

## IMPORTANT DATES FOR PRESENTERS (POSTERS)

The event time zone is Korea Time (GMT+9)

Date	Important Events
<b>July 2</b>	Registration deadline for ALL presenters
<b>July 7</b>	Whova site link sent to ... <ul style="list-style-type: none"> <li>– Create individual ID for signing in Whova event venue</li> <li>– Create presenter profile</li> <li>– Upload a poster (<b>required</b>)</li> <li>– Upload a handout or a pre-recorded video (<b>optional</b>)</li> </ul>
<b>July 19</b>	Deadline to upload a poster/handout/pre-recorded video on Whova
<b>July 20</b>	AASP 2021 Whova event venue opens
<b>July 29-31</b>	<b>AASP 2021 Conference</b> <ul style="list-style-type: none"> <li>– All participants (presenters and audiences) can access all posters via Whova anytime.</li> </ul>
<b>December 31</b>	Conference Whova event venue closes

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## Guidelines for Presenters (Posters)

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Whova Speaker Guide (web and video) for Presenters is available here:

<https://whova.com/pages/whova-speaker-guide/>

Zoom User Guide (video) for Presenters is available here:

<https://youtu.be/QOUwumKCW7M>

Poster presentations will be available throughout the entire conference.

All participants can access all posters at the “**Posters**” section on the Whova event venue.

The screenshot shows the Whova event venue interface. The top navigation bar includes 'Whova', 'The 14th Biennial Conference of the Asian Association of Social Psychology', 'Jul 29 - 31, 2021', and user options like 'Whova Guides', 'Organizing your own event?', and 'Hayeon Lee'. The left sidebar has a 'MAIN NAVIGATION' section with 'Posters' highlighted in a red box and an arrow pointing to it. The main content area displays three poster presentations (DEMO1, DEMO2, DEMO3) with their respective titles, presenters, and 'Enter' buttons. A red callout bubble on the right states: 'Poster presentations will be available throughout the entire conference'.

### TO-DO List for Poster Presenters

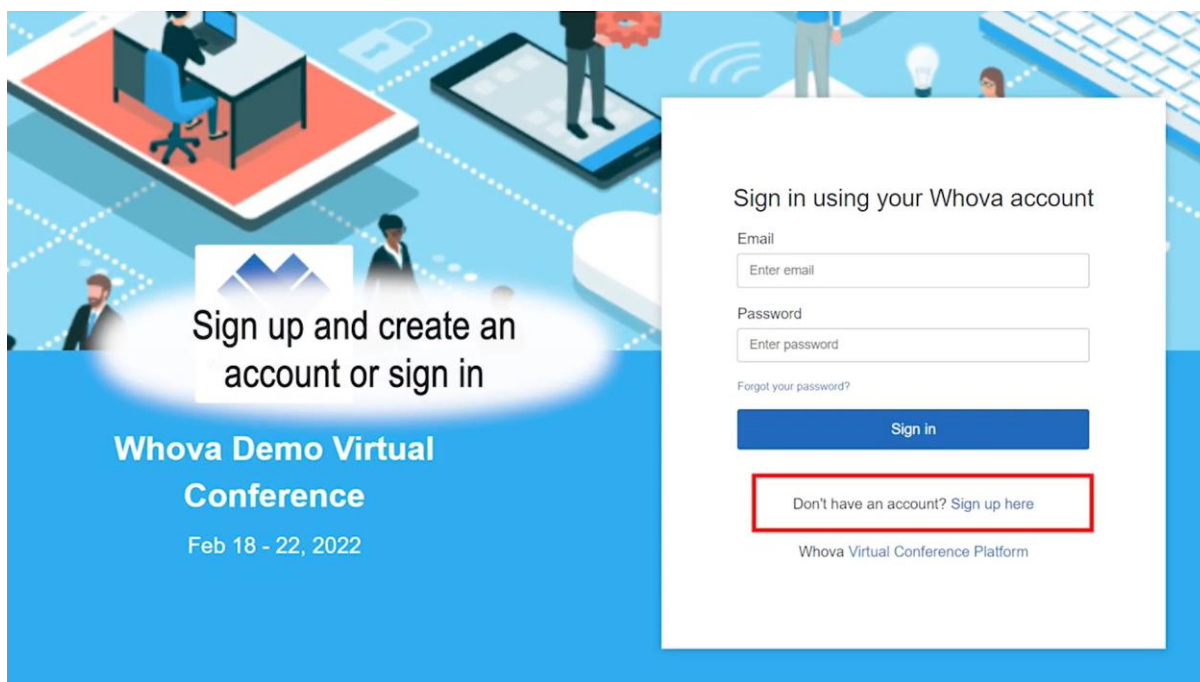
#### Conference Registration – Deadline July 2

- All presenters must register for the conference to present.
- Access to Whova event venue for the conference will be available to registered presenters only.

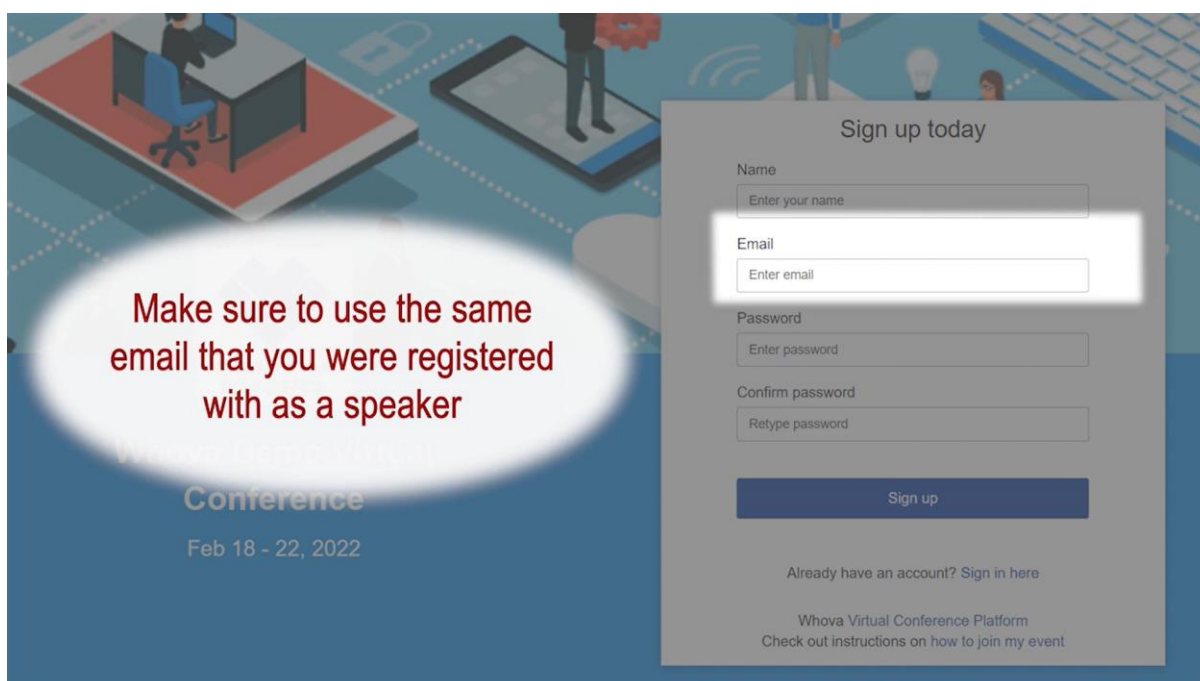
#### Sign up (Create an Account) for Whova Event Venue – Opens on July 7

- All Presenters will receive an email from Whova on July 7 with log-in instructions. The link will look like this: <https://whova.com/portal/webapp/xxxx/>. (If you do not receive the link by July 7, please notify the Secretariat immediately)

- Click “Sign up here” (if you do not already have an account) and fill in your name, email, and password.



- **MAKE SURE TO USE THE EMAIL ADDRESS YOU HAVE USED FOR CONFERENCE REGISTRATION.** You will not be asked to pay anything to sign in. When logging in, you will automatically be taken to the conference main page.



- Fill in your profile with your affiliation, location, and research interests. Other attendees will use this to network with you if you choose to be included in the attendee list.

The screenshot shows the Whova profile setup interface. On the left, a vertical navigation menu includes 'Upload a profile picture', 'Let's beef up your profile' (which is highlighted), and 'Done'. The main content area is titled 'Let's beef up your profile' and contains the following sections:

- INTERESTS:** 'You currently don't have any interests added' with a '+ Add interests' button.
- AFFILIATION:** 'You currently don't have any affiliations added' with a '+ Add an affiliation' button.
- EDUCATION:** 'You currently don't have any schools added' with a '+ Add a school' button.
- LOCATION:** '+ Add Location' button.
- RESUME:** 'Interested in new job opportunities? Upload your resume to open up a door for potential employers in this event!' with a '10 MB file size limit' and a '+ Add resume' button.

### Uploading a Poster/Handout/Pre-Recorded Video on Whova – Deadline July 19

- You can create your poster using Microsoft PowerPoint or other similar software. However, you **MUST** convert your file into a PDF format to upload as Whova accepts PDF files only (10MB max).
- If you want to see the template for poster presentation, click [here](#).
  - You are recommended to present your poster in a single page (like a traditional paper-poster) for the audience.
  - **Please do not use copyrighted materials without permission or content that should not be shared in public. Please check for the Copyright Policy and the “Presenter Guideline on How to Use Copyrighted Material” [here](#).**
- You can upload your poster, one handout, and one pre-recorded video on Whova. Poster presenters will receive a set up link similar to this: <https://whova.com/xems/engage/artifact/xxx/yyy/>

- Add information about your poster (Description/Abstract) at the set up link above (required).

**Poster Information**

Website  
https://

Address

Description / Abstract \*

Number  
e.g. Used for Poster Number or Booth Number

- Upload a cover photo of your poster (required)
  - Please upload a cover photo of your poster to highlight & preview your poster. The cover photo will be shown on the first page of the Posters venue.
    - You can make a cover photo that is the same as your poster by converting the PDF file into an image file (such as jpg, jpeg, or png). If you are not familiar with changing the file format, here is a tip: [“How to convert PDF to JPG using Acrobat”](#)
    - Recommended image dimensions are 700px x 210px (max 1,000px x 1,000px)
    - Upload the photo on “Photos” – “Cover Photo” section

**Photos**

Cover Photo

Click to add an image

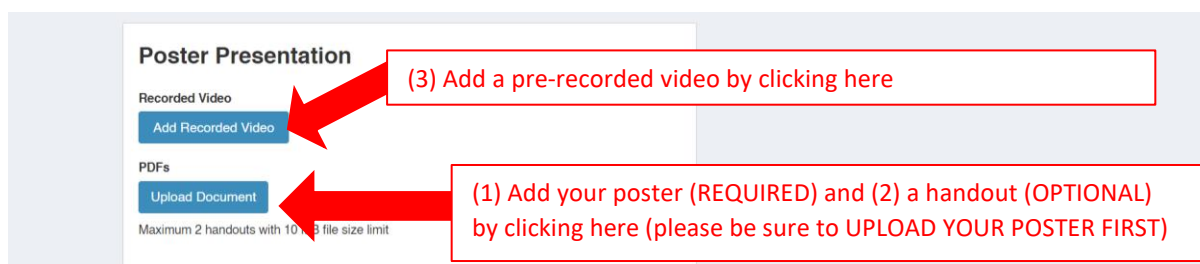
Recommended image dimensions: 800px x 450px (Max 1000px x 1000px)

Can be used to highlight this Poster

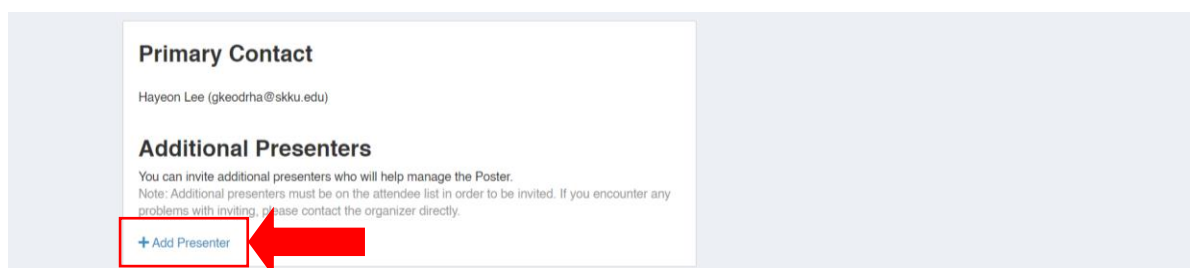
Insert cover photo of your poster here

- Upload a poster (required)
  - For your poster, only a PDF file, 10MB max, is accepted into Whova.
    - File name: Poster Title\_Last Name\_Poster.pdf
    - Upload your poster into “Poster Presentation” – “PDFs” section (see the screenshots below)
- Upload a handout (optional)
  - You can also upload supplementary material (e.g., detailed results, experimental materials) with your poster.

- For a handout, only a PDF file, 10MB max, is accepted into Whova.
  - File name: Poster Title\_Last Name\_Handout.pdf
  - Upload into “Poster Presentation” – “PDFs” section
- **Please be sure to UPLOAD YOUR POSTER FIRST AND THEN UPLOAD A HANDOUT.**
- Upload a pre-recorded video (optional)
  - If you plan to use any pre-recorded material for the audience, upload a pre-recorded video on Whova. You may use a tool you prefer but need to make sure that the recording will play without problems on Whova.
  - Whova supports most video formats such as mp4 and mov, and the maximum size for the video is 200MB. Pre-recordings may not exceed 5 minutes.
    - File name: Poster Title\_Last Name\_Video.mp4
    - Upload into “Poster Presentation” – “Recorded Video” section



- Add other presenters of your poster (optional)
  - You can add additional presenters who will help manage your poster presentation.



- Attendees can watch all materials and communicate with the presenter until December 31, 2021. If you wish to remove your presentation materials upon completion of the conference, please notify the Secretariat ([aasp2021@gmail.com](mailto:aasp2021@gmail.com)) by August 1, 2021.

### Code of Conduct

- Please review the AASP 2021 Conference Code of Conduct [here](#).
- AASP 2021 Conference is available to registered attendees only.
- Sharing of Whova login information is strictly prohibited. Likewise, sharing any password-protected Zoom links, login information, or other access information is forbidden.
- Any sharing of conference links outside of our secure platform will pose serious security risks (e.g., Zoom bombing, spamming). Please help us keep our virtual conference safe by not sharing any conference links with anybody.