



# GULF AND CARIBBEAN FISHERIES INSTITUTE

## GUIDELINES FOR PREPARING VIRTUAL POSTERS

Poster Presenters will receive an email from our app provider Whova with a unique link to upload your poster. Only presenters registered for GCFI76 will receive this link.

- If you do not register for GCFI76 by October 15, 2023, your poster will be removed from the program. Here is the link to register: <https://www.gcfi.org/conference-registration/>
- If you have registered and have not received an email with your link by October 18, 2022, please contact [gcfi@gcfi.org](mailto:gcfi@gcfi.org)

### Poster and Video Upload Instructions

- Posters should be uploaded to the GCFI76 Meeting App in Whova (PDF Only - Max File Size:10 MB). Recommended Poster Format: Landscape
- Presenters will have option of uploading a 3 - 5 minute video describing their poster (Max File Size: 100 MB). This option is highly recommended.
- Presenters also have the option to include supplementary material such as links to publications, social media as well as a poster highlight section.
- Posters will be available for viewing by meeting registrants from October 30, 2023
- After signing in to Whova and creating your profile, click "Add Document" to upload the PDF of your poster.
- Click "Add Video" to upload your optional 3 – 5 minute video.
- Click "Save."
- You can also add links to publications and social media during this stage.

**Participants must upload their poster and other materials by October 27, 2023 11:59 PM EDT.**

### Tips And Tricks for Creating Posters

- Start with a readable title at the top and create a simple layout that is easy for the reader to navigate.
- Limit the amount of information on your poster: use bullet points rather than full paragraphs.
- Negative space – don't feel the need to fill every bit of your poster with text/images.
- Keep your font large and contrast strong enough so the audience can see all your text.
- Be consistent in formats, fonts and other repetitive features.
- Include contact information and eye-catching visuals.
- Share your poster with collaborators to ensure the information and data are accurate.

**Poster Highlights:** Using the 'Description/Abstract' section of your virtual poster exhibit, you can also provide a few highlights about your research. Highlights are three to five bullet points that help the reader to efficiently grasp the nature and scope of your research. Think of this as an 'elevator pitch' of your poster to grab attendees' attention. Feel free to be creative and capitalize on this e-poster format!