

## GUIDELINES FOR POSTER PRESENTATION

Dear POSTER presenter,

Before preparing your presentation, please take a few minutes to read these guidelines.

There will be 1 poster session during the ICCF-25 Conference on Tuesday 29 August 2023. In this hybrid event, poster session will include onsite as well as virtual posters. This means that each author of the poster presentation is required to prepare:

- the main poster file according to the below instruction and
- 10-minute video describing the poster.

Onsite participants are additionally requested to bring a printed copy of the poster to the Conference.

Few days before the event you will be provided with a link to the event platform with an instruction on how to access to all sessions and a pre-recorded poster presentations.

If you are an **onsite** poster presenter, before the conference you are kindly asked to:

1. Check the date and time of the session in the conference programme at <https://iccf25.com/live-schedule>  
To log in use the e-mail address provided in the registration form.
2. Prepare the poster (hard copy) according to the below poster presentation instructions.  
  
Please, prepare the A0 size poster in Portrait Orientation (0.84 x 1.19 m). Please make sure that fonts are large enough to be well visible to the audience. Place the title of your paper clearly at the top of the poster to allow viewers to identify your paper easily. Indicate the authors' names and address information to allow interested viewers to contact you for more details. Prepare all diagrams or charts neatly and legibly in size sufficient to be read at a distance of 1.5 to 2.0 meters. Organise the poster in a way that it is clear, orderly, and self-explanatory. The poster must cover the same content as your abstract.
3. Prepare a 10-minute video with a short narration on your poster while presenting the poster file. Your recorded talk should include the audio and a video of a presenter as well as a share screen with a poster file. In order to prepare your video file you may use any software you choose, providing that you will send the organizers an mp4 file ([PowerPoint](#), on-line meeting tools such as ZOOM, etc.). To record your presentation a camera and a microphone are required.
4. Upload the recorded file until 21 August 2023 using a following link:  
<https://www.dropbox.com/request/dnMHRdv9EhtG5MDmlwrO>  
Name your video as "PosterNo.\_Lastname\_Firstname.mp4"  
(with PosterNo. as the number of your poster given <https://iccf25.com/live-schedule>, for example "POSTER1\_Doe\_John.mp4")

5. Bring a printed version of your poster to the Conference. Please deliver your printed poster, as no print service will be provided during the conference.

#### Posters mounting

All the material necessary for attaching the poster to the poster board will be available in the poster area. In addition, help can be provided to authors to put up or take down their posters.

MOUNTING	DISMANTLING
Date: 29 August 2023 From 13.00 to 14.00	Date: 31 August 2023 From 13.00 to 14.00

6. Show-up by your poster at a time designated for a poster session to present it for the onsite participants.

If you are a **virtual** poster presenter, before the conference you are kindly asked to:

1. Prepare the poster (electronic copy only) according to the below poster presentation instructions.

Please, prepare the A0 size poster in Portrait Orientation (0.84 x 1.19 m), PDF file. Please make sure that fonts are large enough to be well visible to the audience. Place the title of your paper clearly at the top of the poster to allow viewers to identify your paper easily. Indicate the authors' names and address information to allow interested viewers to contact you for more details. Organise the poster in a way that it is clear, orderly, and self-explanatory. The poster must cover the same content as your abstract.

2. Prepare a 10-minute video with a short narration on your poster while presenting the poster file. Your recorded talk should include the audio or audio and video of a presenter as well as a share screen with a poster file. In order to prepare your video file you may use any software you choose, providing that you will send the organizers an mp4 file ([PowerPoint](#), on-line meeting tools such as ZOOM, etc.). To record your presentation a camera and a microphone are required.
3. Upload the poster file and recorded video until 21 August 2023 using a following link:  
<https://www.dropbox.com/request/dnMHRdv9EhtG5MDmlwrO>
  - Name your poster file as "PosterNo\_Lastname\_Firstname.pdf"
  - Name your video as "PosterNo\_Lastname\_Firstname.mp4"(with PosterNo as the number of your poster given <https://iccf25.com/live-schedule>, for example "POSTER1\_Doe\_John.mp4")

Shall you need further assistance or for any individual queries, please contact the ICCF-25 Conference Secretariat at [info@iccf25.com](mailto:info@iccf25.com)