



GUIDELINES FOR POSTER PRESENTATIONS

19th May 2021

Before the conference (DEADLINE June 7, 2021)

1. Prepare a poster using the template available on the conference website [File name CDIO2021 Poster Template.pptx].
2. Convert to PDF [name your file: submissionID_poster.pdf]
3. Prepare a 1-minute pitch presentation using the template available on the conference website [File name CDIO2021 PosterTeaser Template.pptx]. The content should fit in **only one (1) slide**. This is a strict limit and the organizers reserve the right to remove any additional slides if your file contains more than one. The presentation system to be used is suitable for slides of 16:9 aspect ratio, so please prepare your PowerPoint slide accordingly. Additionally, a connection to the audio system will provide playback for any sounds that are timed to play automatically.

Name your file: submissionID PosterTeaser.pptx

4. Upload 2 files (submissionID_poster.pdf and submissionID PosterTeaser.pptx) to <https://bit.ly/3eYTkPn>
5. All presentation materials should be sent or uploaded **no later than June 7, 2021.**

During the conference

1. Join the Zoom link at least 5 minutes before the plenary session begins.
2. Please follow any instructions given to you by the technical chair.
3. All poster teaser files from all authors will be combined into 1 slide show. From a technical point of view, your Poster Teaser PowerPoint Presentation file will be shown by the session host. So when your paper ID show up, please prepare to turn on your Microphone beforehand to make a 1-minute pitch.
4. You will have exactly 1 minute (60 seconds) to introduce your work and attract audience members for the longer poster session that follows. Please think of this presentation as an opportunity to garner interest for your poster among the attendees similar to the way a TV commercial creates interest in its product.
5. If a presenter does not show up, the slide show will continue without the pitch.
6. After the poster teaser finish, the conference organizers will set up breakout rooms for all posters. Audiences will be encouraged to join in the breakout room of their interest. Please be prepared to find your respective breakout room in the zoom session.
7. During the poster session, you can share your poster from your computer. At least one of the authors must be present to introduce its content, answer questions from other participants, and otherwise discuss the poster topic.