

2021 SIIL Virtual Annual Meeting – Presentation, Poster, Infographic, and Video Guidelines

Dear SIIL Partners,

We are excited to be able to gather together again to talk about the achievements of the last five years, and to look forward to the next funding phase activities! We will bring together representatives from USAID, the External Advisory Board, the consortia and subawards, and the SIIL Management Entity. This will be a time to share, network, and get excited about future plans! The SIIL encourages all PIs and Co-PIs to invite their in-country work partners, students, and others involved in their subawards to attend the event. As the meeting will be virtual this year, we encourage as much participation as possible, in the hopes that we can create a strong, united team going forward into the next five years of SIIL success.

In order to make sure that we can display as much of our partners' achievements as possible, the SIIL management entity will require that all subawards and consortia prepare a pre-recorded Power Point presentation, infographic and *short* promotional video for the upcoming **2021 SIIL Virtual Annual Meeting, January 26-28, 2021**, to be held via Zoom, with a virtual "Meeting Hall" provided via the Mural platform. Additionally, there will be an opportunity for past and current graduate students to create a poster on their research, to be entered into our poster contest. If you have any questions as you prepare these materials, please contact [Andra Williams](#). Please note that the deadline to submit ***all*** materials is **Monday, January 11, 2021**.

INFOGRAPHIC GUIDELINES

Each PI and/or co-PI should submit a one-page infographic on their project(s). We would like for each subaward or consortia to choose the information that it would like to highlight, based on the goals and objectives outlined in their proposals, work plans and annual operating plans. The infographic can include some of the following information:

- key numbers and figures from the last five years, if applicable
- key projections for the next five years (number of people to be trained, number of degree-seeking students to be supported, number of hectares to be improved, number of innovations to be produced, etc.), as applicable
- number of work partners, with a few key ones highlighted (educational institutions, government partners, NGOs, etc.)

- Other information pertinent to the goal and objectives of the subawards

We will not be providing a template for the infographic, as we would like each group to exercise their own creativity! However, please adhere to the Feed the Future and USAID branding guidelines provided on the poster and presentation templates. For any questions regarding content, please contact [Andra Williams](#). For branding and other technical questions, please contact our communications specialist, [Layne Wilson](#).

PRESENTATION GUIDELINES (Pre-recorded video)

Each PI or co-PI should prepare a **25-minute** video presentation on their work, including past successes and future plans. You will present your Power Point slides on camera, which will be shown during the presentations portion of the Annual Meeting. This will be followed by a live virtual Q&A session. The following topics should be addressed in the presentation, and the number of suggested slides per topic is provided. The presentation template is [linked here](#).

- Introduction and Objectives of current project (1-2)
- Critical Innovation(s) and/or Technologies to be showcased (1-2)
- Goals and Objectives (1-2)
- Pathways for Scaling and Impact (5-6)
- Plans toward Sustainability and Self-Reliance (2)
- Overall Outcomes of Your Research Project (2)
- Data Management (i.e. data uploaded, current status, and future plans) (1)
- Acknowledgement of **all** partners (1)

All video presentations must be emailed to [Layne Wilson](#), with a cc to [Andra Williams](#), [Vara Prasad](#) and [Jan Middendorf](#) by **Monday, January 11, 2021**.

POSTER COMPETITION GUIDELINES (Student Contest)*

This year, we are inviting all SILL-supported students, past and present, to submit a poster on their research findings. This will be a contest, judged by members of the SILL Management Entity, USAID and the External Advisory Board (EAB). Additionally, we will give all participants the chance to view each poster in a virtual “Meeting Hall”, where they can vote for their favorite! First, second and third place prizes will be awarded, along with the “People’s Choice Award”, and all participants will receive a certificate of participation as well. Each student should utilize the poster template ([linked here](#)) to display their research and/or technologies.

Please utilize the provided template to design your poster. All posters must be emailed as a PowerPoint file to [Andra Williams](#) with a cc to [Vara Prasad](#) and [Jan Middendorf](#) by **Monday, January 11, 2021**.

***Note: This is not mandatory, but we encourage all PIs to contact any students connected to their projects and ask them to participate!**

VIDEO GUIDELINES

SIIL would also like to showcase the hard work of each research project and consortia! Each PI (or representative) should prepare for a **3-5 minute** video presentation on their past and or planned activities. Please use high quality photos, videos and graphics, as those show up better in video format! We will display these videos during our breaks, and provide links to them in the virtual “Meeting Hall” as well as on our website, in connection with each project or consortia. We would especially like to see how your work has positively impacted women and young people, so be creative! We will add the branding after submission, so no need to try and add it beforehand. All videos must be submitted to [Layne Wilson](#), with a cc to [Andra Williams](#) no later than **Monday, January 11, 2021**.

We look forward to viewing your submissions!