

20-21 Vision Health Research Network Virtual Meetings Instructions

Deadline for Abstract Submission: **November 6 2020**

- Each student is encouraged to present his work. Each presenter has to register before filling out the "Submission" section on the "Fourwaves" website.
- **Between November 16 and 20**, we will inform by email the selected presenters of the date chosen for their **oral** or **poster presentation**.
- There is a total of 6 oral presentations and 25 poster presentations per day.

IMPORTANT: We cannot guarantee the selected type of presentation and the date.

Instructions for oral presentations

- We will use a **single Zoom link for all** presentations (welcome, plenary speaker, and the 6 oral presentations). **This link will be send by email.**
- On the day of the meeting, you will be invited to share your screen (in full-screen format) so that all attendees can see your presentation.
- We strongly suggest that you turn on your camera during your presentation.
- Your presentation should not exceed **8 minutes**. A time period of **2 minutes** will be dedicated to audience questions, even if the presentation is not finished.
- You will be automatically penalized by the jury if you surplus the time.
- For confidentiality reasons, sessions will not be recorded.
- See also "**NOTE**" in the next section.

Instructions for posters or « Interactive Virtual Poster Platform »

- For the first meeting (December 4th), you must submit your poster by **Tuesday, December 1st, at 8:00 AM**. *For all other meetings, you must send your poster before Tuesday preceding the meeting. A reminder will be sent.*
- To do this, you must connect to "Fourwaves" and modify your submission form. In the sub-section "**Presentation Submission**", you can upload your poster.
 - **POSTER** (image format = .gif, .png, .jpeg, .jpg), maximum size: 30 MB
- As the event is virtual, there are no specific requirements for the actual size of your poster. However, you must respect the maximum download capacity.
- Please schedule a **3-minutes** presentation.
- You must be available throughout the "**Session: Poster Presentation**".
- During the entire period, there is no schedule. Attendees (**including evaluators**) will be invited to connect with you during this session. They will have access to your poster by clicking on your **unique "Fourwaves" link** (see "**Program**"). You will receive a notification.

NOTE: All half-day presenters (oral and poster presentations) can be contacted during this period as each of you has an **unique "Fourwaves" link**. We ask the presenters of the oral presentations to be available during this time as well as they may also be contacted. However, they will not be evaluated during this period.

Instructions for the attendee

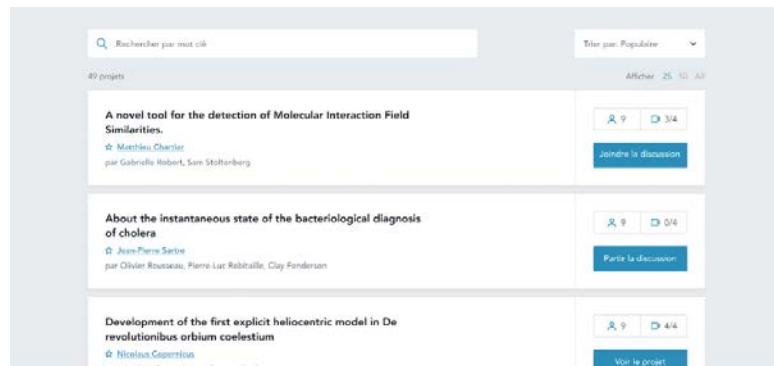
NB: These instructions are also available in the "Presentation info" tab on the Fourwaves website.

Accessibility

To access all the features of the "Fourwaves" site, the attendee must log in by clicking on "Sign in" in the event menu (email and password). Only attendees will be able to access the abstracts and interact with the presenters.

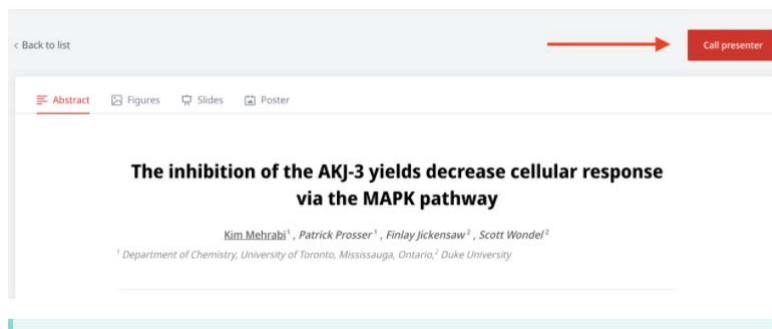
Before the meeting

- **Before the meeting**, you are invited to consult the students' projects. You can consult the list or search by keywords.
- You will be able to access all the abstracts submitted so far by clicking on the "**Abstracts**" tab. This page will display the list of all student abstracts (oral and poster presentations). **Important: you will be able to communicate with the author only during the period provided for this purpose (see "Program").**



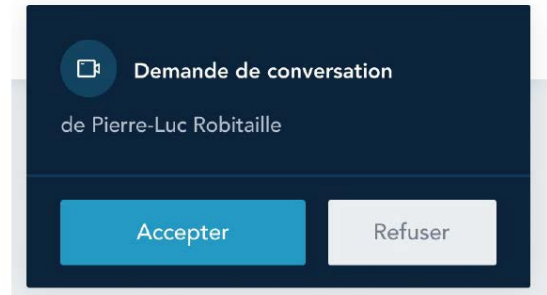
The day of the meeting

- **On the day of the meeting**, you will access the oral presentations (welcome, guest speaker, and student oral presentations) by clicking on the Zoom link (send by email). The presentation for poster and oral presentation award will also be done from Zoom.
- We invite you to follow the meeting on the "Fourwaves" site ("**Program**"). Reminder: you will need to log in to access all the features.
- During the "**Session: Poster presentation**", we invite you to click on the presenter of your choice. You will have access to his abstract and poster, and you will be able to communicate with him.
- Attendees (or evaluators) will have to click on "**Call presenter**"

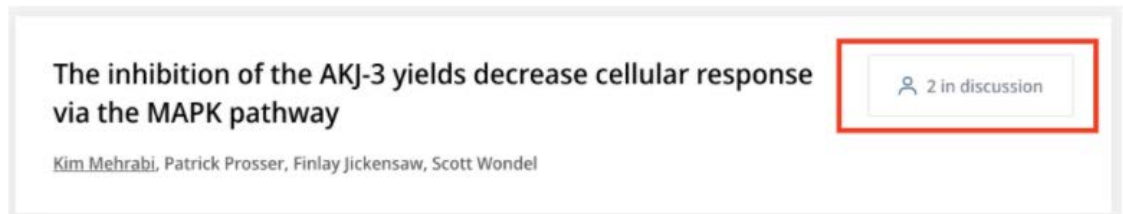


IMPORTANT: All abstracts submitted so far will be available in the "**Abstracts**" tab. By using the filter: "**Jour confirmé**", only the abstracts presented on this day will be displayed. We recommend to follow the "**Program**" and limit your interactions only to presenters designated for the date of the meeting.

- The presenter will receive a notification inviting him to go and chat with the participant.



- If there are already conversations going on, you will see the number of people in the conversation. A maximum of 8 people is allowed.



Awards

Several prizes will be awarded for each of the following categories (subject to changes):

- Award of Excellence – Best oral presentation
- Award of Excellence – Best oral presentation by a pre-graduate student
- Award of Excellence – Best oral presentation by a graduate student
- Award of Excellence – Best poster presentation by a research fellow
- Award of Excellence – Best poster presentation by a professional

Evaluation grid

CRITERES	NOTE
Clarity of the presentation	6
Knowledge of the subject	6
Questions	6
Respect of the time	2
Final Score	20