GUIDELINES ON THE PREPARATION OF POSTER PRESENTATIONS

Posters should meet the following criteria:

Poster Size
- All posters should be in portrait format and size: A0 (**1189 mm high and 841 mm wide)**.

Format
- The poster should be easily readable at a distance of two meters.
- Use UPPER and lower case for general content, as all-capital text is difficult to read.
- Avoid using mixtures of type/font styles.
- Text and presentation should only be in English.
- The top of the poster should display, in lettering not smaller than 3 cm in height, the following information:
  - Title of the Paper
  - Name(s) of the Author(s)
  - Affiliation(s)
  - INDICO/Abstract ID Number

Please be aware that all posters should be prepared and printed in advance. **It is not possible to print posters on site**. Pins for mounting posters will already be on the poster boards on site.

PRESENTATION AT THE MEETING
- Each presenter is responsible for affixing their poster onto their allocated board during their allocated poster session.
- Each board will be clearly marked with the INDICO ID number and corresponding title.
- Pins will be provided on each board.
- Staff at the conference registration desk will be ready to assist, should you require this.

- Authors are requested to be present at their posters during the coffee break(s) aligned with their dedicated poster session for discussion with interested participants. Conference delegates will be encouraged to visit these poster sessions during the coffee breaks.

- There will be dedicated poster sessions on Days 2 and 3 and one parallel poster session to the oral sessions on Day 4. Please be prepared to put up and take down your poster in a timely manner.

- For poster presenters who have indicated their eligibility for and interest in the *Young Professional Award*, they should be present at the designated area for discussions with the evaluators for this award.
  - If you are eligible (35 years old or younger and presenting an abstract at the conference), but have not yet indicated your eligibility to the ICARST organizing committee, please do so by completing the online form.

- ➢ **Submission**

  - A PDF of the poster must be submitted by **Friday 7 March 2025** via **email**.

  - Please save your file with using the [Naming Convention for all Files](#).

- ➢ **Uploading your Poster:**

  - Login into your **[INDICO](#)** account.

  - In the menu on the left, select **'My Contributions'** in **'My Conference'**.

  - Click on the title of the submission that you want to upload materials for.

  - At the bottom of the page, click on the pencil icon on the right side of **'Presentation Material'**.

  - Select **'Upload files'** and choose the appropriate files to upload.

  - Click the **'Upload'** button in the bottom right-hand corner of the dialogue box.

  - Alternatively, should you have any difficulties to upload the file in INDICO, you can submit the file by email to: ICARST-2025@iaea.org   with CC to S.Liu@iaea.org

This will allow sufficient time for the Secretariat to organize your file for inclusion in the Conference app.

Please also fill and submit the **'Release of Electronic Poster Presentation and Biographical Summary Form'** online form here: **https://forms.office.com/e/gWGd6JgWAm)** by **Friday 7 March 2025.**