Instructions for Poster Presenters at ICOS Science Conference 2022

Due to its hybrid nature, the poster session at ICOS Science Conference 2022 differs somewhat from a regular poster presentation. All poster presenters will deliver a 2-minute PICO-style oral presentation (like an elevator pitch) which will be broadcast live. After delivering their PICO-style presentation, on-site attendees can stand next to their physical poster to discuss their research similar to a traditional poster session. Meanwhile online attendees can remain available for private chat questions concerning their poster using the conference platform. Digital copies of all posters will be viewable on the conference platform.

All poster presenters must upload their PDF posters by 30th August 2022, 23:59 CEST. Please upload your presentations here: https://e.eventos.fi/forms/icos/5511f10a-f218-11ec-a018-ee6a04371b85

If your poster will not be ready by 30th August 2022, we strongly suggest you upload a draft version by this date. Once you have uploaded your draft presentation, you should receive a 'successful upload' message containing a link to edit your submission.

Submissions can be edited until 5th September 2022, 23:59 CEST, so long as a draft copy was uploaded by 30th August 2022. 'Editing' in this sense means uploading a new version of your poster which you have been working on 'offline'.

- Please do not use too small a font size (no smaller than 12pt.) as these posters will be also 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.

How will the poster sessions work?

On-site presenters

1. Please prepare your poster in portrait, size A0 (the size of the poster boards at TivoliVredenburg is 125 cm x 100 cm). Please upload the PDF version of your poster by 30th August 2022, 23:59 CEST.

2. Please print and bring the physical poster with you to the conference venue TivoliVredenburg. You can put your poster up in our poster area in the morning (from 8:00 CEST onwards) before the start of the conference on the day when your poster presentation is scheduled. The schedule is subject to change, so please check the time of your poster session from our

programme in the days leading up to the conference: https://www.icos-cp.eu/news-and-events/science-conference/icos2022sc/programme-icos-science-conference-2022

3. Each PICO-style poster presentation is assigned to a poster session in one of the rooms in the conference venue. These are the same rooms where the oral presentations will also be given, but the presentation time is much shorter. **Please check carefully the timing and room of your poster session from our programme, and please arrive at your room 15 minutes before the entire session starts**. Our conference staff will be there to assist you for presenting during your session. Due to the tight conference schedule, some sessions may still be going on in that same room when you arrive. Please still be on time in order to keep the schedule of the conference.

4. When your presentation time comes, the session chair will introduce you and ask you to step up to the microphone. The PDF of your poster will be shown on the screen while you present your PICO-style summary to the on-site audience. At the same time our AV team will broadcast what you are presenting to the virtual audience. Viewers on the virtual conference platform will see a split-screen view: the PDF poster on one side, and the presenter on the other. **There is no need to prepare a secondary PowerPoint presentation.**

5. **<u>Maximum speaking time per presenter is 2 minutes, followed by 2 minutes for questions.</u>** The chair of each session will collect the questions from the online conference platform chat, and both on-site and online attendees can ask questions using the chat function. In addition to this scheduled presentation, on-site presenters can use the physical poster in the poster area for further discussion throughout the conference day. It is also good to regularly check in on their poster on the online conference platform, where virtual participants are able to ask questions to all poster presenters using the private chat function.

6. Due to the venue space limitations and the large number of posters in our conference, you must take your physical poster down from the conference venue after the conference day has ended. If you do not do so, the conference organisers will take down your poster to make room for the following day's posters. All on-site posters will also stay viewable as PDFs on our online platform throughout the duration of the conference.

Virtual presenters

Virtual poster presenters will deliver the same kind of 2-minute oral presentation remotely in the same sessions with the on-site presenters.

1. Please prepare and upload your PDF poster in a portrait mode to our conference platform by 30th August 2022, 23:59 CEST.

2. Before the conference, a Zoom link to your poster session will be sent to you via email. **Please check carefully the timing of your poster session from our [programme](#)**, and arrive at the Zoom meeting half an hour before the entire session starts. The programme can be found here: https://www.icos-cp.eu/news-and-events/science-conference/icos2022sc/programme-icos-science-conference-2022. Due to the tight conference schedule, some sessions may still be going on in that same Zoom meeting when you arrive. Please still be on time in order to keep the schedule of the conference.

3. When your presentation time comes, have your camera and microphone on and the session chair will then introduce you and you can start the two-minute presentation online in the Zoom meeting. Our AV team will then display your PDF poster next to your video stream, and broadcast the presentation both to the virtual audience online as well as to the on-site audience in the venue session room. **There is no need to prepare a secondary PowerPoint presentation.**

4. **Maximum speaking time per presenter is 2 minutes, followed by 2 minutes for questions.** Both on-site and online attendees can ask questions using the chat function in the conference platform, and the chair of each session will collect the questions from the chat.

5. After your presentation, virtual participants are expected to stay online for the duration of the poster session to field questions and engage in discussions using the chat function.