



Guidelines for Posters

A poster template can be found [here](#).
Feel free to customize the template however you prefer.

Poster set 1 and 2

- Each poster is designated to either poster set 1 or set 2.
 - o **For poster set 1:** Please bring your poster to the conference venue on Tuesday morning, 22 October 2024, to the 2nd floor of Kornhausforum. Volunteers will be available to assist you in hanging up your poster. Kindly remember to take your poster down on Wednesday evening, 23 October 2024, to make space for Poster set 2. The poster walk for Poster set 1 will take place on Wednesday, 23 October 2024, at 1:15 PM.
 - o **For poster set 2:** Please bring your poster to the conference venue on Thursday morning, 24 October 2024, to the 2nd floor of Kornhausforum. Volunteers will be available to assist you in hanging up your poster. Kindly remember to take your poster down on Friday after the conference, 25 October 2024. The poster walk for Poster set 2 will take place on Thursday, 24 October 2024, at 1:15 PM.

Poster Walk

- There is **no need** to prepare a formal presentation for the poster walk.
- However, we kindly ask that either you or a representative be present in person to answer any potential questions during the poster walk.
- The poster walk will begin at 1:15 PM at the entrance of the poster exhibition, located on the 2nd floor of Kornhausforum. Poster set 1 will take place on Wednesday, 23 October 2024, and Poster set 2 on Thursday, 24 October 2024.

Poster size and dimensions:

- The size of posters should be A0 - 84.1cm (width) x 118.9cm (length) or 33.11 inches (width) x 46.81 inches (length).
- The posters must be displayed in PORTRAIT format (NOT landscape).
- Please do not exceed these dimensions. Posters that do not fall within size limitation cannot be posted.
- All text should be in English.

Poster printing and transport

- Posters must be printed prior to the event. Please bring it with you (as hard copy) to the conference.
- The presenter must transport the poster to and from the venue.
- There will be NO printing facilities available at the conference venue.
- If you would like to print your poster at a local print shop (instead of bringing it with you), we recommend the print shop «Dackel Druck». Simply send your order 3 – 5 days in advance to info@dackeldruck.ch and pick up your poster before the conference at Rathausgasse 50 in Bern (3 minutes walk from the main conference location). Please note that the amount due can only be paid in cash.

Mounting and dismantling

- All posters are displayed on the upper floor of the Conference venue.
- Presenters are responsible for mounting and dismantling their posters during the designated times, which you will receive at a later date.
- Posters should be taped to the poster boards that will be provided to you.
- Volunteers will help you hang up the poster.

Flyers and handouts

- You are welcome to bring A4 copies or flyers of your poster with you to share with interested delegates.
- We will not allow handouts or flyers to be left on the floor around the poster display.

E-Posters

In addition, you also have the option to upload your poster as an e-poster (optional).

To do this, follow these steps:

1. Log in using your username and password [here](#)
2. Navigate to "Your submissions" and select "Submit a new contribution."
3. Choose "e-poster" and follow the on-screen instructions.