

IAEA GUIDELINES ON THE PREPARATION, PRESENTATION AND SUBMISSION OF E-POSTERS

The poster should be a visual presentation of your submitted abstract.

Please use the template provided on INDICO and submit your e-poster as a

- **single slide** presentation with *no audio or video recording*

Posters should meet the following criteria:

❖ Size and Design

You should design your poster in Microsoft PowerPoint as a landscape slide and ratio 16:9. You may use this [template](#) (landscape, ratio 16:9) provided on [INDICO](#). The final poster **must** be submitted to the IMIC secretariat latest **by Friday, 11 November 2022.**

❖ Mandatory Requirements for e-posters:

- Your submitted file ***must include one slide only and not multiple slides***
Any posters that do not meet these requirements will be returned.

❖ Logos and Paper Number

Insert your paper ID (**IAEA-CN304-XXX**) on the upper right side of the virtual poster.
Logos of the major institution(s) can be inserted anywhere on the slides.

❖ Title

The title should be the same as in the submitted abstract.

The Title of the Paper, Name(s) of the Author(s), Affiliation(s) and Email of the main contact author should be displayed at the top of the poster.

❖ Headings

It is recommended to use capital letters for headings.

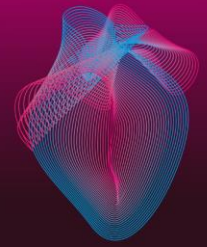
❖ Lettering

Use UPPER and lower case for general content, as all-capital text is difficult to read. Avoid using mixtures of type/font styles. The text and presentation should be in **English only**.

❖ Content

The text should be concise and easy to read. Avoid using full sentences, but rather use short text in bullet point format. The message that your poster contains should be clear and understandable without the requirement of oral explanation. If relevant, methods should be presented simply and concisely.

After the title, the two most important sections are the Introduction and the Conclusions. On the basis of these two sections, a reader will decide whether to consider the poster details and perhaps talk to the presenter. These sections need to be very simple, concise and visually attractive.



Results should be in line with those originally submitted in your abstract. If using tables, avoid adding too much data and make sure you keep the table concise. They can have a short heading.

Use pictures, graphs and colour. “A picture is worth a thousand words...”. Figure legends are essential and should be short but informative.

Use the space on the poster to attract your audience for discussion, not to present complex details of methods and results.

Please ensure any logos, graphics or images inserted are of a **high resolution** to avoid them pixelating.

❖ Submission

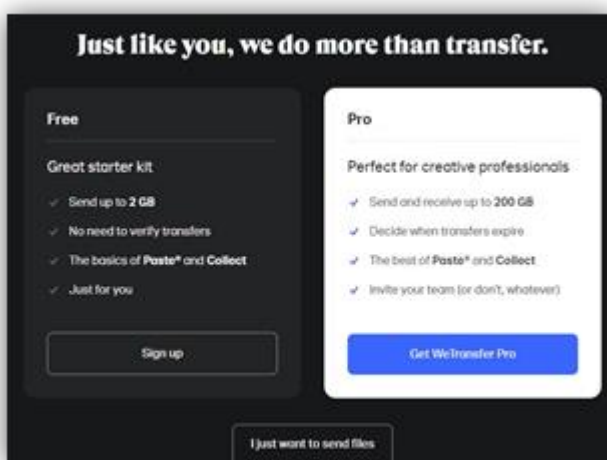
- The virtual Poster presentation must be submitted by **Friday, 11 November 2022** via **WeTransfer**.
- Please save your file with the **INDICO ID number** and your **last name**.
- To send the link to the file, use email: P.Hettiarachchi@iaea.org with CC to IMIC2022@iaea.org

This will allow sufficient time for the Secretariat to check the compatibility of the poster presentation and to ensure suitability before the start of the conference.

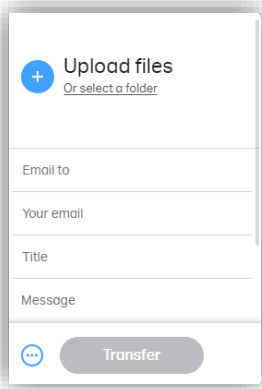
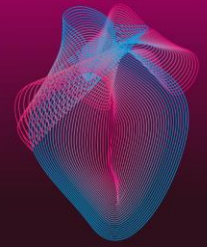
Posters attached to e-mails cannot be processed.

Submit your e-Poster via WeTransfer

- Go to the WeTransfer page by clicking [here](#)
- In case you are using WeTransfer for the first time, you will see this screen:



- Click on the below button saying either “No Thanks” or “I just want to send files”.
- After you click, the following page will appear:

A screenshot of an email client's "Compose" screen. At the top, there is a blue plus icon and the text "Upload files" with a subtext "Or select a folder". Below this are four input fields: "Email to", "Your email", "Title", and "Message". At the bottom left is a blue plus icon in a circle, and at the bottom right is a grey button labeled "Transfer".

- Click on the blue “Plus” icon to upload your presentation in PPT format or as a PDF file. Enter P.Hettiarachchi@iaea.org and IMIC2022@iaea.org in the “Email to” box and your email address in the “Your email” box. In the message box, please do not forget to enter your INDICO ID and full name.
- The IMIC Secretariat will confirm receipt of your file after submission.

VIRTUAL PRESENTATION DURING THE CONFERENCE

Your e-poster will be made available on the IAEA Conference and Meetings App (available for free download from the App Store and Google Play), prior to the start of the conference.

Please submit the following form via email by latest **Friday, 11 November 2022**.

Attachment: Biographical Summary and Release of Presentation Material Form
(please, download [here](#), fill and submit)

BIOGRAPHICAL SUMMARY

Please ensure to include in a separate file your photo saved in a JPEG format with a resolution of 200 x 200 pixels. Send the photo together with the following two forms, by **email to: P.Hettiarachchi@iaea.org** with CC to **IMIC2022@iaea.org** by **Friday, 11 November 2022** with the *subject line*: CN-304 Forms (INDICO ID #XXX)

FAMILY NAME:	
FIRST NAME:	
PAPER TITLE & ABSTRACT ID NUMBER:	
AFFILIATION/COMPANY:	
COUNTRY / INVITED ORGANIZATION:	
BRIEF BIOGRAPHY for the CONFERENCE APP (max. 250 characters)	

RELEASE of PRESENTATION MATERIAL

I agree that my presentation and biography for the **International Conference on Integrated Medical Imaging in Cardiovascular Diseases (CN-304/EVT2005413), 13 December– 16 December 2022, Vienna, Austria** may be made available on the IAEA Conference website and the Conference App.

PAPER TITLE & ABSTRACT ID NUMBER:	
COUNTRY / INVITED ORGANIZATION:	
FAMILY NAME:	
FIRST NAME:	

YES

NO

Signature: _____