



ICAIS 2022 GUIDELINES FOR POSTER PRESENTERS

Please review the following information as it pertains to your participation as a poster presenter at ICAIS 2022. All times indicated are local time in Oostende, UTC+2.

GENERAL INFORMATION FOR ALL POSTER PRESENTERS

- Poster boards are double-sided. See page 3 below for a photo of the poster boards for ICAIS 2022.
- All poster presenters (in-person and virtual) will be provided with one side of a poster board for their materials. Poster boards will be labelled with the presenter's name and the title of their poster.
- All posters are to be printed to A0 format (84cm x 118,8cm or 33.1"x 46.8") for uniformity.
- Push pins and cello tape will be available at the conference registration/information desk to be used to put poster materials onto the poster boards.
- All poster presenters (in-person and virtual) will be provided with a personal "poster room" within the Airmeet platform, and given access two weeks before the conference to set up their poster materials.
- The "poster room" allows for:
 - Adding A0 sized posters as a "zoomable" PDF.
 - Direct interaction with ICAIS participants through a chat or virtual meetings in their "room".
 - The option to include a pre-recorded video, or other materials, to enable contact and interaction with ICAIS participants through the Airmeet platform.
- It is the sole responsibility of the poster presenters to set up their personal "poster rooms", and this must be completed no later than 17:00 on Tuesday, April 19.
- Posters will be on display starting at the morning coffee break (10:30-11:00) on Tuesday, April 19 until the end of the afternoon coffee break (15:20) on Thursday, April 21. ICAIS participants can view posters during coffee breaks and lunch periods, as well as during the Poster Session and networking reception.
- The official Poster Session and networking reception will be held on Tuesday, April 19 from 18:00-20:00. It is only during the Poster Session that in-person and virtual poster presenters are expected to be at their poster board or in their "poster room".

IN-PERSON POSTER PRESENTERS

- In-person poster presenters are required to provide their printed poster as A0 format (84cm x 118,8cm or 33.1"x 46.8"). **Note:** There are print shops in Oostende for those who wish to have their poster printed locally at their own cost, but the shops **may not** be open on Monday, April 18 due to the Easter holiday.
- In-person poster presenters are responsible for the set up and removal of their materials on the poster board.
- In-person poster presenters are expected to be in attendance at their posters during the Poster session only, to discuss the content and answer any questions.
- Posters may be set up on Monday, April 18 from 16:00 to 18:00 or on Tuesday, April 19 between 08:00 and 17:00.
- Poster materials are to be removed from the boards between 15:20 and 18:00 on Thursday, April 21.
- The conference organizers **will not** take responsibility for any materials remaining on poster boards after 18:00 on Thursday, April 21.

VIRTUAL POSTER PRESENTERS

- Virtual posters are to be provided in PDF format only, and sized to A0 format (84cm x 118,8cm or 33.1"x 46.8"). The PDF file is to be submitted through WeTransfer or similar tool to: icaais@invasivespeciescentre.ca no **later than April 1, 2022**.

Note: Only the virtual poster presenter materials will be printed by the ICAIS organizers and put on the poster boards on their behalf.

- Virtual poster presenters can participate in real-time during the Poster Session and networking reception (18:00-20:00 local time UTC+2) through their personal "poster room" in the Airmeet platform.
- Virtual presenters who are located in a region/time zone that is not workable for real-time participation may upload a pre-recorded video (3-minute maximum) to their "poster room" for others to access during the Poster Session.

If you have any questions or require clarification of any details, please contact the [Conference Administrator](#).



ICAIS 2022 Poster Board