IMPORTANT *dates* YOU NEED TO KNOW

(VIEW ONLINE)

🕐 **November 6, 2023**
REGISTRATION OPENS / EARLY BIRD RATES BEGIN *View the registration rates and other details* **HERE**.
ABSTRACT SUBMISSION PORTAL OPENS *Submit abstracts using the* **ONLINE FORM**.

🕐 **November 30, 2023**
EARLY BIRD REGISTRATION ENDS *Rates end at 11:59 PM CST. Payment must be received by the deadline for the* **DISCOUNT** *to apply. View the registration rates and other details* **HERE**.

🕐 **December 1, 2023**
STANDARD REGISTRATION BEGINS *Rates begin at 12:00 AM CST. View the registration rates and other details* **HERE**.

🕐 ~~**February 1, 2024**~~ **February 8, 2024** ****DUE DATE EXTENDED****
ABSTRACT SUBMISSIONS DUE *Submit abstracts using the* **ONLINE FORM**. *Portal will close at 11:59 PM CST.*

🕐 ~~**February 15, 2024**~~ **February 22, 2024** ****DATE UPDATED****
ABSTRACT SELECTION NOTIFICATION *Submitting authors of selected abstract will be notified no later than 11:59 PM CST on 2/15/2024.*

🕐 **February 29, 2024**
ABSTRACT PRESENTER RESPONSES DUE *Authors notified of acceptance must complete the response form by 2/29/2024. Form will close at 11:59 PM CST.*

STANDARD REGISTRATION ENDS *Rates end at 11:59 PM CST. Payment must be received by the deadline for the* **DISCOUNT** *to apply. View the registration rates and other details* **HERE**.

🕐 **March 1, 2024**
LATE REGISTRATION BEGINS *Rates begin at 12:00 AM CST. View the registration rates and other details* **HERE**.

🕐 **March 18, 2024**
LODGING DISCOUNT DEADLINE *Lodging reservations must be made by 5:00PM CDT for the* **DISCOUNTED GROUP RATES** *to apply.*

PRESENTATIONS DUE *Selected Podium Presenters PowerPoint Presentations are due.* **VIEW PRESENTATION GUIDELINES**.

🕐 **April 7, 2024**
CONFERENCE BEGINS *In-Person Convening at the Sheraton New Orleans Hotel in New Orleans, Louisiana.*

POSTER PRESENTERS

NEED *to* KNOW

⚠ ATTENTION: READ THESE GUIDELINES CAREFULLY!

POSTER PRESENTATIONS will occur during designated Poster Sessions on **April 7–9, 2024**. Poster presenters must register and pay to attend the XULA 2024 Conference by **Thursday, February 29, 2024** in order to have their work included in conference materials.

ON-SITE POSTER PRESENTATION

POSTER SIZE: An 8'x4' poster board will be furnished for all participants to display their posters. The mounting surface area is 7'10" wide by 3'10" tall, please do not exceed this dimension.

SET-UP & DISMANTLE: The presenting author is responsible for displaying the poster at the beginning of the assigned poster session and removing it at the end of the assigned poster session, at times to be designated in the Poster Acceptance Package. Please bring your own push pins to mount your poster. Detailed instructions for poster displays, poster number, and location will also be included in the Poster Acceptance Package.

PRESENTING AUTHORS: The presenting author must be available at the poster display during their designated Poster session. Conference participants will be invited to speak with authors either one-on-one format or in group sessions. There will be no audio-visual equipment for poster presentations, as space does not permit.

For all inquiries, contact the Conference Organizer:

1Joshua Group, LLC
1513 East Cleveland Avenue
Bldg. 100-B, Ste. 202
Atlanta, GA 30344-6947
404.559.6191
XULA@THE1JG.COM

POSTER PRESENTER: DEVELOPING YOUR ON-SITE POSTER

TYPE STYLE: To maintain legibility avoid the use of ornate or script fonts. Blocky fonts like Swiss, Helvetica and Arial or conservative serif types like Times Roman and Bookman read well. In the body of the text, follow normal convention when employing italics and capital letters.

TYPE SIZE: All text must be legible. The title should be legible from at least 16 feet and text from 3-5 feet. Minimum recommended font sizes are summarized below:

# Title	## 90
## Heading	### 60
### Subheading	30
Text	18

POSTER PRESENTER: DEVELOPING YOUR ON-SITE POSTER

BACKGROUND: Elaborate background images call attention to the background—not your science. Images and patterns will cause your material to be very difficult to read and visually obscured. However conventional it may be, choose a background that accentuates the material you want to present.

COLORS: Do not use fluorescent or intense colors. Colors used on graphs should consistently represent the same population or variable throughout. Subdued or neutral colors toned down with gray are best for backgrounds and large areas. Blues, browns, greens, or grays are appropriate for framing. Background for text and graphs can be white, but off -white or beige is easier on the eyes.

POSTER PRESENTER: DEVELOPING YOUR ON-SITE POSTER

LAYOUT: Organize your poster from left to right and top to bottom. One good method is to divide your material into 3 to 5 logical sections. Lay out each section as a vertical module on your poster, moving from left to right and leaving space between each module. White (empty) space is important and can be used to separate parts of your poster or establish relationships between modules or sections. Avoid clutter.

GRAPHS AND TABLES: As with the rest of your poster, strive for brevity, simplicity, and clarity. Here are some rules of thumb. Tables with more than 20 data cells will begin to overwhelm a typical viewer. Similarly, graphs with no more than three lines or six bars are preferable. Include captions and legends but keep them short and informative. Maintain a consistent labeling system for all graphs. When data of the same type are presented on separate graphs, it may be useful to use the same scale on all axes.

PODIUM PRESENTER: DEVELOPING YOUR SLIDE PRESENTATION

TIPS TO *create* THE BEST SLIDES FOR YOUR PRESENTATION

LESS IS MORE.

When you deliver a presentation, chances are part of the reason why people are tuning in is they care about the topic, but they also are curious about the person speaking on it. That's why it can be valuable to keep your slides simple when delivering a presentation to an audience in-person. You want the focus to be on the message, rather than just the slides themselves. Keep the slides on-topic, but simple enough that people can still pay attention to what you're saying, using the visual presentation to support your message.

KEEP TEXT TO A MINIMUM.

One way to accomplish simplicity is to reduce the amount of text in your presentation. People recall information better when images are paired with it (as opposed to text), so to help your message resonate with the audience, focus on visual content when you create your slides.

RETHINK VISUALS.

When you reduce the amount of text on your slides, you'll need compelling visuals to support the message you're delivering to your audience. But that doesn't mean you can just throw some nice-looking photos onto your deck and move on. Like any other content strategy, the visual elements of your presentation need to be strategic and relevant.

CHARTS AND GRAPHS.

One of the best ways to support the message you're delivering in your presentation is by including data and statistics. That's where charts and graphs come in: They provide a colorful and engaging way to present the details that support your point. That said, make sure they fit in with the rest of your presentation's visual theme -- otherwise, it'll distract the audience from what you're talking about, rather than enhancing it.

HOW TO *create*
THE BEST POWERPOINT PRESENTATION

COLOR THEMES.

There's been some research around the way color can influence our emotions, especially when used in marketing. And while the goal of your presentation may not necessarily be to make a sale, you might be trying to invoke certain feelings or impressions, which a strategic use of color can help you do.

FONTS.

When you do include text, you want it to be readable enough for your audience to fully consume and interpret it easily enough to avoid becoming distracted from your message. If you include text that's too small or dense to easily read, they'll become too focused on trying to decipher it to pay attention to what you're saying.

That's why the designers recommend choosing Sans Serif fonts that opt for "legibility over fun," noting that text should not only be big enough for people in the back of the room to read it, but also, presented in the right color to maintain visibility over your background.
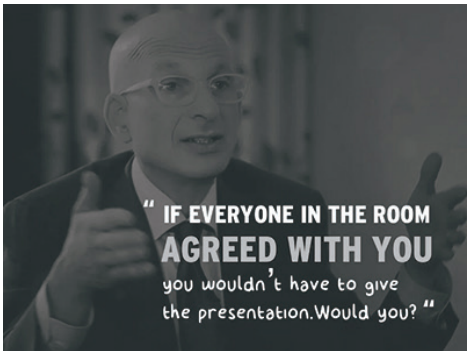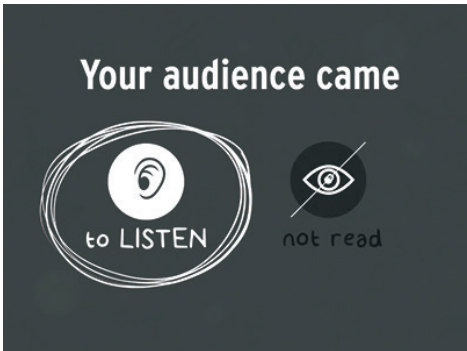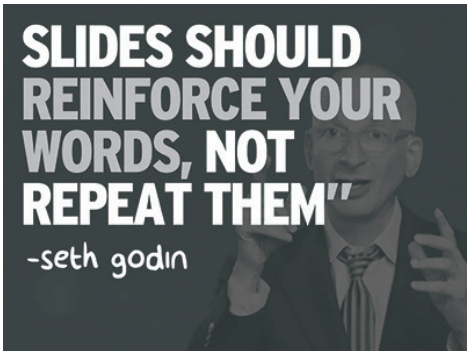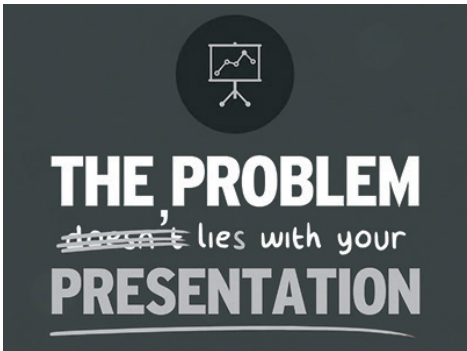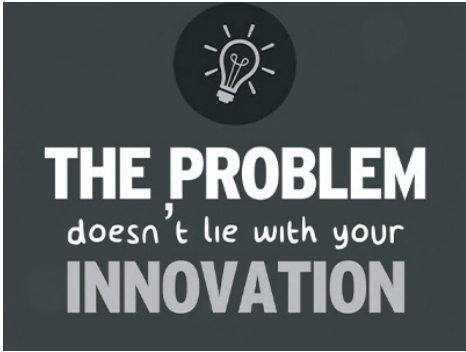
IMAGE QUALITY.

Incorporating this fabulous visual content into your presentation will go to waste if the images are low-quality. Make sure your photos and other visual assets are high-resolution enough to be crisp and clear when displayed on a huge presentation screen.

BEST POWERPOINT PRESENTATION *examples*

FREQUENTLY ASKED QUESTIONS *answered*

CAN MULTIPLE PEOPLE PRESENT MY ABSTRACT?

All presenters must have a **paid registration** to participate in the conference.

If your abstract is selected for podium presentation, only **ONE (1)** presenter is allowed.

WHEN DO I PRESENT MY POSTER PRESENTATION?

Those persons assigned to **Poster Session 1** will present on:
April 7, 2024 from 5:30 PM – 7:00 PM CDT **_and_** April 8, 2024 from 8:00 AM – 9:00 AM CDT.

Those persons assigned to **Poster Session 2** will present on:
April 8, 2024 from 4:30 PM – 6:00 PM CDT **_and_** April 9, 2024 from 8:00 AM – 9:00 AM CDT.

CAN I MAKE CORRECTIONS TO MY ABSTRACT?

To ensure the integrity of your abstract and data, abstracts are published as submitted. You are welcome to share updates during your presentation.

ARE SCHOLARSHIPS AVAILABLE?

Each participant must register and pay for the conference before the abstract is confirmed for presentation. Participants are responsible for their own registration fees and any expenses related to travel, parking, and other incidental charges.