Instructions for Poster Presenters at ICOS Science Conference 2024

ICOS Science Conference 2024 is a fully hybrid event. Therefore, all poster presentations (both in-person and online) must be uploaded in the virtual conference platform in advance.

To maximise the visibility of your work the online posters should be accompanied with a short pre-recorded video presentation (maximum length 2min).

Click here to upload your PDF poster and paste your video presentation URL: https://app.oxfordabstracts.com/stages/75818/submitter

Key points:

- Posters should be prepared in a portrait fashion (this applies to both virtual and in-person participation).
- For in-person participants: the size of the poster boards at the venue is 95cm x 180cm. We recommend you print your poster in **portrait, size A0**. Please print and bring the poster with you, in addition to uploading your digital poster in the conference system before the Conference.
    - Please note: the poster boards are slightly larger than A0 format. If you wish to print a larger poster, please ensure it will fit within the 95cm x 180cm poster board.
- Please do not use too small a font size (no smaller than 12pt.) as these posters will be read from a computer screen or other digital device. Please test your poster in your own screen to make sure it is easily readable.
- Supported file format is .pdf.
- File size: max. 10MB.

Video presentation instructions:
- Upload your 2 minute video presentation to either YouTube or Vimeo.
- Paste the URL to the video using the presentation upload link (our AV team cannot accept video files or links to cloud services, they only accept URLs)

On-site presenters:

1. Please print and bring the physical poster with you to the conference venue Palais des Congrès. All poster boards have been individually mapped out and labelled according to your abstract submission ID. Poster hall maps will be available online. Printed versions of the maps will be available at the information desk.

2. **You can put your poster up in your designated poster area during the icebreaker on Monday 9th September at 15.00 onwards.** You can also put your poster up on the morning of the first conference day, Tuesday 10th September between 8.30 and 9.00.

3. Physical posters will remain in place for the entire duration of the conference, but all poster presenters are obliged to be present by their poster for the duration of their poster session. Please check the time of your poster session in our programme here: https://www.icos-cp.eu/news-and-events/science-conference/icos2024sc/programme

    a. We would advise you arrive at your poster session area 5 minutes before the beginning of the poster session

4. Please remove your poster from the board before 19.00 on Thursday. Any posters remaining on boards after this time will be disposed of.

Online presenters:

1. To maximise the visibility of your work the online posters should be accompanied with a short pre-recorded video presentation (maximum length 2min).

2. Upload your video to YouTube or Vimeo and submit the link through the same presentation upload form you used for uploading your presentation. The deadline for uploading the video is **3rd September, 23:59 CEST.**

3. Please be prepared to answer any questions about your poster on the conference virtual platform during your poster session. The questions can be sent to you via the private chat function of the platform. Please check the time of your poster session in our programme here: https://www.icos-cp.eu/news-and-events/science-conference/icos2024sc/programme