

Poster session guidelines

The poster session will take place on Thursday, August 25, from 9 to 10:30 a.m. (CET) as a **synchronous Zoom session**. As the poster session will be fully virtual, we hope to transfer the feeling of an interactive, open, and unstructured poster session to a virtual setting. Posters are grouped conceptually into five sessions of eight or nine posters. Each session starts with short poster pitches (each pitch 2 minutes). Afterwards, break out-rooms are created for each presenter / poster and the presenters will be there to answer questions from the audience or discuss about their posters. The audience is able to switch between break out-rooms. Each poster session will be hosted by a chair. Before, during and after the poster session, attendees can comment and leave messages in the chat of your Virtual Poster Exhibit.

For the presenters

As a presenter, you are responsible for your own poster. Please follow these steps to successfully present your poster:

1. Please create your poster (1 page) in horizontal format using the standard size of the slide (16:9-format) as this is better viewable in online sessions. Text and illustrations (e.g., figures or tables) should be readable without any problems. We recommend to use a font and size comparable to Calibri, 12 pt. For your convenience, we provide two examples of posters in horizontal format on our website ([Example 1 PDF](#), [Example 2 PDF](#)).
2. The time for your poster pitch is limited to 2 minutes (no additional slides, use your poster for presentation). Please prepare the pitch thoroughly to stay in that time frame.
3. Please upload your poster to the virtual conference venue in pdf-format to allow the audience to browse through the posters in advance. For that, an individual upload link with further instructions will be send out soon.
4. Please make sure to arrive at the virtual meeting room 5 - 10 minutes prior to the start of the paper session to test the Zoom functionality. A student helper will be present in the zoom session to assist you.
5. During the poster pitch and in personal break out-room, you have to share your poster on your own via screen sharing. You will receive the rights to do so in Zoom prior to the session.
6. We encourage you to visit other posters if there are no attendees in your break out-rooms. The student helper will stay in the main session and can contact you in case someone is visiting your poster and is looking for you.

For the session chair

The main task is to moderate the poster sessions and its pitches until the presenters will move to their break out-rooms. Please follow these steps to successfully chair a poster session:

1. Please make sure to arrive at the virtual meeting room 5 - 10 minutes prior to the start of the poster session to test the Zoom functionality. A student helper will be present in the Zoom session to assist you.
2. Monitor the time to give each speaker a fair opportunity for presentation and discussion. Alert the speaker before allotted presentation time is up. Communicate your time signals to the speakers before the session starts (e.g., sending a private message or raising your hand).