

INSTRUCTIONS FOR POSTER PRESENTERS

For your convenience, we have summarised the most important information for your poster presentation at the IMSC 2022 conference below. **Please pay close attention** to the information that still needs to be provided and the corresponding deadlines.

1. BEFORE THE CONFERENCE

Poster Programme

The final programme is recently published and can be found [here](#). The poster list will be provided as soon as possible.

In order to give as many presenters as possible the opportunity to present their poster, there will be a change between posters during the conference.

- *Poster Sessions A are planned on Monday 29 August 2022 and Tuesday 30 August 2022.*
- *Poster Sessions B are planned on Wednesday 31 August 2022 and Thursday 1 September 2022.*

The times of all poster presentations can also be found on the website. Unfortunately, there is no possibility to change the date and time of the poster presentations.

To be delivered before the conference

The following information must be submitted to Klinkhamer Group | conferences & events by Sunday 31 July 2022. If the information is not submitted by this date, the organisation will assume that the information submitted is correct.

IMPORTANT:

Information requested by **Sunday 31 July 2022 – 5:00 PM CEST**

- Notification of small changes to names of presenters, authors, titles and affiliations or the abstract title. Unfortunately, no more changes can be made to the abstract core text.

2. PREPARING YOUR POSTER PRESENTATION

Content and language

Speakers are fully responsible for the content of the presentation (order, graphics, etc.). All presentations and questions must be in English, as English is the official language of the conference.

Presentation formats and duration

Poster presenters are requested to bring their own poster to the conference. The poster board's surface will be 100 x 125 cm (portrait format). The recommended size of the poster is A0 format (portrait format, not landscape).

Also important:

- Posters may be prepared on one sheet (preferred method) or alternatively on several smaller sheets.
- Allocate the top of the poster for the title and authors as stated on the submitted abstract and contact details during the conference.
- The text, illustrations, etc. should be bold enough to be read from a distance of two meters.
- Material for attaching the poster will be available in the poster area for hanging posters. Staff will also be in the poster area to assist you with poster location. Putting up the poster will be done by each author.
- The organizers are not responsible for any posters that have not been removed by the end of the sessions on the day on which they have been scheduled.
- The poster boards will be numbered by the organisation. The presentation number assigned to your poster should not be placed on your poster. Please check the poster list carefully to make sure you hang the poster on the correct poster board. Your abstract number is not your poster number.

Programme and abstract book

Your poster title and number will be stated in the conference app and the abstract will be published in the digital abstract book.

3. DURING THE CONFERENCE

Please see the poster list and conference app for the board number on which you should display your poster. Please use the board with the corresponding number. Pins in order to hang up your poster will be provided at the conference venue.

Poster presenters are requested to stand next their posters for discussion during the poster sessions on their scheduled days of presentation. All posters should be set up before 09:00 hrs local time on the first day that the poster is presented. Posters should be dismantled at 18:00 hrs local time on the last day the poster is presented.

4. CONFERENCE APP

As already indicated, we will be making use of a conference app during the conference. In this conference app we will make use of the interactive feature to have chat possibilities. In each session you will have the possibility to mingle in a group chat about this session to discuss the topic and presentation. We would like to ask you to keep an eye on the session(s) you are presenting in. We would appreciate it if you - as a poster presenter – could answer questions of other attendees in the chat. It is possible to start a chat before, during and also after the conference.

5. QUESTIONS OR CANCEL POSTER PRESENTATION?

If, for any reason, you are unable to attend or if you have any questions, please contact the conference secretariat Klinkhamer Group | conferences & events via info@imsc2022.com.

Conference Secretariat

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