



GUIDELINES FOR OPEN POSTER E-POSTER PRESENTATION

Due to the virtual nature of the meeting, handling of poster material at the MEMS 2021 Conference is different from an in-person meeting. Posters (and optional video presentation) will need to be uploaded prior to the conference so that all material is online before the conference starts.

All submitted posters must be in PDF format, **landscape layout** (A0 - Landscape). The posters will be available to view for all conference participants.

Deadline for uploading your e-poster:

Monday, 18 January

(23:59 Honolulu, Hawaii, USA)

Uploading instructions will be sent on or before Friday, 15 January.

Your E-Poster PDF file **MUST** follow these nine (9) requirements:

1. Must be **A0 - Landscape 1189 mm wide x 841 mm tall (46.8 inches x 33.1 inches)**
2. Must be a **single** page
3. Must have a resolution of 300 ppi
4. Must have your poster number in the top right corner of your poster in minimum 50 point font bold (Once all open poster acceptances are received, an email will be sent with the preliminary technical program schedule that will include the confirmed date and time of your presentation along with your assigned poster number.)
5. Must be 80 mb or **LESS** (the system will not be able to display files larger than 80 mb)
6. Must **NOT** be password protected
7. Must be saved to open to “fit page” size (in Acrobat: Preferences – Page Display – Page Layout - Zoom – Fit Page)
8. Must have the title of your paper at the top of your poster in CAPITAL letters. Below the title, place the authors' names and affiliations. The title should be minimum 72 point font size, with authors and affiliations at 50 point font minimum. We recommend you use a sans-serif typeface (i.e. Arial, Helvetica, Calibri).
9. Must **NOT** have multimedia content (video/animation) included in the PDF poster as we cannot guarantee the compatibility of our digital platform with all types of browsers and operating systems.

When planning a poster presentation, it is useful to keep in mind the advantages of a poster over a podium presentation. Posters will be available for viewing throughout the entire online conference. Use text sparingly, and use pictures, cartoons, and figures wherever possible. Make your poster as self-explanatory as possible, so that you have time for in-depth technical discussions. Therefore, keep text to a necessary minimum, emphasize graphics, and make sure every item is necessary.

You have the freedom to design the poster as long as you include/follow the above requirements. We recommend that you do NOT use font sizes smaller than 18 point in your poster.

You may use any program to create your poster as long as the final file is a PDF in landscape format and follows the above steps.

Frequently Asked Questions for e-Poster Presenters:

1. Can I add an audio or video walkthrough in my e-poster?

No. Your actual poster should **NOT** have any audio or video. You may add links to external sites that may include a video walk through. Please remember that you have the opportunity to create an optional 1-minute video presentation to accompany your poster that may include video and audio. Guidelines for the optional 1-minute video can be found on the [website](#).

2. How will I present my poster during the virtual poster session?

During your assigned poster session, you will be assigned a “zoom poster meeting room” for your presentation. You will be the only poster presenter in the room for the entire 1-hour poster session in which your poster is scheduled. During the conference, there will also be a possibility via the app for attendees to reach out to you and schedule an individual meeting with you outside of your assigned poster presentation.

3. Will I give a full walkthrough of my poster material during the virtual poster session?

Yes. During the poster sessions, attendees will circulate from one poster to another by moving from one poster room to another. You will use your e-poster, as you would be using the printed version at a live conference event. As the poster presenter you will need to be in your assigned “zoom meeting room” for the duration (1 hour) of your assigned poster session. You will be able to share your screen to show the poster.

4. Can I present additional slides/information during the virtual poster session?

Yes, the meeting room is the equivalent of the “poster stand” at a live conference event and you will be completely free to use your e-poster, slides, movies, and data by sharing your screen to explain your poster and answer questions from attendees. Again, you will have access to a dedicated “zoom meeting room” during your assigned poster presentation time for 1 hour (additional information regarding the zoom room will be sent prior to the conference).

5. Will my poster be available online after the meeting?

Yes, your poster will be available up to one week after the conference.

6. Will people be able to download my poster?

Yes, attendees will be able to download your poster in a PDF format, but according to the meeting’s ethical guidelines, the content cannot be shared without the authors’ explicit written permission. This is similar to past in-person meetings where images and content of the posters cannot be shared without authors’ explicit written consent.

7. Will posting my poster at MEMS 2021 count as pre-publication sharing of my research?

No. Yet, for Intellectual Property purposes, posters are public disclosures.

8. I have preliminary/sensitive data that I am not comfortable posting during the conference. Can I still participate?

Yes. All material presented at the MEMS 2021 Virtual Conference is the intellectual property of the presenter and may not be recorded, photographed, quoted, disseminated or transmitted by summary in any form without explicit authorization of the author. We expect attendees to treat virtual posters in the same way as they would do for in-person posters and not to use presented material in any form without the permission of the presenter.

You are still required to upload a version of your poster that you feel comfortable sharing. Describing your project rationale and planned methodology, etc. can still garner valuable feedback from the community. More sensitive data can be shared during your virtual poster session or private discussion where you can share your screen and have control over the presented data.

9. Can I present unpublished data?

Yes. We strongly encourage you to share data that you feel comfortable showing to a wide audience.

10. If you have a question not answered by the FAQs, contact: authors@mems2021.org