

Poster Presenter Instructions

Poster Presentation

Poster presentations are to be conducted in English only and will be presented on a virtual poster board created by PowerPoint. They will be visible to congress registrants on May 26th. Q&A will be optional, but there will not be an opportunity in the congress. The secretariat will not act as a mediator for any questions related to the presentations. Please provide correspondence to any questions on your own within the slides as part of the presentation.

REGISTRATION

Registration Deadline for presenters has been updated!

If you have not fully paid for your registration by **April 11th, 2021** your abstract will be automatically removed.

NOTE: To be a nominee for the student award, presenting must be registered by **February 28th**.

*Student Certification is required to submit when register

About Registration: <https://ipos2020.com/ipos2021/registration/index.html>

Registration Form: https://a-youme.jp/ipos/entry/c_register/enter.php

HOW TO: Submit & Upload your presentation

The submission form will be opened from **February 15th - March 20th**. If you would like to re-submit your presentation, you can change it as any times as you like before the deadline. However, we encourage you to submit your presentations prior to **March 20th** as it is the absolute cut-off date with no exceptions.

Presentation MUST meet the following requirements:

- **Slide size must be 4:3.**
- Maximum 14 pages (**Text page must be within 12 pages**) The first slide should have
- **1. Session Number (e.g. P_10-10) 2. Title 3. Presenting Author 4. Co-Authors 5. Affiliation.** Please look at the sample below. If you would like to answer any questions from the participants, you can add a slide at the end as the 14th slide. (not required)

Sample

① Abstract Number (e.g. P_10-10)

② Title

③ Presenting Author

④ Co-Author 1¹, Co-Author 2², Co-Author 3³...

⑤ ¹Affiliation A, ²Affiliation B, ³Affiliation C...

- Font must be **Arial, Century or Times New Roman**. Other fonts may cause character corruption.
- File data must be no larger than **5MB**.
- Please convert to a **PDF file**. Instructions on how to convert can be found here: [How To Convert PowerPoint to PDF](#) OR use Online Converter at: [PDF Converter](#)

Provided below is the link to our own positing site, so please be sure to submit your presentation there. An email with your ID and password along with the guidelines has been sent to you. Please log in with that information to post your presentation. If you encounter any problems with the browser, please contact the secretariat.

Upload Link: https://a-youme.jp/ipos/entry/c_announce/index.php

HOW TO: Name your submission materials

Please use the below naming conventions to name your presentation. Once your presentation is ready, you will need to save it with your assigned Abstract number and your first and last name.

Example:

If your information is:

Session Number: P_10-10

First name: Stan

Last Name: Smith

Your saved file name would be:

P_10-10 Stan Smith.pdf

Please do not add any other characters when naming. It must begin with a pure number for sorting and programming purposes.

If you experience any difficulties uploading your files, please contact congress@ipos2020.com for further assistance.

Resources

- [How To Convert PowerPoint to PDF](#)
- [PDF Converter](#) Online