

# Call for Posters Submission Guidance

## POSTERS (IN PERSON)

A poster presentation allows you to present an overview of your work to DCDC delegates in a relaxed and informal setting, while also providing an opportunity to network with colleagues across the GLAMA sector.

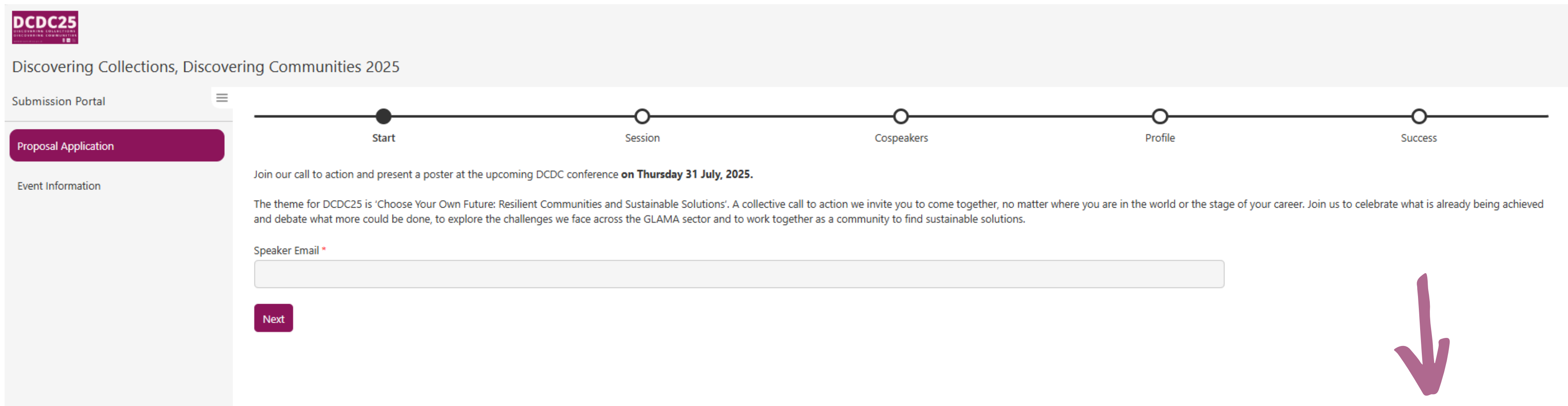
Poster presentations will take place on Wednesday 30 and Thursday 31 July. **This specific call is to present a poster on Thursday 31 July.**

DCDC organisers can provide templates and guidance to assist you in developing your poster.

Submissions should provide a short summary of the content and its relevance to the conference theme. Each poster should have no more than 3 contributors.

# INITIAL LANDING PAGE

On clicking the submission link, you will be brought to the initial landing page. Here you can find information about the conference theme and session formats.

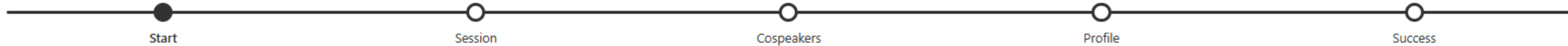


The screenshot shows the DCDC25 Submission Portal. At the top left is the DCDC25 logo. Below it is the text "Discovering Collections, Discovering Communities 2025". A navigation menu on the left includes "Submission Portal", "Proposal Application" (highlighted in purple), and "Event Information". A progress bar at the top of the main content area shows five steps: "Start" (filled circle), "Session", "Cospeakers", "Profile", and "Success" (all empty circles). Below the progress bar, the text reads: "Join our call to action and present a poster at the upcoming DCDC conference **on Thursday 31 July, 2025.**" followed by a paragraph about the theme: "The theme for DCDC25 is 'Choose Your Own Future: Resilient Communities and Sustainable Solutions'. A collective call to action we invite you to come together, no matter where you are in the world or the stage of your career. Join us to celebrate what is already being achieved and debate what more could be done, to explore the challenges we face across the GLAMA sector and to work together as a community to find sustainable solutions." Below this is a form field labeled "Speaker Email \*" and a purple "Next" button.



**SCROLL DOWN  
TO BEGIN  
YOUR  
SUBMISSION**

There are a total of **5** stages:  
**Start - Session - Co speakers - Profile - Success**



Join our call to action and present a poster at the upcoming DCDC conference **on Thursday 31 July, 2025.**

The theme for DCDC25 is 'Choose Your Own Future: Resilient Communities and Sustainable Solutions'. A collective call to action we invite you to come together, no matter where you are in the world or the stage of your career. Join us to celebrate what is already being achieved and debate what more could be done, to explore the challenges we face across the GLAMA sector and to work together as a community to find sustainable solutions.

Speaker Email \*

dcdc@nationalarchives.gov.uk

First Name \*

Last Name \*

Designations

Pronouns

Organization \*

Role/Title

Next



**CLICK HERE TO MOVE ONTO  
THE NEXT STAGE**

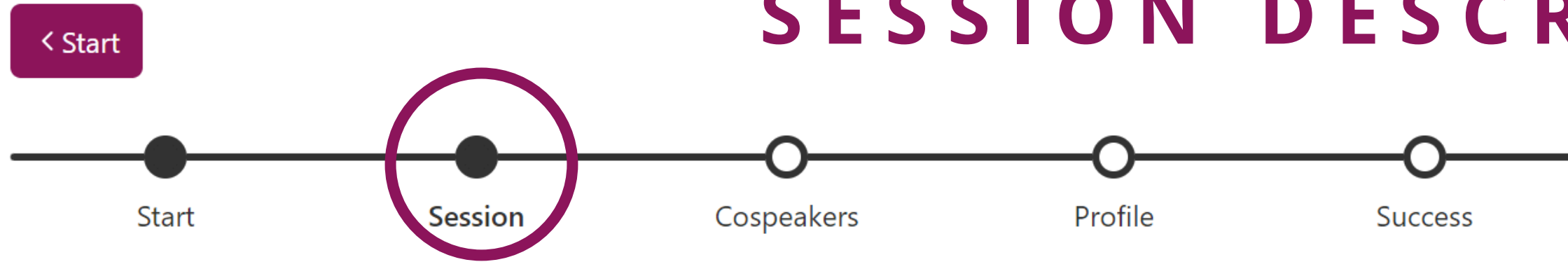
At the 'Start' stage, you will be asked for the following information:

- Email address
- First and last name
- Designation: this can be your title and/or preferred pronouns
- Organisation: if you are freelance or have no affiliation, please state as much
- Your current role/title

**PLEASE NOTE THAT THE EMAIL ADDRESS YOU PROVIDE WILL BE CONNECTED TO  
YOUR APPLICATION AND THE ONE YOU USE TO ACCESS, EDIT AND SUBMIT**

# SESSION DESCRIPTION

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A STEP BY USING  
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SCREEN



## Session Details

Please provide details about the session you are proposing

Session title \*

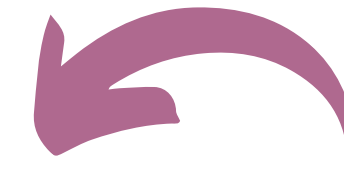
Session description \*

Learning Objectives

Next Step



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Next, you will be asked to provide details about your poster (your 'session').

Please include:

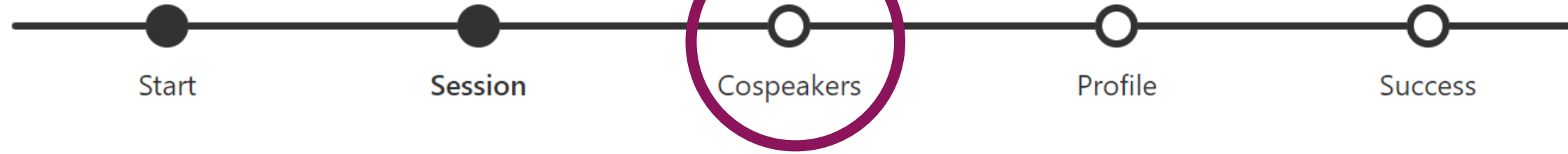
- Poster title
- Poster description (up to 300 words)
- **Learning objectives:** these are not required

# MULTIPLE SPEAKERS

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< Start



## Co-Speakers

**+ Add New Co-Speaker** ^

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Email *	Designations
<input type="text"/>	<input type="text"/>
Company *	Title *
<input type="text"/>	<input type="text"/>

**Add Co-Speaker**

If you are proposing a contribution with multiple speakers, please include their information here. Alternatively - please skip to the next step.

### **A REMINDER:**

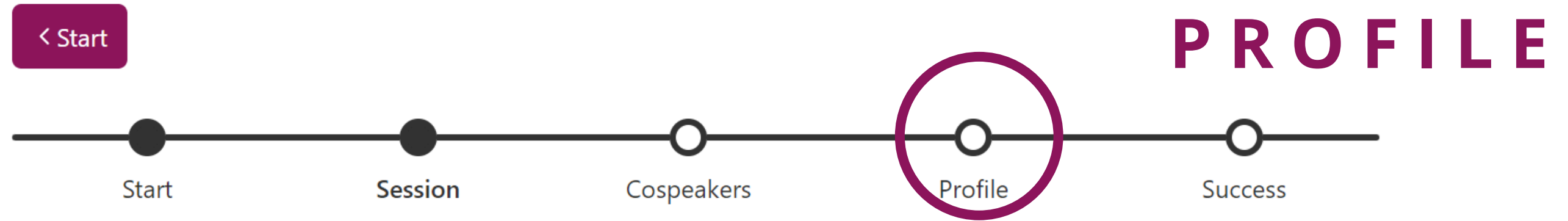
- **Posters** - max 3 contributors

Next Step



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## Profile

You can now populate the application with more information about yourself!

Basic Details

About Me

*I* **B** U *I* 12pt [color] [background] [list] [link] [emoji] [image] [video] [code] [visibility]

p 0 Characters

In the 'About Me' section, please include your speaker bio - if you are successful, this is the information that will be included in the programme (you will be able to edit this following acceptance).

YOU CAN GO BACK  
A STEP BY USING  
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SCREEN

< Start



# PROFILE

First Name \*  Last Name \*

Email \*

Designations

Company \*  Title \*

Contact Details

Personal Website  Company Website

X (Formerly known as Twitter)  LinkedIn

Phone Number

Following the 'About Me' section, you will need to input the following information:

- First and last name
- Email address
- Designations: this can be your title and/or preferred pronouns
- Organisation: if you are freelance or have no affiliation, please state as much
- Your current role/title

You can then input the following optional information:

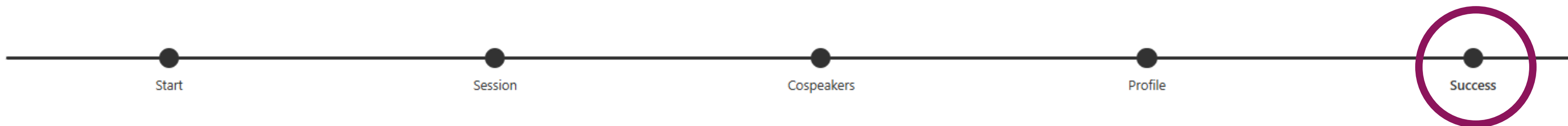
- Personal website
- Company website
- X profile
- LinkedIn profile
- **Note: we do not require a phone number**

Next Step

CLICK HERE TO MOVE ONTO  
THE NEXT STAGE



# S U C C E S S !



## Thank you for your submission!

Thank you for submitting a proposal for the 2025 DCDC Conference : Choose Your Own Future. We will be reviewing applications and aim to get back to you as soon as possible following the deadline (**Friday 16 May, 2025 at 17:00 BST**).

In the meantime, if you have any questions you can contact us at [dcdc@nationalarchives.gov.uk](mailto:dcdc@nationalarchives.gov.uk)

[Edit Submission Here](#)

[Start New Submission](#)

Share to: [X](#) [f](#) [in](#) [✉](#)

Submission Summary

**Submission ID:**

**Name:**

**Email Address:**

Congratulations! You have completed all of the necessary sections and submitted your proposal for the DCDC25 conference.

You should now see the following message.

You are able to edit your application up until the deadline:  
**Friday 16 May, 2025 at 17:00 BST**

Please ensure the final version has been submitted by this date.

# DCDC25

DISCOVERING COLLECTIONS  
DISCOVERING COMMUNITIES



If you have any issues or questions at all, regarding your submission or the Pheedloop submission process, please contact:

[dcdc@nationalarchives.gov.uk](mailto:dcdc@nationalarchives.gov.uk)

# CONTACT US

