



# Poster Presenter Guidelines

## Evening Poster Presentations (paper posters)

- Poster boards used during the evening poster sessions will be 4' high x 8' wide boards.
- Thumbtacks and/or push pins will be provided, if needed.
- Posters will be located inside the Grand Ballroom (Exhibit Hall, lobby level).
- Poster boards are assigned, please look for the board with your abstract ID# and title.
- Boards are assigned in the order that they are listed in the Program book (Exception: authors with more than one presentation will be accommodated).
- Posters must be set between 4:30 pm – 5:00 pm on the day of your poster session.
- Posters must be removed (no later than) the following day by 1:00 pm. ICDD is not responsible for any posters left by the author(s).
- Posters will be judged, and “Best Poster” winners will be announced at the end of each poster session.
- Best poster will be asked to re-post their winning posters on designated “Winner” boards. Best posters should be removed on Thursday afternoon by 1:00 pm.

## Electronic Posters (e-posters)

In addition to your paper poster, presenters are invited to submit an electronic file of their poster for viewing in the Grand Ballroom (Exhibit Hall) during exhibit hours on Tuesday, Wednesday, and Thursday. Two E-poster stations will be set giving attendees the opportunity to thoroughly study the poster presentations at their convenience.

E-posters will also be available on Whova to anyone who downloads the conference app.

## How to get Started

You will receive an email from Steph Jennings ([sjennings@icdd.com](mailto:sjennings@icdd.com)) with a link to build your virtual Poster Display in Whova by **1 July 2023**. Your poster will be made available to conference attendees beginning as early as **Wednesday, 2 August 2023**. All posters will remain on the app until **31 August 2023**.

**Each virtual Poster Display may include the following four components:**

### 1. Poster Description

Using the ‘Description/Abstract’ section of your virtual poster display, provide a few highlights about your research. Highlights are three to five sentences or bullet points that help the reader to understand the scope of your work (maximum 500 characters). Keywords can also be used. Think of this as a way to grab attendees’ attention, and draw the crowd to your poster.

### 2. Abstract

Your submitted abstract will be added by DXC Staff after your poster has been uploaded.

### 3. Poster

Please upload a PDF of your poster in the “PDFs” section.

**Upload Instructions:**

- Go to the “Upload Document” section under “PDFs” in your virtual Poster Display, and follow the instructions to upload your Poster.
- All posters must be uploaded as PDF (.pdf). PDF file size may not exceed 10MB. All PDF poster files must be submitted **by 1 August 2023**.

**4. Photos:**

You have the option to upload a Cover Photo and Photos that correspond with your Poster. Many use this spot to pull pictures from their poster to highlight in a larger scale.

All poster content will be available to attendee through **31 August 2023**.