

**GUIDELINES ON THE**

**PREPARATION, PRESENTATION AND SUBMISSION OF**

**POSTERS or VIRTUAL POSTERS**

**The poster is a visual presentation** of your full paper (please use the template provided on INDICO) that can be done through **a physical paper or a** **video presentation**, in English.

**Physical paper** shall:

* Be printable on an A0 paper size (118.8 cm x 84.0 cm)
* Be transmitted in a pdf file format directly through Indico,
* Contain headers indicating the Indico ID number (IAEA-CN313-XXX) of the poster, its title, the name(s) of the author(s) and their affiliation(s)

**Video presentation** shall:

* Be pre-recorded of a maximum of 5-minutes duration
* Be provided in one file using a MPEG-4 Video format (\*.mp4)
* Not exceed a 500 MB size
* Use a landscape ratio 16:9 and preferentially a full HD 1080 x 1920 Pixels quality
* Have a header indicating the Indico ID number (IAEA-CN313-XXX) of the poster and its title during all the video,
* Begin with a short sequence with the Indico ID number (IAEA-CN313-XXX) of the poster, its title, the name(s) of the author(s) and their affiliation(s)
* Be submitted via WeTransfer (https://wetransfer.com/) using the Indico ID number to name the file (IAEA-CN313-XXX.mp4). The link to the file must be sent by email to R.Fikare-Kerin@iaea.org, copying CyberCon23@iaea.org, by 1 March 2023.

Any posters that do not meet the above requirements will be returned.

**Consideration for both formats**, keeping in mind that **“A picture is worth a thousand words…”.**

* Use of capital letters for headings.
* Use of UPPER and lower case for general content, as all-capital text is difficult to read. Avoid using combination of type/font…
* The messages of your poster should be clear and understandable without the requirement of oral explanation. Therefore, the text should be concise and easy to read, using short text in bullet point rather than full sentences. If relevant, methods should be presented simply and concisely.
* *Introduction* and *Conclusions* sections of the poster concision and simplicity should help a reader to decide to read details or talk to the presenter.
* *Results* should be presented graphically if possible avoiding large tables of data.
* Ensure any logos, graphics or images inserted are of a **high resolution** to avoid them pixelating

**Consideration for videos:**

1. Suitable location / background / preparation:

* Record with as much natural light as possible. If it is too dark or the light is unbalanced, turn on the room light and position a desk lamp or other light source. The speaker should be evenly lit and brighter than the background.
* Find a quiet location. Eliminate any background noise (e.g., switch off air conditioning and close windows to block traffic noise).
* Dress appropriately as if present at the conference.
* Practice the presentation before recording the final version.

2. Audio:

* If using a clip-on microphone fasten it at chest height.
* If possible, use Bluetooth headphones with a built-in microphone or a headset to improve sound quality.

3. Frame the video shot:

* If using a laptop with a built-in camera rest the device on a stable surface; make sure the camera is straight with the lens just below eye level.
* If using a webcam, camera or phone mount the device on a tripod if you have one; film horizontally (landscape) and not vertically (portrait mode); make sure the camera is straight with the lens just below eye level.

4. Record the video:

* The speaker should look directly into the camera lens to maintain eye contact with the viewers.
* After pressing the ‘Record’ button, there should be a time gap of at least 3 seconds before the speaker starts to speak. Stop the recording at least 3 seconds after the speaker has finished.

6. Playback to check the video recording:

* For sound quality purposes, headphones should be used to check if the recorded sound is clear and understandable.
* Check if the speaker is in focus and her/his exposure looks even.
* Consider re-recording if the video and/or sound quality are not good.

7. In case of transferring a slide presentation (e.g. using Microsoft PowerPoint), use “Record Slide Show” options considering former elements (including timings…)

