



## 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.

Posters should meet the following criteria:

**Any posters that do not meet these requirements will be returned.**

### ❖ 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 IPET-2024 secretariat latest **by 31 August 2024**.

### ❖ Mandatory Requirements for e-posters

Submit your e-poster as a **single slide** presentation with *no audio or video recording*

### ❖ Logos and Paper Number

Insert your paper ID (**ID#000**) on the upper right corner 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 centre 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**.

# International Conference on Hybrid Imaging (IPET 2024)

7–11 October 2024, Vienna, Austria



## ❖ 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 e-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 Background/Introduction and the Conclusion. 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 more than a thousand words...”. Figure legends are essential and should be short but informative.

Use the space on the e-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 e-poster presentation must be submitted by **Saturday, 31 August 2024 on [IRIS](#)**.
- Please save your e-poster with the **abstract ID number** and your **last name**.

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.

Submit your e-Poster [using this link](#). **Posters attached to e-mails cannot be processed.**

## 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.