Instructions for Poster Presentations

We look forward to welcoming you in Venice!

What follows is a guide for Poster Presenters. It covers the following topics:
1. Guideline for In-Person Poster Presenters
2. Guideline for Online Poster presenter
3. How to create and upload a digital poster and pre-recorded presentation .

Prior to the conference, create your attendee profile in Whova. Note that only those who have completed registration for IAMC 2023 will be able to log into Whova for the event. Remember that your profile will be seen by other attendees, so make sure to include detailed information for making connections and networking.

1.   Guidelines In-Person Poster Presenters

Each participant whose abstract is accepted for **in-person poster presentation** at IAMC2023 will be required to provide **a printed poster and participate in their assigned poster session**. In-Person Poster presenters are **also required to provide a digital poster and a pre-recorded presentation in Whova Platform.**

Presentations must be given by the designated person during the conference. You may view the designated presenter of your abstract(s) by navigating to the agenda on the conference site here: https://iamc2023.events.whova.com/.

Any change of presenter must be notified to iamc@iamconsortium.org. Please provide us with the abstract ID number and the name of the substitute presenter.

Posters will be displayed in a dedicated area in the event venue. In addition, a digital version of the poster and a pre-recorded presentation video will be displayed online for registered participants on the Whova platform. For this purpose, you will receive an email with a link to access Whova, upload your profile information, your poster and your pre-recorded video (please don't exceed 3 minutes). **For storage reasons, we invite you to upload a link to your video** (YouTube, Vimeo, GDrive, Dropbox, OneDrive platforms are accepted), instead of uploading a file from your PC.

Printed posters

- Presenters will need to bring their A1-size (59,4 x 84,1 cm - 23.4 x 33.1 inches) vertical-format poster.
- Each poster presenter is assigned to one of the poster sessions during the conference. Please check the agenda on the Whova platform to see your presentation schedule.
- Each poster session is expected to last 30 minutes. During that half hour, poster presenters are kindly requested to stand next to their own poster. The Annual Meeting participants can choose which posters to visit, so they may devote the half hour to more than one poster.
- As a tradition, during the Annual Meeting an Award Committee will assess both in-person and online presentations to assign the IAMC 2023 Best Poster Award.

Instructions for preparing your poster

- In-person poster presenters are invited to bring a printed copy of their posters fitting A1 (594 x 841 mm - 23.4 x 33.1 inches) vertical format and hand it at the Meeting registration desk upon check-in.
- Posters will be attached by pins which will be provided on-site.
- Poster presenters who wish to get a poster printed copy in Venice are invited to order a printed copy through the Volta-Pagina shop located at Via Beccaria, 6/A-6/B Marghera, 30175, Venice, **by 5:00 pm on November 6**, CET Time. If your poster is submitted in time, it will be picked up, delivered and set up in the poster room in time for the session. If not, you will have to pick it up yourself, with the caveat that Marghera is a different city from Venice and it will take at least an hour to get there by public transport.

Before sending your poster for printing by this system, you must check the following:

- The resolution quality of your material is 100% (actual size);
- The file is in portrait (vertical) orientation and has been saved in PDF format (maximum file size of 150 MB);
- The document is the final version and contains no errors;
- You have to send an email to info@volta-pagina.it with the PDF attached. The object of the email is the following. "IAMC 2023, poster to print, your Surname". The maximum size of the file accepted by email is 18MB; in your poster exceeds this size, please send the file through WeTransfer.
- The cost per poster is €11,00. Volta-Pagina will contact you back to your order email and send you the terms of payment. Please note that the payment for the printing must be made exclusively in advance via bank transfer by November, 6.
- After submitting your poster online, please confirm your print pick up by emailing iamc@iamconsortium.org.

For further tips on an effective poster, refer to this guide, this guide or watch this video.

2. Guidelines for Online Poster Presenters

Online Poster Sessions will take place in Zoom sessions accessible through the Whova platform. The duration of each poster session is 30 minutes.

The idea is to reproduce as faithfully as possible what happens during an IAMC in-person poster session: those who wish to visit the poster will do so during the half hour available. During that half hour, participants can choose which posters to visit, so they may devote the half hour to more than one poster.

A digital version of the poster and a pre-recorded presentation video will be displayed online for registered participants on the Whova platform. For this purpose, you will receive an email with a link to access Whova, upload your profile information, your poster and your pre-recorded video (please don't exceed 3 minutes).

For storage reasons, we invite you to upload a link to your video (YouTube, Vimeo, GDrive, Dropbox, OneDrive platforms are accepted), instead of uploading a file from your PC.

How to create and upload a digital poster and pre-recorded presentation

Poster presenters will have to submit a poster in digital format as well as a pre-recorded presentation directly to Whova, the online conference platform.

- Registered poster presenters will be sent a link through Whova to upload posters. You can also find the editing screen in "Agenda – Poster" menu.

- Find your poster and click "Enter"
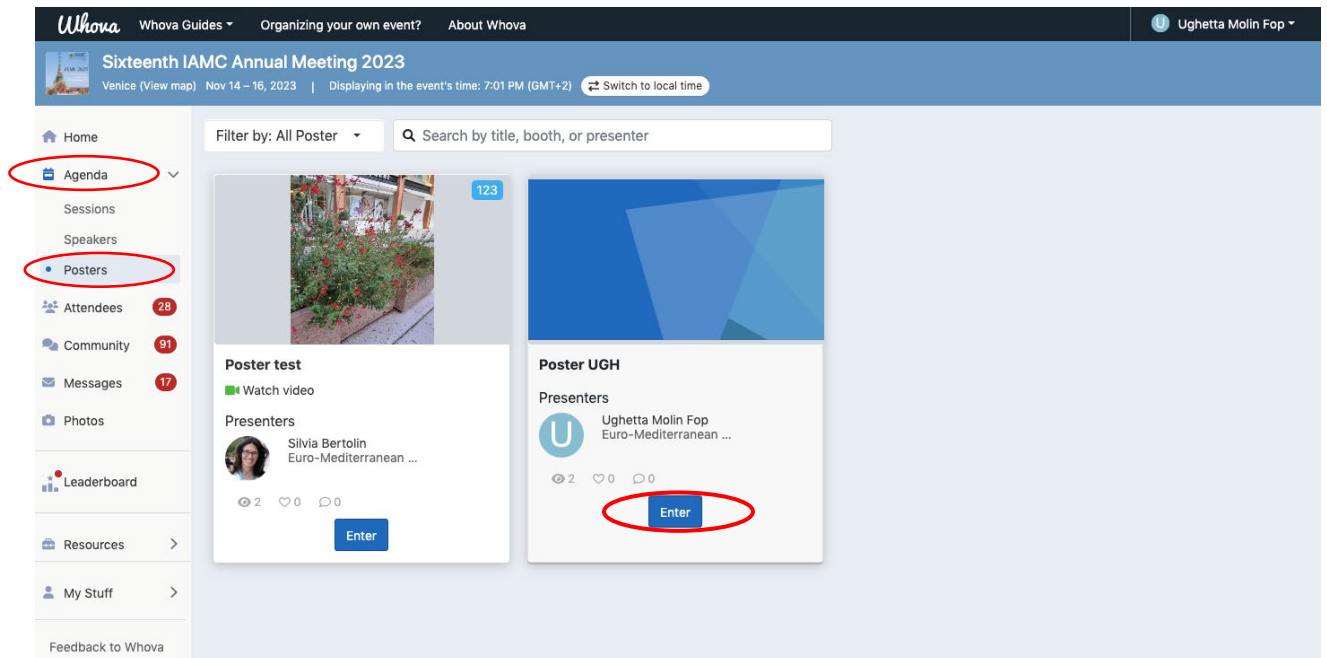
- Then click "Edit"
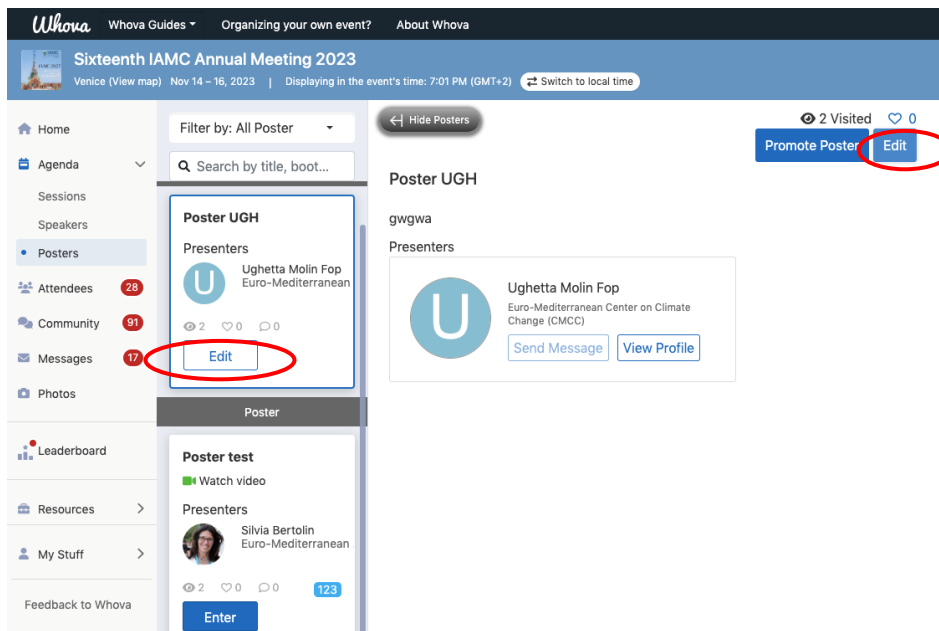
- Please enter the following information of your poster.

Poster Information

Website

https://

Description / Abstract *   → Insert your abstract

gwgwa

Number

e.g. Used for Poster Number or Booth Number   → The ID number of your abstract appears in this box

Photos

Cover Photo *

Click to add an image

Recommended image dimensions: 800px x 450px (Max 1000px x 1000px)

Can be used to highlight this Poster

Photos

Upload   → Upload the **jpg.** of your poster. This is the cover image of your poster (10 MB file size limit)

Maximum 50 photos with 10 MB file size limit

Upload the link to your video (YouTube, Vimeo, GDrive, Dropbox, OneDrive platforms are preferred options)

Upload the **PDF.** of your poster (10 MB file size limit)

Agree to Whova's Terms of Use and Privacy Policy and "**SUBMIT**"

- Attendees and presenters can use the chat features in the conference platform to discuss presentations at any time.

- You may also wish to review **Whova's User Guide** for online presentations.

Instructions for Pre-Recorded Presentations

We recommend a length of maximum of 2 minutes for pre-recorded poster presentations. Presenters will be provided a link where they can add a video url. For storage reasons, we invite you to upload a link to your video (YouTube, Vimeo, GDrive, Dropbox, OneDrive platforms are accepted), instead of uploading a file from your pc. Should you not be able to use one of the above-cited platforms, please note that uploaded video files must be PDF with a maximum file size of 50MB.

Videos should contain a prominent view of the presentation slides along with audio of the spoken presentation. Optionally, videos may contain a shot of the speaker's head for increased engagement (this shot

should be thumbnail-sized and overlaid on the slide images). Many presentation software tools allow recording audio and video directly in the application and can export appropriate video files. Please see the notes below for detailed instructions for PowerPoint.

Recording a Pre-Recorded Presentation in PowerPoint
Follow these underlined instructions to add audio (and optionally video) to your slides.
Follow these underlined instructions to generate an .mp4 file from your slides and audio/video.
Alternatively, you can follow this video tutorial which goes through both of these steps.
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Tips for recording videos

- Use as quiet an area as possible.
- Avoid areas that have echo.
- Rooms should be fairly small.
- Sound dampening can be done with carpeting, curtains, furniture.
- Hardline internet connection recommended, but if unavailable, use a strong Wi-Fi connection.
- Good headset with microphone close to mouth BUT away from direct line of mouth to reduce "pops". Avoid using your device's default built-in microphone.
- Do a test recording of a couple of minutes and review the sound and picture quality, MP4 format, and bit rate before recording the entire presentation. Make adjustments if needed.

Presenting your poster via Zoom

During the Poster Session:

- Enter your virtual poster session room 5 minutes prior to the start time through the Whova platform, by choosing your session in the Agenda. The poster sessions will be run via Zoom. We suggest you to connect via laptop, not mobile phone.
- Look for your breakout room, titled with the ID number of your paper and your Surname. Breakout rooms can be searched by clicking on the three dots on the right in the Zoom bottom bar.
- Turn your video on and use a virtual background specific for your institution.
- Share your screen and poster PDF using your computer and leave it up the entire 30 minutes.
- You will need to be able to focus in on different parts of your poster during the session.
- Conference attendees can reach your breakout room at any time during the session, so please be prepared to repeat your poster presentation.
- Be mindful of the time - 5 minutes prior to the end time, remind visitors that the poster session will be ending.

Should you need help during the Zoom session, tech support can be reached in the Zoom main room.