



24TH INTERNATIONAL CONFERENCE ON AQUATIC INVASIVE SPECIES

August 23 to 27, 2026

ICAIS 2026 GUIDELINES FOR POSTER PRESENTERS

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GENERAL INFORMATION

- The poster session reception is on Monday, August 24, 2026, from 17:30-19:30 in Sir William Whitla Hall and South Dining Hall.
- The boards will contain the **poster number** assigned to your poster so that you will know which board to use, you can find this number on the presentation section on Fourwaves (see here: <https://event.fourwaves.com/icaiss2026/abstracts>).
- Your poster must contain the abstract title and the name(s) of the poster author(s).
- In-person poster presenters are expected to attend at their posters during this session to discuss the content and answer any questions.
- Posters are to be printed to A0 format (84cm x 118.8cm or 33.1" x 46.8"). Please note that this is the maximum size the provided poster boards can accommodate.
- Recommended font sizes are 85-120 pt for the title, 50-70 pt for headings, and 24-36 pt for body text.

- In-person poster presenters are expected to bring their printed poster to the conference and set it up on the poster board provided for them.
- Note: it is up to each poster presenter to decide whether they wish to include a QR code on their poster to enable contact and interaction with ICAIS participants.
- Push pins and hook and loops will be available to use to put poster materials onto the poster boards.
- Following the poster session reception on Monday, August 24, posters will be available to conference participants from Tuesday, August 25 through to 11:20 AM on Thursday, August 27, so that on-site participants can view them during coffee breaks and lunch periods.

SET-UP AND REMOVAL OF POSTERS

- Poster boards are double-sided and each poster presenter will be provided with one side of the board, which will be labelled with the number of their poster.
- Poster presenters are responsible for the set up and removal of their poster materials.
- Posters may be set up on Sunday, August 23 between 15:00-18:00 or before 09:00 on Monday, August 24.
- Posters are to be removed on Thursday, August 27, between 11:20-17:00.
- The conference organizers **will not** take responsibility for any materials remaining on poster boards after 17:00 on August 27.

POSTERS LOCATION



Figure 1. South Dining Hall



Figure 2. Whitla Hall

Except for the Poster Session on Monday, 24 August, all posters will be displayed in the South Dining Hall, adjacent to the Sir William Whitla Hall.

For the Poster Session on **Monday, 24 August**, the posters will be divided between the **South Dining Hall** and the **Sir William Whitla Hall** (please refer to the accompanying image for details).

STUDENT POSTER JUDGING

Student posters will be judged and prizes awarded for the top posters for undergraduate, master’s and PhD students. Judging criteria to follow.

The awards will be presented at the closing ceremonies on Thursday, August 27, 2026.

OPPORTUNITY TO SHARE POSTERS VIRTUALLY

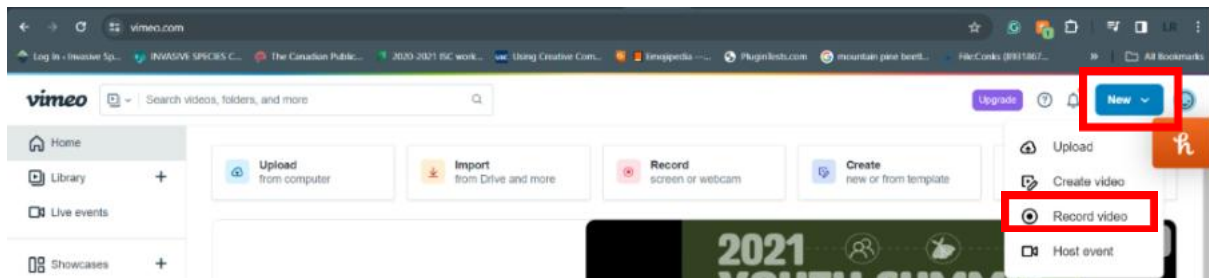
We encourage you to take advantage of the opportunity to upload a PDF of your poster and/or a recorded version of your presentation (max. 4 minutes) to the ICAIS 2026 virtual platform in Fourwaves. Doing so increases the visibility of your work and allows more people to engage with your research, even beyond the time your poster is available for in-person viewing.

Your recording will support both virtual attendees, who rely on the platform to access conference content, and in-person participants who may have scheduling conflicts and wish to view your presentation later. While attending ICAIS in person offers the best experience, we recognize that this isn’t possible for everyone—your contribution helps ensure broader access to knowledge sharing across all audiences.

How to Record Your Poster Presentation with Subtitles/Captions

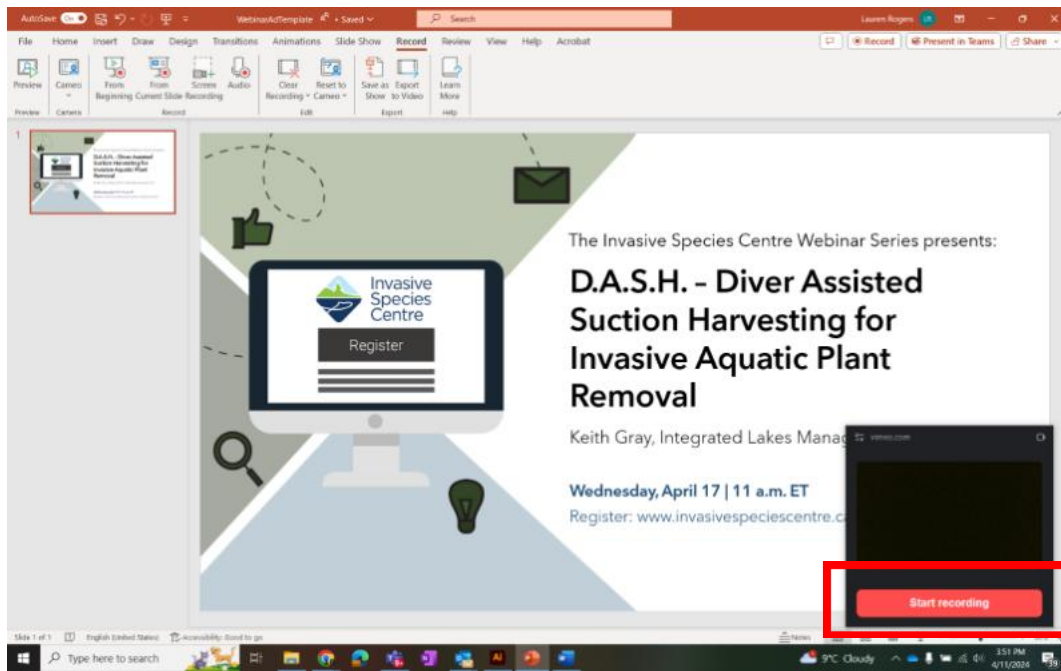
Access a screen recording site

- If you are using Vimeo, you will need a free account.
- Open the Vimeo screen recorder: <https://vimeo.com/> (or your screen recording app of choice)
- Start a new recording



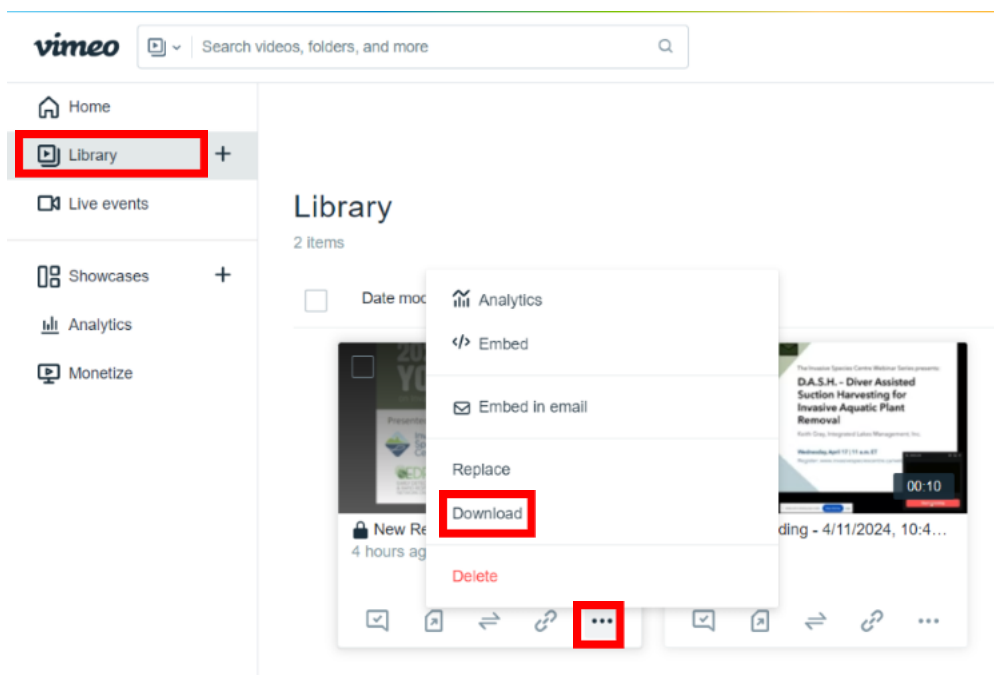
Recording with captions/subtitles

- Allow the screen recording app access to your microphone and camera
- Share your screen and get your presentation in full-screen mode
- Make sure you have captions enabled during presentation mode
 - Learn more about doing this in PowerPoint here
 - Learn more about doing this in Google Slides here
- A small popup box will show up in the corner with your video and a ‘Start recording’ button



Downloading your video

- Once the video is complete, it will be stored in your Vimeo library
- Download this video, name it according to the naming convention, and upload it to the Fourwaves platform



Tips and Tricks

- Ensure your presentation is in presentation mode and the captions are loading properly before you start recording.
- Make sure the video portion of the screen recording isn't covering any information on your slides.
- Ensure there is nothing covering the captions in the recording.

Submitting Pre-recorded Presentations for Streaming viewing in Fourwaves

Pre-recorded presentations are to be submitted through Fourwaves. To do this:

- Activate your account using the confirmation link that was issued when you submitted your abstract, or by going to the [Fourwaves login page](#) and clicking 'Forgot Password?'. Be sure to use the email address you entered when you submitted your abstract.
- Once logged into the account, be sure you select 'Participant' from the top-right drop-down menu (via clicking your profile icon), then click 'Submissions' from the Participant Dashboard menu.
- Click your submission title and select 'Edit Submission' on the right-hand menu.
- Upload the files applicable to your presentation and click 'Save form'.
- If you have more than one presentation, repeat the process for each presentation separately.

QUESTIONS

Questions should be directed by email to icaais@invasivespeciescentre.ca