

21st HFSP AWARDEES MEETING

Paris, France | 2022

28 August - 1 September

A HYBRID EVENT | in-person and virtual

GUIDELINES FOR ONSITE POSTERS

The Organising Committee of the **21st HFSP Awardees Meeting (HFSP 2022)** will do its utmost to help authors with their presentations and to facilitate their arrival and stay during the Meeting.

Please take a few minutes to read the following guidelines regarding the onsite organisation of the meeting for the smooth running of the sessions.

As an ONSITE poster presenter (including e-poster presentation for virtual participants), you must:

1. **Provide an e-poster file** (one slide).
You need to upload it to the platform. It will be displayed in the e-poster viewing area onsite and on the meeting digital platform.
2. **Provide a short video presentation of the e-poster** (two to three slides).
You need to upload your video to the platform. It will be viewable on the digital platform.
3. **Bring a printed version of your poster onsite.**
It will be displayed in the poster area onsite.
4. **Give your presentation onsite and on the virtual platform at the designated time.**

All presenters of ONSITE POSTERS must attend the congress in-person.

If you need to switch format to an e-poster presentation only (no printed poster), you must inform Rosalyn Huie at awm2022@hfsp.org.

TECHNICAL GUIDELINES FOR ONSITE POSTERS

1. CREATION OF YOUR E-POSTER

Your e-poster must be created in a **PowerPoint file** (.ppt or .pptx) in a **portrait orientation and in a A0 format**.

To guide you with the preparation of your poster, you can use **the template** in the proper PowerPoint format detailing the structure of the poster. **The template is available at [this link](#).**

If you operate under Mac:

Please note onsite display will use PC screens. We therefore suggest you check your presentation using Windows prior to the upload. To avoid any display issues, please use fonts that are compatible under both operating systems (Arial, Courier New, Geneva, Georgia, Helvetica, Times, Times New Roman). If using Office Mac PowerPoint 2004 please make sure to add the extension .ppt to your file name (ex: myfile.ppt).

If you insert images or pictures:

They **MUST be in HIGH DEFINITION** to **allow efficient viewing with the zoom tool**. Image/picture resolution should be 1920 X 1080 minimum (width by height). Files with insufficient definition images/pictures will be rejected and authors will be asked to submit another file in a better resolution.

You **cannot** insert **ANY animation or videos**.

2. SUBMISSION OF YOUR E-POSTER FILE

You must **upload your e-poster file by 15 August 2022** to the upload platform (.ppt. or .pptx format only).

You will not be able to upload your file **AFTER THIS DATE** or ONSITE during the meeting.

The platform will open on 25 July 2022.

The link to the upload platform and the credentials (login & password) will be sent to the presenting author from slidecenter@leni.fr – please check your spam box.

If you wish to upload a poster for someone else, you need to contact the presenting author to get the link and their credentials.

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3. SUBMISSION OF YOUR VIDEO

You must **upload your video file by 15 August 2022** to the upload platform (.mp4 format only).
You will not be able to upload your file AFTER THIS DATE or ONSITE.

The platform will open on 25 July 2022.

The link to the upload platform and the credentials (login & password) will be sent to the presenting author from slidecenter@leni.fr – please check your spam box.

If you wish to upload a video for someone else, you need to contact the presenting author to get the link and their credentials.

To guide you with the creation of your video, you can check the tutorials using either PowerPoint available on [this link](#) or Zoom available on [this link](#).

The template for oral presentation is available at [this link](#).

4. PRINTED POSTER

Onsite posters will be displayed on panels in the poster area of the conference centre. Your poster must be printed in A0 format (portrait orientation). The poster boards are 70 x 100 cm (width x height). Delegates should refer to the poster listing in the meeting programme for the number and day of their presentation. Posters should be mounted on the stand corresponding to the number in the programme on the morning of the presentation and taken down following the poster session.

OFFICIAL LANGUAGE:

The official language of the Congress is English, which means that **all presentations and questions must be delivered in English.**

Should you have any further questions, or need any support, please feel free to contact the secretariat at:
+33 (0)1 70 39 35 59 or abstract.hfsp@wearenci.com

THANK YOU!