



19th International Microscopy Congress
9-14 September 2018
International Convention Centre (ICC), Sydney, Australia
www.imc19.com

GUIDELINES FOR DIGITAL POSTERS

The 19th International Microscopy Congress Organising Committee welcomes your contribution to the 2018 Congress.

In order to ensure that your digital poster is submitted correctly, please take the time to **read these guidelines ahead of time.**

REGISTRATION DETAILS

Prior to the Congress

All presenters are required to register and pay for the Congress. Please refer to your acceptance letter email for instructions on how to register as a presenter.

Onsite at the Congress

Presenters will need to register at the registration desk when they first arrive at the Congress to collect their name badge and other related materials.

The **registration desk** will be located outside Exhibition Hall 2 & on the Ground Level Foyer of the Convention Centre.

Registration desk opening times:

Exhibition Hall 2 Registration Desk

Thursday 6 September 2018	0700 – 1700
Friday 7 September 2018	0700 – 1700
Saturday 8 September 2018	0700 – 1700
Sunday 9 September 2018	0700 – 1800

Ground Floor Foyer and Exhibition Hall 2 Registration Desks

Sunday 9 September 2018	1400 – 1800
Monday 10 September 2018	0700 – 1730
Tuesday 11 September 2018	0700 – 1730
Wednesday 12 September 2018	0730 – 1730
Thursday 13 September 2018	0730 – 1730
Friday 14 September 2018	0800 – 1330*

**The Exhibition Hall 2 Registration Desk will not be open on Friday 14 September*

Exhibition Hall 2 Registration Desk Phone: +61 2 9215 7387

Ground Floor Registration Desk Phone: +61 02 9215 7283

We encourage you to register as early as possible to allow for easy access to the opening of the Congress. **Please bring your confirmation letter with the barcode on it.** You will need to provide this (either a printed copy or on your mobile device) at the registration desk for your name badge to be printed. Your barcode will be sent in a separate email during the week prior to the Congress.

PROGRAM ENQUIRIES

If you have any questions regarding the program or your digital poster presentation, please visit the Program Enquiries Desk which will be located on Level 4 of the Convention Centre, outside the Speaker Preparation Room. The Program Enquiries Desk will operate during the same times as the Speaker Preparation Room.

LOCATION OF DIGITAL POSTER DISPLAY AREA

Digital poster terminals will be located in Exhibition Hall 2 of the International Convention Centre (ICC). A floor plan showing the layout of the poster terminals is available [here](#). The floor plan will also be available in the IMC19 Congress Mobile App.

There will be scheduled 30 minute time slots alongside the concurrent sessions for authors wishing to stand by their digital poster. To check when your digital poster presentation has been scheduled, please refer to the 'IMC19 Scientific Digital Poster Program' available to download from the Congress [website](#). Alternatively, you can refer to the 'Digital Poster Showcase Stream' in the app. **Please note:** if your abstract is accepted as a 'mini oral + digital poster' you will only be scheduled in the mini oral program, not in the digital poster program.

DIGITAL POSTER PREPARATION

Digital posters will be available for viewing on the IMC19 Congress Mobile App and onsite on interactive kiosks (large vertically oriented touch TV screens) located throughout the IMC exhibition. Audio is not supported. Attendees can zoom in or out and swipe to view more slides. Attendees can also contact you via the system to engage in a conversation about your poster.

Digital posters are created as PowerPoint presentations and uploaded into the ePresenter™ system. This system converts your poster presentation into an interactive format for viewing on hand-held devices and digital poster kiosks which are large vertically oriented touch TV screens. Delegates can access ePresenter™ through the IMC19 Congress Mobile App to:

- Browse, search and visualise other authors' digital posters on their own device.
- Contact authors via ePresenter™ to arrange private presentations or to make comments.
- Download your digital poster at your discretion (you may nominate this when uploading your poster via the online system).

Digital posters must be submitted using the digital poster template which is available for download from the Congress website at www.imc19.com/program/ or the digital poster submission page via the online portal (further details are below).

All digital posters must be uploaded to the online portal by **30 August 2018**.

When creating your digital poster, please follow these guidelines:

- Download the digital poster template from the Congress website at www.imc19.com/program/. The template on the Congress website has been designed to display properly on the poster kiosks that will be used onsite.
- All digital posters must be submitted in either **.PPT or .PPTX format**.
- All digital posters must be submitted in **16:9 portrait orientation** using the digital poster template

- If you would like to do so, 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.
- **JPEG** or **PNG** is the preferred file format for inserted images. Please be mindful of any copyright issues of photos used when creating your poster
- Each submitted poster file in .PPT or .PPTX format must **not be larger than 1GB**
- Font – Calibri, Verdana, Times New Roman and Arial are recommended
- Font size – **72-80pt for Titles/Headings** and size **24-44pt for text blocks** are recommended.

Support for multimedia:

- Slide transitions and animation is supported
- Embedded videos are supported. Ensure the video is embedded into the presentation file, as you will be unable to upload the video separately. The following formats are supported:
 - Video: AVI, WMV, MPG, MP4
- Audio will not be available on digital posters
- Attendees can zoom in or out and swipe to view more slides.

BENEFITS OF SUBMITTING A DIGITAL POSTER

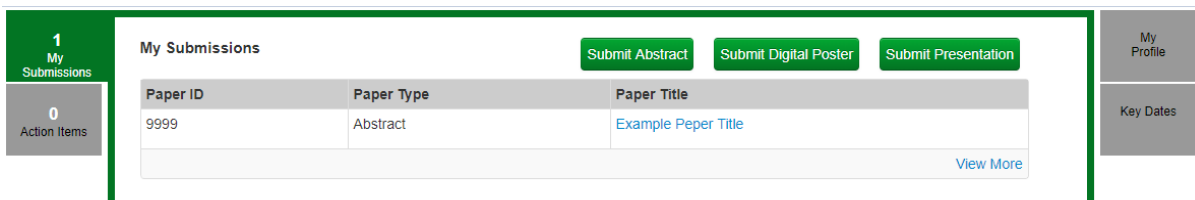
- You can track statistics on the number of views and downloads (if you allow this option) your digital poster receives.
- Your poster can be easily searched via the IMC19 Congress Mobile App.
- You can be contacted directly by interested delegates and have more tailored discourse with them if you wish.
- Delegates can download your digital poster in PDF format (if you allow them to do so).

READY TO UPLOAD YOUR DIGITAL POSTER?

This is done via the [online portal](#). All digital posters must be uploaded to the online portal by **30 August 2018**. Please refer to the digital poster guidelines above and follow the steps below to upload your digital poster to the online portal:

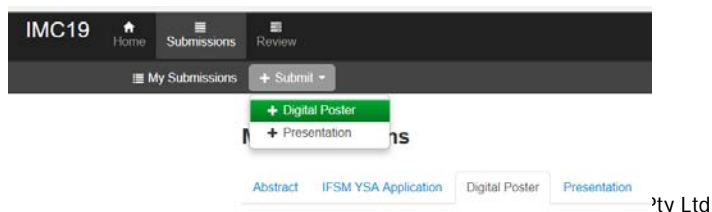
Please follow the below steps to upload your digital poster to the online portal

1. Log into the online portal using your author login details: <https://imc19-c10000.eorganiser.com.au/index.php?r=site/login>
2. From the home screen select the green button “Submit Digital Poster”.



Paper ID	Paper Type	Paper Title
9999	Abstract	Example Paper Title

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 Only or a Mini Oral Presentation + Digital Poster, and then click the “Submit Digital Poster” button.
4. Ensure you follow the online guidelines provided within the portal.
5. Upload your digital poster file using the digital poster template in .PPT or .PPTX format.
6. Select whether you allow delegates to download your digital poster in PDF format.
7. When you are ready to submit your digital poster, select the green “Submit” button at the bottom of the screen.
8. Once your digital poster been submitted if you select the “Digital Poster” tab the status will show as “Under Review”.
9. You will receive a poster submission confirmation via email once your digital poster has been processed and converted into a display-friendly format. The email confirmation will also contain a link where you can review your digital poster.

In the weeks prior to the Congress, the Congress Managers will ensure all accepted electronic posters are submitted correctly and ‘approved’ for viewing at the Congress. Should you require assistance uploading your digital poster, please email us at support@epresenter.com.au.

If you do not have 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.

Please [click here](#) for further information on using OpenOffice.

ONSITE AT THE CONGRESS

If you have any questions, please see the Congress Managers at the Registration Desk.

LANGUAGE

Please note that the official Congress language is English. **All presentations must be written in English.**

GENERAL ADVICE FOR FIRST TIME PRESENTERS

- The message that your digital 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. Based on these two slides, a reader will decide whether to consider the poster details and perhaps talk to the presenter. These slides need to be very clear, concise and visually attractive.
- Results should be presented graphically if possible. Avoid large tables of data.
- Use pictures, symbols and colour. Figure legends are essential and should be short but informative. Each graph should have a short heading. For visual effect, we recommend that graphs be no smaller than 12cm x 18cm.
- 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 19th International Microscopy Congress a success.
For further details or assistance, please contact the Congress Managers.**

**19th International Microscopy Congress Managers
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