

## GUIDELINES FOR POSTER PRESENTATION

Dear POSTER presenter,

before preparing your presentation, please take a few minutes to read the following guidelines.

In this hybrid event, poster sessions are to be run exclusively in the online form on ZOOM using a breakout rooms feature. [For on-site participants there will be a designated space at the conference venue with a WIFI access for the participants' convenience.] Few days before the event all participants will be provided with a link to the event platform with an access to all sessions.

Each conference poster session will be divided into several topical sub-sessions corresponding to the JEMS symposia.

In order to increase the visibility of the posters in the online form, each 60 minutes long poster session comprises of up to 20 minutes long introductory part followed by the main part. The introductory part aims at providing the authors some extra time to show/advertise their work. For this purpose, the authors are requested to prepare a short, two slides only teaser - a resume of their poster to attract the audience. All resumes from one topical sub-section (5 to 10, depending on the load) will be aggregated into one PDF file containing slides from all presenters in this sub-section.

To keep the time schedule during the introductory part these files will be displayed by the chairpersons, but presented live by the authors. Each will have 2 minutes (sharp!) to describe the contents of these two slides. The chairpersons will be responsible for switching to the second slide once asked by the presenter and to switch between the presenters once the two minutes are up.

After completing the introductory part the presenters will have about 40 minutes to present and discuss their main posters with attending participants in their separate online ZOOM breakout rooms, each dedicated to one poster only. The posters should be presented in ZOOM using the share screen option. This will allow the presenter to navigate across the whole poster according to the wish of the attending audience. During the whole poster session the audience can switch between the breakout rooms according to their interest.

**This means that each author of the poster presentation is required to prepare:**

- 2 slide summary/teaser (2-page only pdf, no animations allowed) and
- The main poster (PDF file, 16:9 format, preferably)



## **Before the Conference, you are kindly asked to:**

1. Check the date and time of the session in the conference programme at [jems2022.pl](http://jems2022.pl).
2. Prepare the poster and the summary slides in the required form. All posters must be made and held in English.
3. Upload the 2 slide teaser by July 10th 2022 using a following link:  
<https://www.dropbox.com/request/jksjoNe7hul8a7f0jdxl>  
Name your 2 slide teaser file as "posternumber\_lastname\_firstname.pdf"
4. If you wish to have your poster file uploaded to the conference resources for the registered participants to view it at the time convenient in the asynchronous mode during the Conference dates, please upload your main poster file by July 17th 2022 using a following link:  
<https://www.dropbox.com/request/ELgqWHsxWSuPNJ0cRsAF>  
Name your file as "posternumber\_lastname\_firstname.pdf"
5. Take part in the test connection and a short ZOOM training organized by our technical staff. Our technical staff will be available according to the schedule given below:

**18-21 July (Mon – Thu) from 1.00 pm to 2.00 pm CEST (Warsaw time)**

A link to attend a practice session will be provided by the end of June.

### IMPORTANT NOTE!

For the on-line participants – we recommend that you connect for this test connection from the same place and use the same equipment (computer, headphones, camera) that you will use during the conference session.

For the on-site participants – we recommend that for this practice session you will use the same equipment (computer, headphones, camera) that you will use during the conference session in Warsaw.

## **Technical requirements**

- Computer with Internet access, camera and external USB headphones with a microphone.
- ZOOM software installed – latest version. For ZOOM download, click [HERE](#).
- Internet access of minimum 1 Mbps, broadband connection is recommended.
- In case you use wireless headphones (e.g., with a Bluetooth connection), please make sure the battery is fully charged.
- Your computer or audio equipment may have its own mute or disable settings – make sure to check that everything is ‘on’.
- We recommend closing all windows or applications that are not needed (especially those using a camera and / or microphone, e.g., Skype, MS Teams, Webex) to ensure the best performance of the platform.

Shall you need further assistance or for any individual queries, please contact the JEMS2022 Conference Secretariat at [info@jems2022.pl](mailto:info@jems2022.pl).