



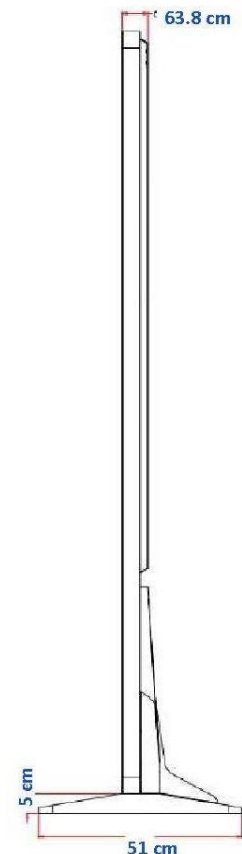
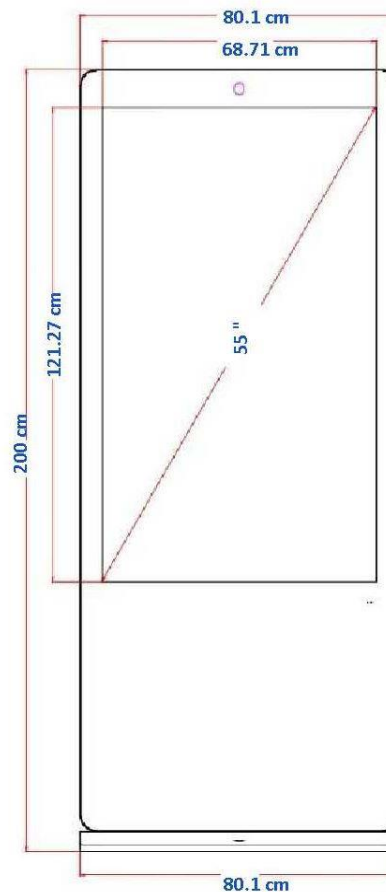
# 23RD INTERNATIONAL CONFERENCE ON AQUATIC INVASIVE SPECIES

## ICAIS 2024 GUIDELINES FOR POSTER PRESENTERS

### NEW – SMARTEK Systems iQ755 Touchscreen Kiosks

ICAIS 2024 is launching the use of digital touchscreen displays for all poster presentations.

- This approach reduces environmental impacts by:
  - a. eliminating the need for printed materials (paper, ink, lamination).
  - b. reducing waste, as posters are often disposed of post-conference.
  - c. the digital approach allows more flexibility for how the content is presented.
- The kiosks are single-sided, and the panel display is 55" (diagonal) with a maximum resolution of 1920x1080.
- They run on Android and Windows OS.



This is a photo of the touch screen monitor taken during the poster session for a different conference.



#### GENERAL INFORMATION

- The poster session is on Monday, May 13, 2024 from 17:30-20:00 (Atlantic time) in Room C5 at the Halifax Convention Centre, the same room for morning and afternoon breaks.
- There will be five poster kiosks located around the room and each will be labelled with a kiosk number.
- Each kiosk will have 8-10 posters that will be pre-loaded onto each unit in advance of the conference.
- Poster presentations are scheduled at specific times during the poster session as published in Fourwaves.
- There will be two presentation times allocated for each presenter during the poster session.
- Posters will remain available for viewing by in-person participants until end of the afternoon break on Wednesday, May 15.
- All poster presenters (in-person and virtual) are required to provide a digital version of their poster materials by April 26, 2024 to be pre-loaded onto the units.
- Posters are to be formatted in portrait layout **only**. **Do not** submit in landscape layout as the materials will not display well on the touch screens.
- Poster presenters can submit their materials in a format they choose, and could be:
  - a static image as a PDF file.
  - slides only with transition timing pre-set.
  - a video (MP4) of slides with the presenter's voice over, plus captioning.

- a video of the person presenting their slides, plus captioning using Google Meet, Microsoft Teams, Zoom meeting, Vimeo.
- a multi-media presentation, plus captioning.
- Poster materials are to be submitted through Fourwaves by activating your account using the confirmation link that was issued when you submitted the abstract. If you cannot locate the link please notify us by email to [icais@invasivespeciescentre.ca](mailto:icais@invasivespeciescentre.ca)
- The deadline for materials to be uploaded into Fourwaves is **April 26, 2024**.

## FORMATTING PRESENTATIONS FOR SMARTEK DISPLAY

Following are instructions on how to format the presentation to optimize display on the touchscreens and there are [links to video tutorials for each](#), if needed. Just click the title (e.g. Microsoft PowerPoint) below.

### [PDF](#)

PDF files should be portrait orientation and North American letter size (8.5" x 11").

### [Microsoft PowerPoint](#)

1. Open up PowerPoint and create a blank presentation.
2. Click **Design** tab.
3. On the right side click **Slide Size**, then click **Custom**.
4. Microsoft PowerPoint units are set in your Windows Regional Settings. If you are working in centimetres, the dimensions to use are 28.575 cm x 50.8cm. If you are working in inches, the dimensions are 11.25" x 20".
5. Click **Okay** and start creating your presentation.

### [Google slides](#)

1. Open up blank presentation.
2. Click **File**.
3. Go to **Page Setup**.
4. Put in the dimensions 1080 px x 1920 px.
5. Click **Okay** and start creating your presentation.

### [Canva](#)

1. On Canva's homepage click **Custom Size**
2. Enter the dimensions 1080 px x 1920 px.
3. Click **Okay** and start creating your presentation.

## POSTER SESSION FORMAT

### *Virtual Poster Presentations*

- For virtual poster presenters, the pre-recorded presentation will be played in real-time during the poster session (Atlantic time), according to the published schedule in Fourwaves.
- Each virtual poster presentation is scheduled for 7 minutes.
- There will be no real-time question and answer period with virtual presenters. Instead, anyone who wishes to ask questions can do so:
  - a. through the chat function in Fourwaves. See instructions below "How to submit questions to presenters", or
  - b. by contacting the virtual presenter by email.

### *In-person Poster Presentations*

- Each in-person poster presentation is scheduled for 7 minutes:
  - a. five minutes for the presentation, and
  - b. two minutes for questions and answers.

- In-person poster presenters may arrange additional times to be at their assigned kiosk to discuss their poster with attendees who reach out to them through the chat function in Fourwaves.
- All poster presentations will remain on the kiosks until end of the afternoon break on Wednesday, May 15, so that people can browse through them during networking breaks, lunches or other times when they aren't attending sessions.

### **STUDENT POSTER JUDGING**

- Student posters will be judged and prizes awarded for the top poster for undergraduate, masters and graduate students.
- Judging criteria will be as follows:
  - It draws in the observer (catchy title and poster not too busy).
  - It has sufficient detail on methods/experimental/modelling plan.
  - Technical, experimental, field, modelling, and/or statistical approaches are appropriate.
  - The main outcomes were presented in a clear and objective manner.
  - The wider implications (stakeholder, policy/decision maker, commercial) were discussed.
  - Any constraints on the study were acknowledged/discussed
  - Future work plans (next steps) were mentioned.
  - The content was accessible, i.e. pitched at a level for all to understand.
  - The amount and size of text and images was appropriate for a poster (font size readable from ~1 m distance)
- The awards will be presented at the end of the plenary session on Wednesday, May 15, 2024.

### **QUESTIONS**

Questions should be directed by email to [icais@invasivespeciescentre.ca](mailto:icais@invasivespeciescentre.ca).