

IAMC Online Poster Festival

Guidelines for Online Poster Presenters:

The Online Poster Sessions will be hosted via Zoom on **28-29 October between 14:00-15:30 CET** ([time converter](#)). Registration will be required for all attendees for both dates.

The Online Poster Session will start with each presenter giving a brief, **one-minute pitch** to provide the audience with a quick summary of their poster. Each session will accommodate up to 30 poster presenters.

After the pitches, the presenters will move to their assigned breakout rooms. Each poster presenter will have a breakout room for 60 minutes to interact with participants who visit their breakout room. We recommend presenting in 10 minute blocks to allow for Q&A with your audience.

The audience will be able to shift rooms as they like to join and will be able to move freely to visit several rooms in the 60 minute slot (tutorial on breakout rooms available here on the [Zoom](#) site). Each room will be labelled with the presenters name and keyword. The full list of breakout rooms will be shared at the beginning of the sessions.

Agenda

Day 1: 28 October, 14:00-15:30 CET/Vienna ([time converter](#))

Day 2: 29 October, 14:00-15:30 CET/Vienna

- **13:50-14:00:** Plenary room opens for login
- **14:00-14:02:** Introduction by the host
- **14:03-14:30:** One-minute presentations from each poster presenter, with invitations to join individual breakout rooms for further discussion
- **14:30-15:30:** Zoom breakout rooms (two poster presenters per room). You will need to share your screen during the breakout session

As is tradition, the Award Committee will evaluate the online presentations to determine the **IAMC 2025 Best online Poster Award**. **In order to do this, we will need you to upload your posters and pre-recording by November 3.** The Evaluation Committee will judge based on the online presentation and the pre-recorded video.

Extended outreach

We will open up the digital poster festival to the larger IAMC community to facilitate a wider network opportunity.

You will have the opportunity to upload your poster in both the Oxford Abstract (platform used for the registered participants of the IAMC 2025 meeting) as well as in the [IAMC Zenodo community](#).

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

Poster on Oxford Abstract

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

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.
- The Poster Gallery will become accessible following the publication of the programme on October 12.
- 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 (optional)

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](#).

Guidelines for pre-recorded presentation:

Pre-recordings shouldn't be longer than 3 minutes. For storage reasons, we invite you to upload your video on YouTube or Vimeo platform instead of sending a file from your PC.

Videos should prominently display the presentation slides along with clear audio of the speaker. For enhanced engagement, you may also include a small, thumbnail-sized video of the speaker overlaid on the slides (optional). Many presentation software tools offer built-in features to record both audio and video

directly and export the video in the required format. For detailed instructions on how to do this in PowerPoint, please refer to the notes below.

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.

Advice for recording videos:

- Choose a quiet environment to minimize background noise.
- Avoid spaces with echoes; smaller rooms are preferable.
- Use sound-dampening materials like carpets, curtains, and furniture to improve audio quality.
- A hardwired internet connection is ideal. If unavailable, ensure a strong and stable Wi-Fi connection.
- Use a quality headset with the microphone positioned near your mouth but slightly off-center to avoid "popping" sounds. Avoid relying on your device's built-in microphone.
- Record a short test video to check sound and picture quality, MP4 format, and bit rate before recording the full presentation. Make any necessary adjustments.