



## The University of Edinburgh Learning and Teaching Conference 2025

# Poster Presentation Guidance

This page offers some guidance and considerations on producing and submitting your poster and accompanying optional video content for the 2025 Learning and Teaching Conference.

Guidance is provided for in-person and online poster presentations. If you have opted to present in **both** formats, please follow the guidance in both sections.

For inspiration when creating your poster, you may also wish to browse our archive of online posters from some of the previous Learning and Teaching conferences:

[Conference Posters – Learning and Teaching Conference 2022](#)

[Conference Posters - Learning and Teaching Conference 2021](#)

## In-person Poster Presentation

### Poster Format

Posters should be printed and displayed in **A1 or A2** size, in **portrait** format.

The University of Edinburgh logo should be included in line with the guidance available [here](#).

Your poster title, name, and email address should be positioned at the top of the poster. It should be clear to delegates who they can contact for further information.

Posters should acknowledge and/or name all people who have contributed to the work.

Please make it obvious to the viewer how to progressively view the poster. The poster generally should read from left to right, and top to bottom. Numbering the individual panels or connecting them with arrows may assist readers.

### Poster Printing

A poster printing service is available through the [University Printing Services](#).

There are also self-service facilities available at the [uCreate studios](#).

### Further Guidance

[Study Guide Designing Effective Conference Posters](#)

## On the Day

Poster boards will be available for you to put up your poster from the start of registration on the day of the conference in the Alder room. Posters should be collected at the end of the conference.

Posters will be displayed in the Alder Lecture Theatre in Nucleus. Presenters are expected to stand by their posters to chat with delegates during the **morning coffee break**. If for any reason it is not possible for you to be available during this time, please include the main author contact details on your poster so people can contact you after the conference. You may also choose to stand by your poster during the lunch break.

Poster presenters will also be invited to give a one-minute pitch to the conference audience about their poster in the Oak Lecture Theatre after the morning keynote, saying why delegates should come and talk with them during the break. Presenters will be seated in front of the room for easy access to the presentation area and will be able to submit one slide to accompany their pitch.

If you are delivering a one-minute pitch with accompanying slide, please submit your slide to [lt.conference@ed.ac.uk](mailto:lt.conference@ed.ac.uk) with the following name format: Lead presenter's FirstnameLastname, by **Friday 2<sup>nd</sup> June 2025**.

If you experience any issues in e-mailing your slide as an attachment, please upload it to One Drive and share the file with [lt.conference@ed.ac.uk](mailto:lt.conference@ed.ac.uk).

## Online Poster Presentation

Posters will be presented as a digital poster (in PDF format) on a dedicated Miro board on the Conference Teams site. Delegates will be able to add comments on the Miro board. As the conference is open to colleagues external to The University of Edinburgh, your poster may be seen by an external audience (unless specified in your submission form).

### Poster Format

Posters can be in **either landscape or portrait** format.

The University of Edinburgh logo should be included in line with the guidance available [here](#).

Your poster title, name, and email address should be positioned at the top of the poster. It should be clear to delegates who they can contact for further information.

Posters should acknowledge and/or name all people who have contributed to the work.

Please make it obvious to the viewer how to progressively view the poster. The poster generally should read from left to right, and top to bottom. Numbering the individual panels or connecting them with arrows may assist readers.

### Poster Submission

Please submit finished posters as a **PDF** to [lt.conference@ed.ac.uk](mailto:lt.conference@ed.ac.uk) by the end of **Friday 2<sup>nd</sup> June 2025** with the following name format: Lead presenter's FirstnameLastname. A member of the Conference team will upload it to the Conference site.

If you experience any issues in e-mailing your poster as an attachment, please upload it to One Drive and share the file with [lt.conference@ed.ac.uk](mailto:lt.conference@ed.ac.uk).

## Accompanying materials

As well as the poster itself, we are offering presenters the opportunity to provide further information on their poster via a pre-recorded short (5 – 10 minute) video.

You can record this content in any way you wish. Once complete, please upload your recording to Media Hopper and add it to the "[Learning and Teaching Conference 2025](#)" channel by the end of **Friday 2<sup>nd</sup> June 2025**.

### Subtitles

We would like to make all content as accessible as possible and will be adding subtitles to each video. So that the conference team can generate and edit subtitles, please ensure that you add Karsten Moerman (kmoerman) as a co-editor when you upload your content. To do this, navigate to the video in Media Hopper and click **Actions > Edit > Collaboration** and add **Karsten Moerman (kmoerman)** by clicking:



### Recording via Kaltura Desktop Recorder

An easy way to record your video is to use Kaltura Capture. This can be accessed directly from Media Hopper (from the top tool bar within Media Hopper click **Add New > Launch Desktop Recorder**) and can be used to capture your screen, PowerPoint presentations, webcam and audio.

If you are unfamiliar with Kaltura, you can find more information and guidance [here](#).

Once you have recorded your content in Kaltura, you can upload it directly into Media Hopper and it will then appear under "**My Media**". To add it to the "[Learning and Teaching Conference 2025](#)" channel, navigate to the channel and then click:



You will then be presented with a list of all media you have created. Select the poster video and click **Publish**.

You can also use PowerPoint to record your video [Record your presentation](#) , '**Export**' to Create a Video and upload to Media Hopper.

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When developing any accompanying materials, please take internet speed into account. If you experience any issues in uploading video content, please feel free to consider audio only.

There is also big difference in file size between HD and SD video, so if you are experiencing issues uploading your video you can try reducing the quality to 480p (in Kaltura, you can do this by clicking on the settings cog and amending the camera and screen recording quality).

If you have any queries at all or would like further guidance on submitting your poster/content, please do not hesitate to contact the Learning and Teaching Conference Team ([lt.conference@ed.ac.uk](mailto:lt.conference@ed.ac.uk)).

## Request an Alternative Format

If you require this document in an alternative format, such as large print or a coloured background, please contact [lt.conference@ed.ac.uk](mailto:lt.conference@ed.ac.uk).