

# Poster Presenter Guide

*February 15, 2022*

Welcome to the Society for American Archaeology's 87th Annual Meeting in Chicago, Illinois, March 30–April 3, 2022.

Because of COVID in 2022, staff is supporting two simultaneous poster platforms. We hope presenters will take advantage of **both** environments but you may elect to use either one.

- (1) The SAA Annual Meeting Program Committee or a poster symposium organizer has scheduled your poster presentation in a poster session. Each poster presenter is scheduled to present in person during their session at the Hilton Chicago. Each poster session is two hours. See "[Chicago 2022 Preliminary Session Schedule](#)" for your specific time.
- (2) We are also offering an e-Poster website to augment the visibility of the posters. E-Posters will increase the length of time that your poster is available, and viewing e-Posters will not be limited to on-site meeting attendees.

This guide covers basic information about both platforms.

## General Information about the SAA 87th Annual Meeting

### COVID Information

The SAA is requiring all in-person attendees of the SAA 87th Annual Meeting to be fully vaccinated. All in-person meeting registrants need to submit proof of fully vaccinated status by March 16, 2022. To upload, please scan the QR code to the right to submit via a cell phone or [click here](#) to submit via a web browser.



Currently, the city of Chicago has an indoor mask mandate and an indoor dining vaccination requirement.

### **Meeting Updates**

E-mail messages to meeting registrants about the annual meeting will start with the subject line **SAA87th!** Please keep an eye out for these e-mails to help you stay current with information.

The latest information about safety is also at <https://www.saa.org/covid>.

### **Meeting Safety Policy**

The SAA board has adopted a [policy and Code of Conduct](#) that applies to all SAA events, including in-person and virtual components. All attendees are expected to follow the meeting safety policy. To help individuals with potential concerns, the board created a [Frequently Asked Questions](#) page and encourages people to reach out with any questions or concerns to the SAA President ([president@saa.org](mailto:president@saa.org)) and/or Executive Director ([saaannualmeeting@gmail.com](mailto:saaannualmeeting@gmail.com)).

### **Ombuds**

The SAA has chosen [two ombuds](#) to serve as informal, independent, neutral, and confidential resources for meeting attendees. The ombuds can assist meeting attendees with determining options to address issues such as harassment, free speech, academic integrity, conflicts of interest, safety, diversity, or any other concern related to the SAA annual meeting. The ombuds will be available by e-mail ([saaombuds@gmail.com](mailto:saaombuds@gmail.com)). They will be on-site in Chicago but also able to set up Zoom meetings for someone using virtual components.

### **Meeting Safety Volunteers**

As part of its work, the Committee on Meeting Safety will provide a Safety Volunteer Program at the Chicago meeting. Further information about services provided and contact methods will be made available on the SAA's website (<https://www.saa.org/safe>) and in Daily Digest e-mail updates, and we will use the hashtag #SAAsafe on social media. The Committee on Meeting Safety can be contacted at [saasafemeeting@gmail.com](mailto:saasafemeeting@gmail.com).

# Creating Your Poster

Your poster can be created in PowerPoint, Keynote, InDesign, or any software program that can produce a final PDF file.

The maximum file size for your e-Poster is 4 GB and the maximum printed size of your print poster is 8 feet wide × 4 feet high (we recommend slightly smaller so you can easily pin it to the bulletin board).

## Tips for Poster Content

- Include all author and coauthor names and their e-mail addresses in the text of the poster.
- Get permission to use all data and images and include credit lines.
- Human remains have the potential to be offensive and unsettling to some members of our community and those communities with whom we work. Please avoid gratuitous images of human remains in an effort to create a more respectful environment for all.

Because you will pin up your physical poster and also upload your e-Poster, consider a design that will help make your poster's research visible and easier to read both in person and online. The American Statistical Association offers some [good tips](#) for effective poster layout and design.

We encourage you to finish your PDF poster **before March 15**, which gives you time to print your poster before you present it in Chicago and to upload your final e-Poster to the virtual platform site. Unfortunately, staff may not be able to help you upload your poster after March 15 because we need to set up, support, and take down the physical meeting. While you can upload your poster after March 16, SAA staff may not be available to help you until April 6.

Before you upload your e-Poster, you may want to modify your PDF by adding a watermark. The watermark could simply be your name, as a reminder that people need your permission if they want to reuse any of the materials. More information is below under the Virtual Posters for the e-Poster Site header.

## Printed Posters for On-Site Meeting

The SAA 87th Annual Meeting will open on Wednesday, March 30, 2022, at the Hilton Chicago. All events are described in the [Chicago 2022 Event Guide](#) and the [Chicago 2022 Preliminary Session Schedule](#).

You will need to [submit proof](#) you are fully vaccinated against COVID before March 16, 2022. Once you arrive at the meeting, pick up your badge and registration materials at Advance Registration before you attend your first event. Please note that you already registered for the meeting when you submitted your poster abstract, but you may want to look at the event guide and [register](#) for additional workshops and excursions before March 1, 2022.

1. **Find your session schedule.** You should have received an e-mail message in November 2021 with your poster acceptance, notifying you of the date and time when your poster session is scheduled. The date and time you are scheduled to present are available in the Chicago 2022 [Preliminary Session Schedule](#) or (after mid-March) in the [Final Program](#). If you have any questions about your presentation schedule, you can e-mail us at [meetings@saa.org](mailto:meetings@saa.org).
2. **Pin up your poster.** About 15 minutes prior to your scheduled session, you should bring your printed poster and push pins/double-sided tape (for mounting the poster on the provided bulletin board) to the poster halls. The location of your individual poster will be determined by the poster number in the final program (e.g., “8-a”). The final program will be available about one month before the meeting at [saa.org](http://saa.org). Each specific poster location (e.g., “8-a”) is marked at the top right corner for your specific bulletin board.
3. **Present your research.** Each poster session is two hours long. How much time you spend with your poster is up to you. Since one of the advantages of poster presentations is sustained interaction with the audience, you may prefer to spend as much of the two hours as possible with your material. If you are not able to be present for the entire session, please be on time to set up and to clean up your materials.
4. **Take down your poster.** At the end of the session, you are responsible for taking down your poster.

You may bring handouts and business cards to your session. Because the Chicago hotel space is tight, we cannot provide tables in 2022. This means you will be holding any handouts you bring. Electricity is not available in the poster hallways. Please do not bring equipment that requires electricity.

You may save money if you print your poster ahead of time and bring it to Chicago in a case. If you face an emergency, you may want to contact the [FedEx print and ship store](#) within the headquarters hotel.

**Do not mail your poster to the hotel.** Hotels are notorious for not being able to locate materials, and they may charge you a handling fee.

**SAA staff will not be available to pin up your poster,** but you may ask a coauthor or a friend to put your poster up and take it down. A coauthor may be interested in presenting your research during your timeslot.

## Virtual Posters for the e-Poster Hall

Based on the 2021 Annual Meeting Online evaluation, the Virtual Components Task Force and SAA Board of Directors wanted to trial an e-Poster site for the 87th Annual Meeting. E-Posters will be available online to all meeting registrants until May 15, 2022.

1. **Watermark your e-Poster.** Before you upload your file, you may want to modify the final PDF of your poster by adding a watermark as a reminder that people need your permission if they want to reuse any of the materials. The watermark could simply be your name.

To facilitate watermarking your presentation, below are links to instructions for some common software that is often used to create posters:

Adobe Acrobat: <https://helpx.adobe.com/acrobat/using/add-watermarks-pdfs.html>

PowerPoint: <https://support.microsoft.com/en-us/office/add-a-watermark-to-your-slides-1246244d-f465-4e4f-b9f9-49acdae00ff1>

Prezi: <https://support.prezi.com/hc/en-us/articles/360053925993-Adding-and-removing-the-watermark-in-your-presentation#:~:text=1.,top%20toolbar%2C%20then%20selecting%20Watermark>

2. **Record your *Optional* video recording.** You have the option of also uploading a three-minute MP4 video speaking about your poster. These recordings will look best if you use the 16 × 9 ratio. The maximum file size is 4 GB.

Below are two possible ways to create your recording.

### **Option 1:** Use the **Zoom** recording feature.

1. Log into your Zoom account (you can get one for free at <https://zoom.us/meetings>).
2. Set up a meeting without any other participants.
3. If you are showing slides or other visuals, use Zoom's **share** feature to display your presentation slides/visuals.
4. Click **record** in Zoom.
  - If you have the option to record to the cloud (you have access to a paid account), then you can simply share the link with us.
  - If you do not have the Save to Cloud option, save to your local computer (make sure you have space on your hard drive) and then upload the file(s) in the Google Drive folder link provided below.
5. Present the talk using your slides/visuals, if any.

### **Option 2:** Create a video slide show within **PowerPoint** that includes audio

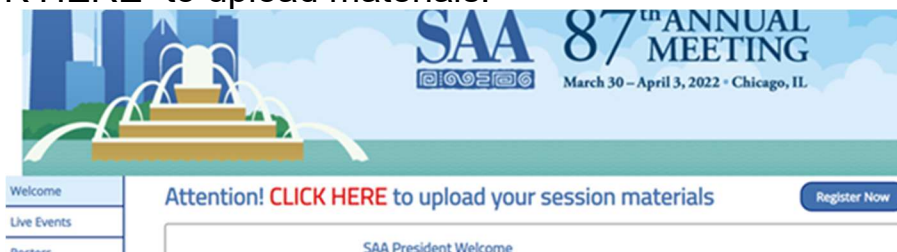
- How-to video: <https://www.youtube.com/watch?v=uKgfVZ4aCE0>
- <https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>
- At the end of the process, export or save to an **MP4 format video file** and upload to the Google Drive folder linked in the next section.

### **Tips for creating a high-quality recording:**

- Using earphones/buds with a built-in microphone is recommended, but be aware that bad wiring can distort incoming or outgoing audio transmission.
  - Test your equipment!
  - For best results, use natural light and supplement with additional light as needed.
  - Put your lighting source in front of you. Do not put lights overhead, and avoid any lights or windows behind you as they will alter the light levels in your videos and create shadows.
3. **Log in to virtual components website.** When you have files ready to upload, log on to <https://saa2022.conventus.live>. You will need your SAA username and password. If you don't remember your log in

credentials, please use the “forgot my username/password” link or e-mail [meetings@saa.org](mailto:meetings@saa.org) for assistance.

After you log in to the virtual components site, you will see a blue banner with the SAA 87th annual meeting and immediately below you will see a red “CLICK HERE” to upload materials.



When you click on the red text “CLICK HERE,” you will see a tool to upload your materials.

4. **Upload your files before March 15.** The e-Poster website will not have a space for a handout. The maximum file size for your PDF and MP4 is 4 GB.

Once your poster is uploaded, you will receive a confirmation on the screen and the upload will be available to meeting attendees that same day. There will not be anyone checking the uploaded files.

**Please upload your e-Poster and any video recording before March 15, 2022**, if at all possible. Uploading your electronic files by this date ensures that SAA staff will have time to help if you have any difficulties. Unfortunately, between March 16 and April 6, SAA staff may not be available to help you with your upload, because we will need to set up, support, and then take down the physical meeting. In other words, while you can upload your files after March 16, SAA staff may not be available to help you until April 6.

The e-Poster website will not include a chat function. We strongly encourage poster presenters to include all author and coauthor names and their e-mail addresses in the text of the poster so viewers can easily follow up with you with questions.

# Viewing e-Posters Online

**All e-Posters that have been uploaded by presenters will be available online to all meeting registrants until May 15, 2022.** In addition, individuals who have purchased access to the virtual components can view and interact with the virtual components website. A virtual components access fee will *not* grant admission to any in-person events.

Please refer to the [virtual components attendee guide](#) for more details.