GUIDELINES FOR DIGITAL POSTERS

The International Association of Forensic Sciences (IAFS 2020) 2020 Organising Committee welcomes your contribution to the 22nd Triennial Meeting.

In order to ensure that your digital poster presentation is prepared and submitted correctly, please take the time to **read these guidelines ahead of time.** All posters must be submitted by **Monday 7 December 2020**.

Registration Details

Prior to the Meeting
All presenters are required to register and pay for the Meeting. If you have not yet registered, please click here to register and complete the delegate registration form and payment. Failure to register by **Wednesday 17 February 2021** will result in your poster being removed from the program.

Onsite at the Meeting
Please visit the registration desk when you first arrive at the Meeting and collect your name badge and other related materials. From there, you will be directed to the interactive kiosks to check your presentation.

If you have any queries regarding the program or your presentation, please visit the **registration desk** located on the ground level of the Convention Building of the International Convention Centre Sydney (ICC Sydney).

Registration desk opening times:

Monday 17 May	1700 – 2000
Tuesday 18 May	0700 – 1700
Wednesday 19 May	0800 – 1700
Thursday 20 May	0800 – 1700
Friday 21 May	0800 – 1700

* Please note that these times are indicative and are subject to change closer to the Meeting.

Digital Poster Guidelines

Digital posters will be available for viewing on the Meeting App and onsite on interactive kiosks (large vertically-oriented touch TV screens) located in The Gallery Foyer Level 2. **Audio is not supported**. Attendees can zoom in or out and swipe to view more slides. Attendees can also contact you via the system to engage in a conversation about your poster.

Digital posters are created as PowerPoint presentations and uploaded into the ePresenter™ system. This system converts your poster presentation into an interactive format for viewing on hand-held devices and digital poster kiosks, which are large vertically-oriented touch TV screens. Delegates can access ePresenter™ through the Mobile App to:

- Browse, search and visualise the digital posters on their own device.
- Contact authors via ePresenter™ to arrange private presentations or to ask questions.
- At your discretion, download your digital poster as a PDF file (you may nominate this when uploading your poster via the online system).

Digital posters must be submitted using the digital poster template that is available for download from the website at https://iafs2020.com.au/abstracts/ or from the digital poster submission page via the online portal (further details are below).

All digital posters must be uploaded to the online portal by Monday 7 December 2020. Posters not uploaded by the deadline will not be included in the Meeting program.

When creating your digital poster, please follow these guidelines:

- Download the digital poster template from the Meeting website at https://iafs2020.com.au/abstracts/. The template on the Meeting website has been designed to display properly on the poster kiosks that will be used onsite.
- All digital posters must be submitted in either **.PPT or .PPTX format**.
- All digital posters must be submitted in **16:9 portrait orientation** using the digital poster template.
- You are limited to a **maximum of 4 slides** within your digital poster, organised as you wish.
- **JPEG** or **PNG** is the preferred file format for inserted images. Please be mindful of any copyright of photos or other images/diagrams used when creating your poster.
- Each submitted poster file in .PPT or .PPTX format must **not be larger than 1GB.**
- Font – Calibri, Verdana, Times New Roman and Arial are recommended.
- Font size – **30-40pt for Titles/Headings** and size **14-20pt for text blocks** are recommended. Note that font sizes below 14pt will be hard for delegates to read.

Support for multimedia:

- Slide **transitions** and **animations** are **supported but not recommended**
- Embedded videos are supported. Ensure the video is embedded into the presentation file (more info), as you will be unable to upload the video separately. The following video formats are supported:
  - AVI, WMV, MPG, MP4
- Audio will not be available on digital posters.
- Attendees can zoom in or out and swipe to view more slides.

Uploading your Digital Poster

This is done via the online portal. All digital posters must be uploaded to the online portal by **Monday 7 December 2020.** Please refer to the digital poster guidelines above and follow the steps below to upload your digital poster to the online portal:

Please follow the steps below to upload your digital poster to the online portal

1. Log into the online portal using your author login details: https://iafs2020-c10000.eorganiser.com.au/index.php?r=site/login
2. Click on "Submissions" near the top of the screen and then select' "+ Submit" and "+ Digital Poster" as per the screenshot below:
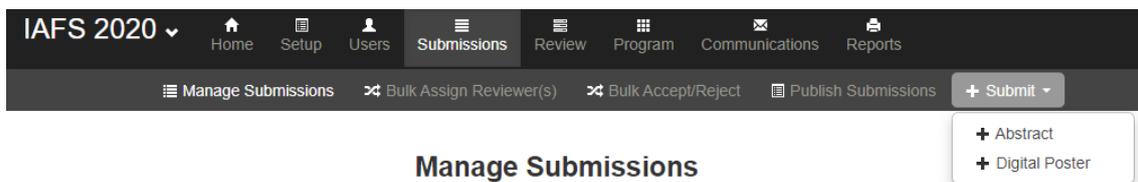
Manage Submissions

3. Ensure that you follow the online guidelines provided within the portal.
4. Upload your digital poster file, prepared using the digital poster template, in .PPT or .PPTX format.
5. Select whether you will permit delegates to download your digital poster in PDF format.
6. When you are ready to submit your digital poster, select the "Submit" button at the bottom of the screen.
7. Once your digital poster been submitted, if you select the "Digital Poster" tab then the status will show as "Under Review".
8. You will receive a poster submission confirmation via email once your digital poster has been processed and converted into a display-friendly format. The email confirmation will also contain a link where you can review your digital poster.

In the weeks prior to the Meeting, the Meeting Managers will ensure that all accepted electronic posters are submitted correctly and are 'approved' for viewing at the Meeting. Should you require assistance uploading your digital poster, please email us at iafs2020@arinex.com.au

If you do not have PowerPoint installed

We recommend downloading free software such as OpenOffice, which will enable you to save or create presentations in .PPT and .PPTX format:

Please click here to download OpenOffice.
Please click here for further information on using OpenOffice.

Benefits of Submitting a Digital Poster

- No need to print out, transport, and mount a hard-copy poster!
- You can track statistics on the number of views and downloads (if you allow this option) that your digital poster receives.
- Your poster can be easily searched via the Mobile App.
- You can be contacted directly by interested delegates and receive questions, meeting requests and opportunities for collaboration.
- Delegates can download your digital poster in PDF format (if you allow them to do so).

Poster Awards

You will have the opportunity to receive a Best Digital Poster Presentation Award that is available for each Discipline (one award per Discipline).

Awardees will be selected based on the quality of the underlying research (or case study), the quality of the poster presentation (e.g., easy to follow, good balance between text and images, visually appealing), relevance to the meeting, and the overall contribution to the Discipline.

The awards will be announced during the Gala Dinner.

Language

Please note that the official Meeting language is English. **All posters must be in English**.

General Advice for First-Time Presenters

- The message that your digital poster contains should be clear and understandable without a requirement for oral explanation. Methods should be presented simply and concisely.
- After the title, the two most important panels are the Introduction and the Conclusion. Based on these two slides, a reader will decide whether to consider the poster details and perhaps talk to the presenter. These slides need to be very clear, concise and visually attractive.
- Results should be presented graphically if possible. Avoid excessive text and large tables of data.
- Use pictures, symbols and colour. Figure legends are essential and should be short but informative. Each graph should have a short heading. For visual effect, we recommend that graphs be no smaller than 12cm x 18cm.
- Use the available space to attract your audience and prompt discussion, not to present complex details related to methods and results.

Thank you for your help in making IAFS 2020 a success.

For further details or assistance, please contact the Meeting Managers.

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