



## GUIDELINES FOR E-POSTER PRESENTATION

**Deadline for uploading your e-poster:**

**Friday, 17 December**

(23:59 Honolulu, Hawaii, USA)

Uploading instructions will be sent on or before Friday, 10 December.

Your E-Poster **MUST** follow these five (5) requirements:

1. Must be **Landscape** (A0 - Landscape 1189 mm wide x 841 mm tall (46.8 inches x 33.1 inches))
2. Must be a **single** page
3. Must have your poster number in the top right corner of your poster in minimum 50-point font bold (Refer to the conference program for your assigned poster number)
4. Must have the title of your paper at the top of your poster in CAPITAL letters. Below the title, place the authors' names and affiliations. The title should be minimum 72-point font size, with authors and affiliations at 50-point font minimum. We recommend you use a sans-serif typeface (i.e. Arial, Helvetica, Calibri).
5. Do **NOT** use font sizes smaller than 18-point

The conference will use two platforms, EventPilot and Gather.Town. With this in mind, you will need to create your E-Poster in two (2) formats as follows:

### PDF for EventPilot

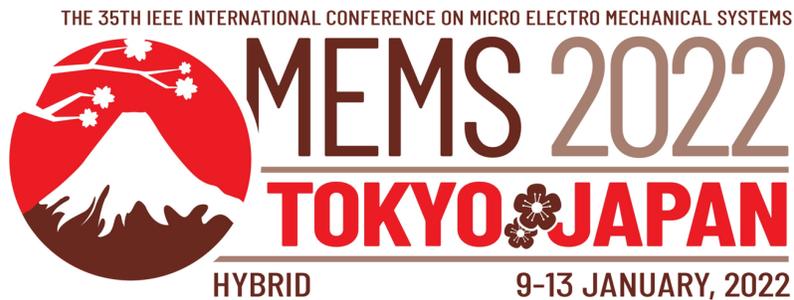
- Must be 80 mb or **LESS** (the system will not be able to display files larger than 80 mb)
- Must NOT be password protected or Read-Only

### JPG for Gather.Town

- Must be 5 mb or **LESS** (the system will not be able to display files larger than 5 mb)

Ensure you create your poster graphic for on-screen viewing with sufficiently large text, easily legible fonts, and clear graphics. Use text sparingly, and use pictures, cartoons, and figures wherever possible. Make your poster as self-explanatory as possible, so that you have time for in-depth technical discussions. Therefore, keep text to a necessary minimum, emphasize graphics, and make sure every item is necessary.

You have the freedom to design the poster and you may use any program to create it.



### Frequently Asked Questions for e-Poster Presenters:

**1. Can I add an audio or video walkthrough in my e-poster?**

No. Your actual poster should **NOT** have any audio or video.

**2. How will I present my poster during the poster session?**

Gather.Town will be used for all poster presentations. You can try out the basic features of the Gather.Town platform on their [demo space](#). For the best demo experience, visit with a colleague or two. Attendees will be able to visit and discuss your poster directly with you during your assigned session.

**3. Will I give a full walkthrough of my poster material during the poster session?**

Yes. During the poster sessions, attendees will circulate from one poster to another by moving from one poster to another. You will use your e-poster, as you would be using the printed version at a live conference event. As the poster presenter you will need to be in your assigned poster for the duration (1 hour) of your assigned poster session.

**4. Can I present additional slides/information during the virtual poster session?**

Yes, you will be completely free to use your e-poster, slides, movies, and data by sharing your screen to explain your poster and answer questions from attendees.

**5. Will my poster be available online after the meeting?**

Yes, your poster will be available up to one month after the conference.

**6. Will people be able to download my poster?**

Attendees will not be able to download your poster; however they will be able to take screen shots. According to the meeting's ethical guidelines, the content cannot be shared without the authors' explicit written permission. This is similar to past in-person meetings where images and content of the posters cannot be shared without authors' explicit written consent.

**7. Will posting my poster count as pre-publication sharing of my research?**

No. The copyright refers only to the proceedings content (submitted abstract) and not to the e-poster. Yet, for Intellectual Property purposes, posters are public disclosures.

**8. I have preliminary/sensitive data that I am not comfortable posting during the conference. Can I still participate?**

Yes. All material presented at the conference is the intellectual property of the presenter and may not be recorded, photographed, quoted, disseminated or transmitted by summary in any form without explicit authorization of the author. We expect attendees to treat virtual posters in the same way as they would do for in-person posters and not to use presented material in any form without the permission of the presenter.

You are still required to upload a version of your poster that you feel comfortable sharing. Describing your project rationale and planned methodology, etc. can still garner valuable feedback from the community. More sensitive data can be shared during your virtual poster session or private discussion where you can share your screen and have control over the presented data.

**9. Can I present unpublished data?**

Yes. We strongly encourage you to share data that you feel comfortable showing to a wide audience.

If you have a question not answered by the FAQs, contact: [authors@ieeemems2022.org](mailto:authors@ieeemems2022.org)