

IAMC In-Person Poster Presentations

We look forward to welcoming you to Armação de Búzios! Here are a few important notes regarding your presentation as an *In-Person Poster Presenter*.

Guidelines for Presenters

Each participant whose abstract is accepted for in-person poster presentation at IAMC2025 will be required to provide **a printed poster and participate in their assigned poster session. In-person poster presenters are also required to provide a digital version of their poster and if they wish also in Zenodo.**

Presentations must be given by the designated person during the conference. Each poster presenter will be assigned to one of the poster sessions during the conference. Please check the agenda on the Oxford Abstract platform to see your presentation schedule. The agenda will be shared with all registered participants on October 13th.

Any change of presenter must be notified to iamc@iamconsortium.org. Please provide us with the abstract ID number and the name of the substitute presenter.

Posters will be displayed in a dedicated area in the event venue. **Each poster session is expected to last 30 minutes. During the half hour, poster presenters are kindly requested to stand next to their own poster.** The Annual Meeting participants can choose which posters to visit, so they may devote the half hour to more than one poster.

As is tradition, during the Annual Meeting, the Award Committee will evaluate the in-person presentations to determine the **IAMC 2025 Best In Person Poster Award**. The Evaluation Committee will judge all posters and their presentations and will select awardees based on scientific quality and relevance, oral presentation, the design and structure of the poster, and responses to questions.

Extended outreach

You will have the opportunity to upload a digital version of your poster in both the Oxford Abstract platform as well as in the [IAMC Zenodo community](#).

We also encourage **all poster presenters** to create a pre-recorded presentation. These recordings can be added via a link in Oxford Abstract as well as the [IAMC Zenodo community](#).

Printed poster

- Presenters will need to bring their **A1-size (59,4 x 84,1 cm - 23.4 x 33.1 inches)** vertical-format poster.
- The usable area on the poster floor totems is 90cm wide by 210 cm high. As a guide, an A1-size (59,4 x 84,1 cm - 23.4 x 33.1 inches) portrait poster would have a golden proportion and fit nicely on the poster board.

Posters should be delivered in the morning of the first day to the registration desk and will remain on display until the end of the meeting.

- It is the responsibility of presenters to remove their posters at the end of the meeting. Unclaimed posters will be removed by the organizers.
- Posters will be attached by double-sided tape which will be provided on-site. No pins will be allowed.

Before sending your poster for printing, please check the following

- The resolution quality of your material is 100% (actual size);

- The file is in portrait orientation and has been saved in PDF format;
- The document is the final version and contains no errors;
- The document is entitled as follows: "IAMC_PaperID_Surname.pdf". For example, if your surname is Smith and your PaperID is 97, your file has to be named "IAMC_97_Smith.pdf".
- For further tips on an effective poster, [refer to this guide](#), [this guide](#) or [watch this video](#).

Local printing

If you would like to have your poster printed locally and delivered directly to the conference venue, please follow the instructions below :

- **Send an email to alexandre.graficamenon@gmail.com**
- Attach your poster **file in PDF format, sized exactly A1** (59.4 x 84.1 cm).
- **The cost per printed poster is 140.00 BRL ([converter](#)) ~23 Euro**
- Once your file is received and confirmed to be correct, **you will receive a secure link for credit card payment.**
- After payment approval, **the poster will be printed and delivered to the Local Organizing Committee**, who will ensure it is available at the Conference Venue in Búzios.



Important Notes

Deadline: The deadline for poster printing requests is **November 1, 2025**. Requests received after this date will not be accepted.

File format: **Please ensure your file is a PDF, correctly formatted to A1 size.** Files with incorrect formatting may delay processing.

Poster specifications: Posters will be **produced on canvas material, in A1 size, vertical orientation, with support rods and a cord for hanging.**

Collection: Posters will be available for collection at the registration desk during the event.

Please note: It is not possible to print your poster upon arrival in Armação de Búzios. You must either arrange for printing in advance or bring the printed poster with you.

Digital Posters in Oxford Abstract

Poster presenters will need to submit a poster in digital format and if they wish, a Youtube or Vimeo pre-recorded presentation directly to Oxford Abstract, the online conference platform.

all registered participants.

Poster submission on Oxford Abstract In-person poster presenters are also required to provide a digital version of their poster on Oxford Abstract. The Poster Gallery offers an online space where participants can search, view and download poster submissions. **Please upload your poster by November 3.**

- To submit the poster, you need to edit your submission. Please find detailed instructions [here](#).
- Scroll to the end of the submission form. There you will find the following button to upload your poster:

Poster

Please upload a 1 page pdf file to include in the poster gallery

 CHOOSE FILE (.PDF ONLY)

- Posters can only be uploaded in a PDF format, with a **maximum file size of 10MB** and they can only be one page in length.
- Once all posters have been uploaded, they will be visible in the Poster Gallery. Instructions on how to navigate the Poster Gallery can be found [here](#).
- If you would like to submit a pre-recorded video of your poster presentation, you can add a Youtube or Vimeo link in the following button:

Poster video link (YouTube or Vimeo)

If you would like to include a video presentation of your poster in the poster gallery, please provide the link to your YouTube or Vimeo video. It will be embedded directly in the gallery.

Poster submission on Zenodo:

Poster presenters will have the option to upload their posters to the **IAMC [Zenodo](#) community**.

All posters will be IAMC tagged and have an individual DOI – each entry can have multiple files in case you'd also like to add a video for the poster presentation. In doing so, making your poster accessible via an open-access platform, independent of any future meeting apps. Please note that this is optional. This will be available also to the onsite poster presenters as well.

We will also tag the entries in Zenodo with the main IAMC community tag. To be sure we have all metadata and context for each poster, this is what we need:

- Author(s)
- Title
- Abstract
- Poster in PDF format [insert downloadable link]
- Any supplementary material (dataset etc.) (optional)
- Indicate either CC-BY or CC-BY-NC License ([for more information](#))

If you would like to have your poster uploaded, please use this link to the [submission form](#).

Instructions for Pre-Recorded Presentations

We recommend a length of 2 minutes for pre-recorded poster presentations. Presenters will be provided a link where they can add a video url. For storage reasons, we invite you to upload a link to your video (YouTube, Vimeo, GDrive, Dropbox, OneDrive platforms are accepted), instead of uploading a file from your pc. Should you not be able to use one of the above-cited platforms, please note that uploaded video files must be a maximum file size of 50MB.

Videos should contain a prominent view of the presentation slides along with audio of the spoken presentation. Optionally, videos may contain a shot of the speaker's head for increased engagement (this shot should be thumbnail-sized and overlaid on the slide images). Many presentation software tools allow recording audio and video directly in the application and can export appropriate video files. Please see the notes below for detailed instructions for PowerPoint.

1. *Recording a Pre-Recorded Presentation in PowerPoint*
Follow these [instructions to add audio](#) (and optionally video) to your slides.

Follow these [instructions to generate an .mp4 file](#) from your slides and audio/video.
Alternatively, you can [follow this video tutorial](#) which goes through both of these steps.

Tips for recording videos

- Use as quiet an area as possible
- Avoid areas that have echo
- Rooms should be fairly small
- Sound dampening can be done with carpeting, curtains, furniture
- Hardline internet connection recommended, but if unavailable, use a strong Wi-Fi connection
- Good headset with microphone close to mouth BUT away from direct line of mouth to reduce “pops”.
- Avoid using your device's default built-in microphone.
- Do a test recording of a couple of minutes and review the sound and picture quality, MP4 format, and bit rate before recording the entire presentation. Make adjustments if needed.