather”, which will contain your code:

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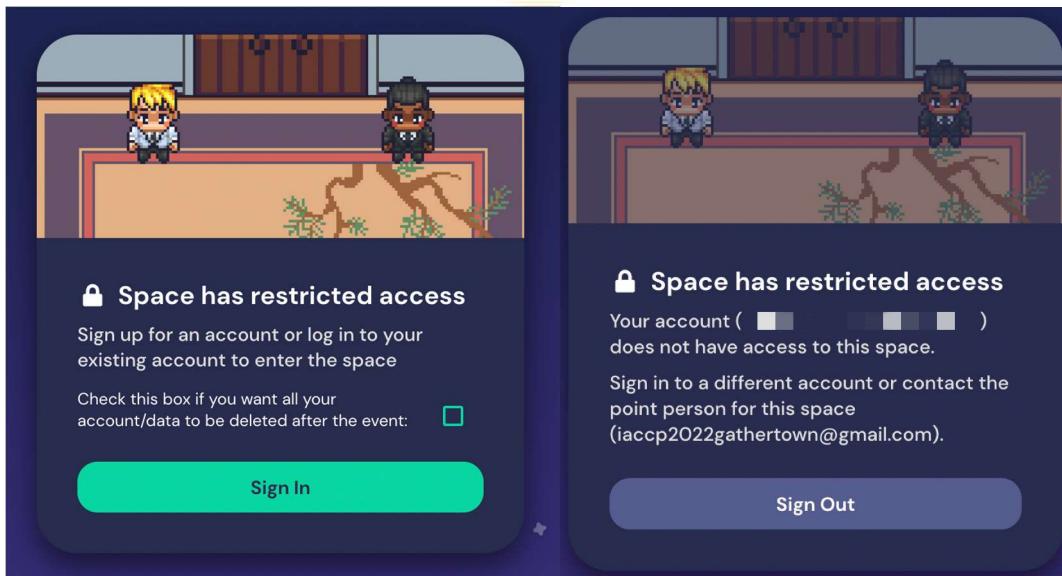
- Once the code loads, you will see the following image:



- Note. If you do not sign up to Gather Town or signed in using the wrong email address you will see the following images:

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To join trainings, join Gather Town using this link at the scheduled training time:  
<https://app.gather.town/app/Jp88ElquWN46h12M/2022IACCPOnlineConference>

Additional tips:

Make sure to use the email address that you used to register for the conference when you log into Gather Town. Only **registered email addresses** will be able to enter the Gather Town space.

You do not need to download Gather Town on your desktop/laptop (please do not use mobile devices such as phone or tablet). You can open this link in your web browser. Ideally, use Google Chrome or Firefox.

You do not need to download Gather Town on your desktop/laptop (please do not use mobile devices such as phone or tablet). You can open this link in your web browser. Ideally, use Google Chrome or Firefox. *(Please note that while it is possible to use a Mac, it is difficult to get camera and microphone permissions; please see our "IACCP1 First Time in Gathertown" video for some tips.)*

You can take a look at our instructional videos, "IACCP1 First Time in Gathertown," "IACCP2 Poster Sessions," and "IACCP3 Informal Social Events" for a visual overview of how to enter Gathertown for the first time, how the poster sessions will look, and how to use the Gathertown to meet up and talk with other registered IACCP Congress participants.

## Presentation Day

### ON THE DAY OF THE PRESENTATION

- Login to Gather Town using the provided link at least 15 minutes before the start of your poster session (see WHOVA for your assigned time and booth)
  - <https://app.gather.town/app/Jp88ElquWN46h12M/2022IACCPOnlineConference>



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- Make sure that your name and avatar appear as you want / as you designed them when you tested Gather Town before. If not, re-edit the avatar appearance and the name.
- Go to your assigned poster room and poster booth.
  - There will be directories of all poster presentations placed around the poster room.
- Test your camera, microphone, and screen-sharing, etc. You can do it with your friends or colleagues.
  - Ensure your camera and microphone are turned on while presenting your poster to attendees.
- Make sure the main light source isn't coming from behind you. If you are close to a window, try not to be in darkness.
- If possible, close other applications on your computer.
- Let other people in your home know about your presentation so that they won't use too much bandwidth or step into the camera view while you're presenting.
- During the poster session, you are encouraged to stay by your poster to meet audience. But if there is "downtime," you will be able to walk around to see other presenters' posters when there is no attendee at your poster booth. **Make sure to pay attention to the chat on the bottom-right corner of the screen** - attendees will message you there if they would like to talk with you at your poster booth when you are not there.
- There will be three poster presentation sessions at different times due to time zone differences. Each session will have an assigned time, which can be found on the program schedule on WHOVA. Presenters who will be presenting at the same session will be physically grouped together in the poster room to avoid having to "walk" around the room to hear presentations. You can also walk around if you would like to see posters where there are no presenters at the moment you are visiting the space.
- You can leave directly after the poster session ends. The poster will still be accessible to attendees who are interested in seeing them while you are not there to present. If you have any concerns about this, please let us know in advance by emailing us at [iaccp2022gather town@gmail.com](mailto:iaccp2022gather town@gmail.com).

Here is an image of the entire Gather Town map to orient yourself:

