

IACIS 2022 Digital Poster Preparation Guidelines

In order to ensure your presentation runs smoothly, a number of services and facilities will be provided for you. Please take the time to **read these guidelines ahead of time** to ensure your presentation is successful.

Registration details

Prior to the Conference

All presenters are required to register and pay for the Conference (either in person, or online). If you have not done so already, please visit <https://www.iacis2022.org/registration> and complete the registration form.

Digital poster preparation

Digital Posters will be located in the Gallery section of the virtual platform (OnAir) and the Conference Mobile App. Your poster will be always available to delegates on-demand on the virtual platform, including before and after the Conference. Delegates will be able to view your poster and submit questions via the Q&A in the virtual platform and mobile app at any time. We encourage you to check your poster intermittently to see if you have been left any questions.

Digital posters are created as PowerPoint presentations and uploaded into the submission portal. The system converts your poster presentation into an interactive format for viewing on the virtual portal, allowing delegates to:

- Browse, search and visualise all authors' digital posters
- Contact authors for questions.
- Download your digital poster

All digital posters must be uploaded to the online portal by **Wednesday 8 June 2022, midnight AEST**.

When creating your digital poster, please follow these guidelines:

- Download the digital [poster template](#) from the Conference website. The template has been designed to display optimally on the Online Platform.
- All digital posters must be submitted in either **.PPT** or **.PPTX** format.
- All digital posters must be submitted in **16:9 landscape orientation** using the digital poster template.
- You are limited to a maximum of **5 slides** within your digital poster, organised as you wish (e.g. one for Title, Introduction & Methods, two for Results and one for Summary & Acknowledgements). Posters that consist of only a single slide can still have embedded animations and/or multimedia. We encourage you to use all available slides to convey the information required.
- JPEG or PNG is the preferred file format for inserted images. Please be mindful of any copyright of photos used when creating your poster.
- Each submitted poster file in **.PPT** or **.PPTX** format must not be larger than **100MB**.
- Font – Calibri, Verdana, Times New Roman and Arial are recommended.
- Font size – 44-54pt for Titles/Headings and size 18-22pt for text blocks are recommended.

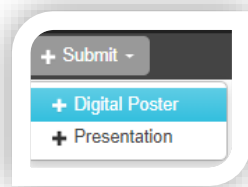
- Each graph should have a short heading.

Ready to upload your digital poster?

[Click here to access the poster submission portal](#). All digital posters must be uploaded to the online portal **Wednesday 8 June 2022, midnight AEST**. Follow the steps below to upload your digital poster to the online portal:

Please follow the below steps to upload your digital poster to the online portal

1. Log into the [submission portal](#) using your author login details (the log in details are the same as when you submitted your abstract)
2. From the home screen select the blue button “Submit Digital Poster”. Alternatively, you can click on “Submissions” near the top of the screen and then select “+ Submit” and “+ Digital Poster” as per the screenshot below:



3. Select your abstract from the drop down that has been accepted as a Digital Poster and click the “Submit Digital Poster” button.
4. Upload your digital poster file using the digital poster template in .PPT or .PPTX format.
5. When you are ready to submit your digital poster, click the blue “Submit” button at the bottom of the screen.
6. Once your digital poster been submitted if you select the “Digital Poster” tab the status will show as “Under Review”.
7. You will receive a poster submission confirmation via email once your digital poster has been processed and converted into a display-friendly format. If you do not receive a confirmation within 24 hours, please contact iacis2022@arinex.com.au. The email confirmation will also contain a link where you can review your digital poster.

Please review and ensure your poster has been uploaded correctly. Should you require assistance uploading your digital poster, please contact the Conference Managers via iacis2022@arinex.com.au

If you do not have Microsoft PowerPoint installed

We recommend downloading a free software such as OpenOffice which will enable you to save or create presentations in .PPT and .PPTX format:

Please [click here](#) to download OpenOffice and please [click here](#) for further information on using OpenOffice.

General advice for first time presenters

- The message that your poster contains should be clear and understandable without a requirement for oral explanation. Methods should be presented simply and concisely.
- After the title, the two most important panels are the introduction and the conclusion. On the basis of these two panels, a reader will decide whether to consider the poster details and perhaps talk to the presenter. These panels should be very simple, concise, and visually attractive.
- Results should be presented graphically if possible. Avoid large tables of data. Videos and animations are a great way to visualize data.
- Use pictures, symbols and colour. Figure legends are essential and should be short but informative.
- Use the space to attract your audience for discussion, not to present complex details of methods and results.

Thank you for your help in making the 17th Conference of the International Association of Colloid and Interface Scientists a success!

IACIS 2022

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