



IAEA International Conference on Radiation Safety:  
Improving Radiation Protection in Practice (*Virtual Event*)  
9-20 November 2020

# Guidelines for Virtual Poster Presentation

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## PREPARATION OF THE POSTER

*Due to the virtual nature of the conference we are only accepting **Electronic Posters (E-Posters)** in **PDF** format. Printed posters or photographs of printed posters will NOT be accepted.*

### Poster Submission Deadline: 16 October 2020

The poster should be a clear visual presentation of your submitted abstract and should meet the following criteria:

#### Title of the Poster

- It is recommended to keep the title of the poster same as in the submitted abstract. Slight modification which does not change the idea of the abstract is also allowed.

#### Poster size and format

- Poster must be submitted in **PDF format**.
- It is recommended to make your poster in **PowerPoint (Landscape or Portrait)** and then **save it as a PDF** before uploading it to [INDICO](#).
- Make sure that you do not exceed the limit of **5 PPT slides** for your E-Poster.

#### Your Information

- The top of the Poster should display, in the lettering of **18 Bold (Times New Roman)**, the following information: Title of your Paper, Name(s) of the Author(s) and Affiliation(s).
- Please put your **INDICO ID** on the top right corner of the poster.

#### Lettering

- Kindly use both UPPER and lower case letters for general content, as all-capital text is difficult to read. It is recommended to use **14 Times New Roman** font style for the content of the poster.
- Make sure there is enough contrast between the colour of the text and the poster's background.
- Text and presentation should be in **ENGLISH** only.

#### Content of the Poster

- Make sure that the specific sections (such as the background, methods, results, and conclusions) are easy to locate in the poster.
- Try to keep the text easy to read and concise. The poster should have a clear message, a logical layout and be easy to comprehend.

- Avoid the use of full sentences and rather use short text in bullet point format.
- Avoid using watermarks that may detract from the readability of your poster.

### Illustrations

- Illustrations are the most important part of the poster and will attract the most attention. Colourful charts and graphs are the easiest to read. Explanatory illustrations should be used instead of text whenever possible.
- Use only **static images** and do not embed any videos or animation in your poster.
- Try to utilize the space on your poster as creatively as you can to attract the audience and make sure that the images are easy to understand.

### HOW TO UPLOAD THE POSTER ON INDICO

- Kindly upload your poster in **PDF format** under the contributions tab on the INDICO platform – access the platform [here](#) .
- Log on to the platform with the credentials you initially used to upload your abstracts.
- Once you have successfully logged on, select the “My Contributions” tab in the grey box entitled “Overview”.
- Upload your poster under the presentation materials by clicking on the “Pencil” icon.

### RELEASE OF THE POSTER

- All the posters will be uploaded to the IAEA Conference and Meeting App by the conference secretariat. In order to transfer the copyright release of your Electronic-Poster to IAEA you are required to complete the electronic release form. Click [here](#) to fill the form.
- ***Kindly note that posters submitted without a valid electronic release form will not be published.***

There will be a Q and A and chat function in the IAEA Conference App where attendees will be able to communicate with the author.

**If you have any questions, please contact the conference secretariat:**  
[RP2020@iaea.org](mailto:RP2020@iaea.org)