GeoKarlsruhe2021 – Instructions for Authors

Check into the virtual conference environment (create personal account)

When you are joining a SCOOCS based conference for the 1st time, please use the following link to enter and set up your profile.

https://geokarlsruhe2021.scoocs.co/checkin

After completing your profile and choosing your own password you will be redirected to the conference foyer. Here a short guided tour will show you around the platform and its most important features (first login only). Take your time to look around and explore everything so that you are familiar with the platform before the conference starts.

For all attendees who will be presenting a poster (note: only **presenters** will be enabled to create and edit a poster booth), we have prepared the following instructions. We encourage you to read them thoroughly. Should you encounter any problems feel free to reach out to us anytime. Poster booths need to be completed and activated (thus visible to all participants) until 10 September (though minor changes and corrections can be done later). Make sure to keep that deadline.
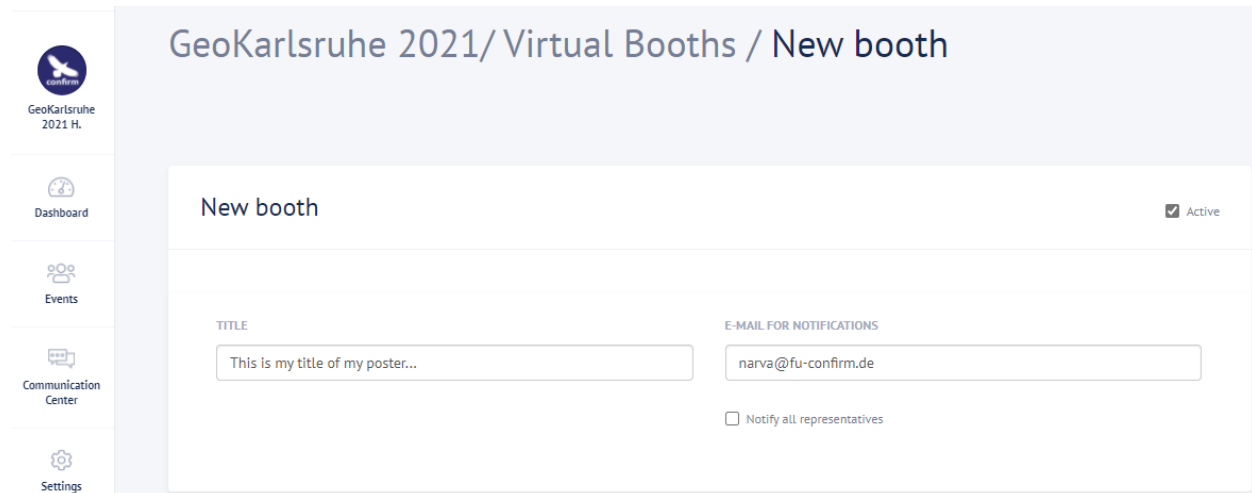
Poster presentation

When entering the conference platform as a poster author you will automatically be assigned the right to create your own poster booth. To facilitate preparations also on our side please only create **one** booth for **one** poster.

To create or edit your poster booth, log into the SCOOCS environment and click Poster Booths in the left menu bar, then CREATE BOOTH at the top of the window.
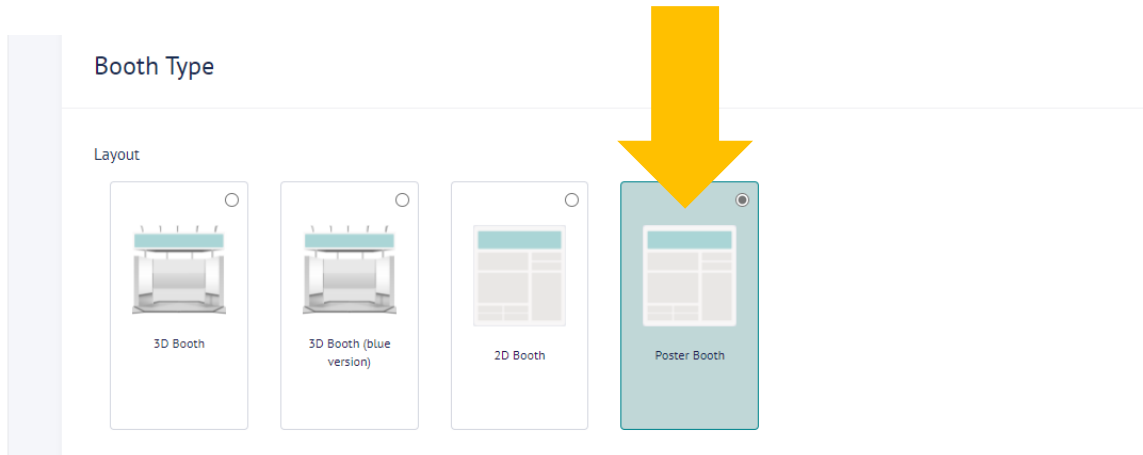

By clicking the CREATE BOOTH button, a new environment for creating your poster will appear. Below we provide you with a guide and some hopefully useful tips and hints on how to do this:

1. Enter the **poster title**. As soon as you click the "**Active**" button in the upper right corner, the poster will be visible for all registered participants of the GeoKarlsruhe2021, so make sure you do not **activate** it too early, but also note that the poster must be visible by 10 September at the latest. You may also enter your **E-mail for notifications**. By doing so, once the poster is visible you will receive an **automatic notification email** as soon as another participant visits your poster. In case you do not want to receive any more notifications, simply remove your email from this field.

2. Select **Poster Booth** (**never** choose any of the other options!).

3.The **content of the poster** is created via the "Booth Content" field. First enter a good title (e. g. either your poster title again or its subtitle). Second you may want to enter a short descriptive text, your (short abstract) etc. in the box where it says "lorem ipsum". A simple text editor lets you edit the text. You can edit this content as often as you wish.

Booth Content

RENAME DESCRIPTION LABEL

My poster

RENAME HIGHLIGHTS LABEL

Type new label here...

IFRAME ⓘ

Paste here the iframe code

DESCRIPTION

Lorem ipsum dolor sit amet[2], consectetur **adipisici** elit, sed eiusmod tempor incidunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquid ex ea commodi consequat. Quis aute iure reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint obcaecat cupiditat non proident, sunt

HIGHLIGHTS

Type highlights...

This is also the place where you can either create your poster from scratch, or upload an already existing poster (PDF or jpg/png). We have prepared example posters (portrait and landscape format with upload, and a poster built from scratch) to give you an idea how the final posters may look like. More suggestions on how to create or upload the poster itself will follow below.

4. You may add **social media** profiles should you wish to:

Social Media

XING URL

Type URL here...

TWITTER URL

Type URL here...

GOOGLE SCHOLAR URL

Type URL here...

FACEBOOK URL

Type URL here...

YOUTUBE URL

Type URL here...

RESEARCH GATE URL

Type URL here...

LINKEDIN URL

Type URL here...

SPOTIFY URL

Type URL here...

SITE URL

Type URL here...

INSTAGRAM URL

Type URL here...

5. **Booth banners** should be added to add a logo or photo from the poster project group or a project partner. The necessary format size can be found by hovering with your mouse over the small "i". Here, also the URL to a project website or similar can be added.

Booth Banners

☑ Banner right top active   ☐ Banner right bottom active

BANNER RIGHT TOP URL   **BANNER RIGHT BOTTOM URL**

[Type URL here...]   [Type URL here...]

ℹ   ℹ

Banner top right

BROWSE

☐ Remove

BROWSE

☐ Remove

6. Should you wish or need to upload a **video** you may do so here. Videos must be hosted on Vimeo or Youtube though, no direct upload is possible.

## Video for Booth

Source

| None | ▶ Youtube | Ⓥ Vimeo | 💻 iFrame |

7. Finally, the **Booth networking table** at the bottom of the page will be used to assign the time for the poster session once the GeoKarlsruhe2021 programme is ready. This will be done by the congress organisation team, so **no need for you to do anything here**!

8. Always make sure to click "save" on the bottom of the page. Changes will not be saved automatically! When you are doing some longer editing it sometimes helps to save now and then to be safe from any breakdowns etc.
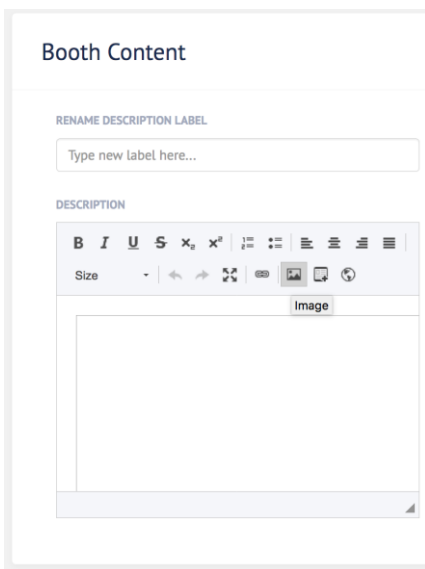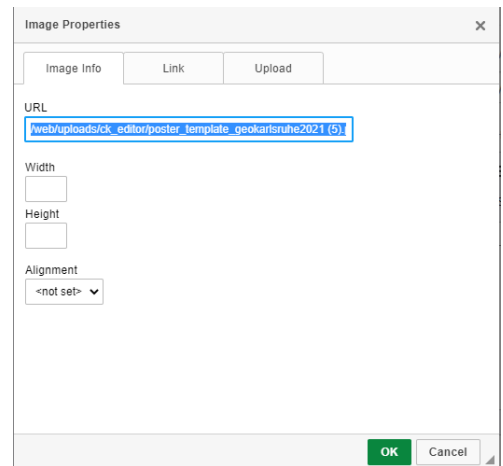
CANCEL   SAVE
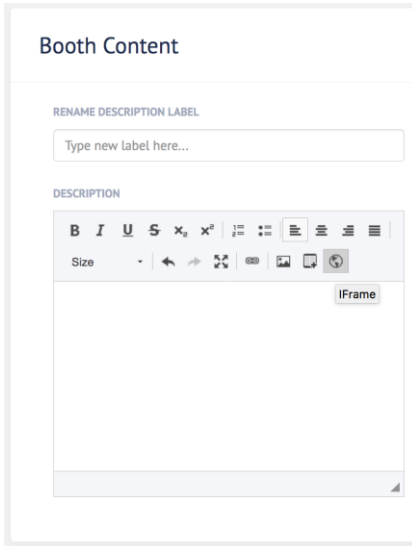
Upload an existing poster (PDF or picture):

Booth Content

RENAME DESCRIPTION LABEL

Type new label here...

DESCRIPTION

Again, use the editor below "booth content". Picture files of your poster can be easily uploaded. Click on "image", then "upload" and do not forget to "send it to server". Afterwards, width, height and alignment can be adjusted in "image info" if need be.
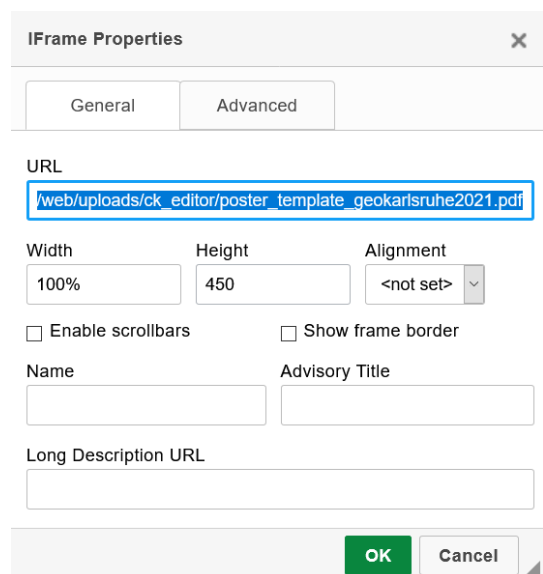
You can also easily upload an existing poster in pdf portrait or landscape format to the "**Booth content**" field. To do so, also click on "image" and follow through until "send to server".

Now **copy the link (URL)** from the window that opens and click OK.

Image Properties

Image Info   Link   Upload

URL
/web/uploads/ck_editor/poster_template_geokarlsruhe2021 (5).

Width

Height

Alignment
<not set>

OK   Cancel

Booth Content

RENAME DESCRIPTION LABEL

Type new label here...

DESCRIPTION

Next click on "**Iframe**" in the "**Booth Content**" window

Paste the link (URL) in the Iframe properties window, insert width and height, and click OK.

IFrame Properties

General   Advanced

URL
/web/uploads/ck_editor/poster_template_geokarlsruhe2021.pdf

Width   Height   Alignment
100%   450   <not set>

☐ Enable scrollbars   ☐ Show frame border

Name   Advisory Title

Long Description URL

OK   Cancel

Make sure that the **width is 100%**. We suggest a **height of 450 for landscape** format, and **900 for portrait format**.

When using the pdf poster format, please check carefully that the fonts are large enough to be readable on a standard computer screen. There is a zoom option like with a normal acrobat reader, but still it is better to have the original poster fonts already large enough to spare people from the hassle of zooming and scrolling.

Create your poster directly inside the conference platform:
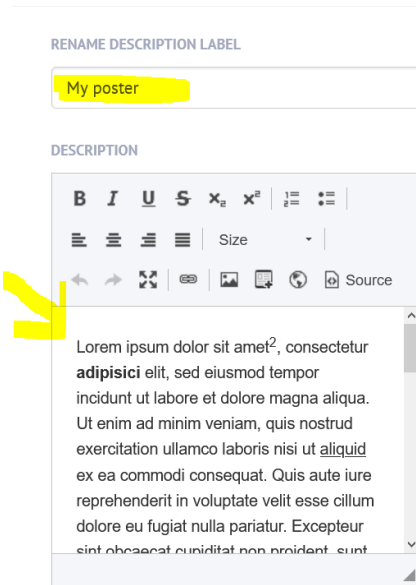
Another option would be to create the poster directly via the SCOOCS editor. Note that this editor only offers limited formatting, so do not expect a super chique style and be prepared to experiment a bit with sizes and placement of objects. Should you not have a poster ready for upload, and also only have limited material that you wish to present (e. g. mostly text), you might of course still go with he editor.

The input of content is simple, and you save yourself most of the formatting hassle that you would have with a "normal" poster. Just copy and paste the text of your poster and figures/pictures in a logical order into the input window under booth content.

For adjusting the size of the figures, just click on the figure. A window showing the dimensions will appear which you can now edit.

A clear advantage of using the SCOOCS environment is that you are not bound to any paper format, so you can add almost as much content as you like, and in any form. Of course, the content should not exceed the content of a regular conference poster, and you should also go with the usual style and form.

To check how your poster will look like click **VIEW BOOTH** at the top of the web page. Do not forget to save all your uploads and changes by clicking "save" down below at the bottom of the page. Now your poster should be complete and visible (remember to tick the **ACTIVE** box once you are finished)!

You may go back and edit the poster as often as you like by clicking on the **Edit Poster** button (only visible to you as the author).

In case of questions or issues with upload/editing please contact the team:
posters@geokarlsruhe2021.de