

PLEASE READ...



## Presenter Guidelines: Digital Posters

The following guidelines provide instructions and helpful information on the design of your Digital Poster for the ICDE World Conference on Online Learning. Please read this information carefully so that you are fully aware of the requirements and there are no technical difficulties or unwelcome surprises when you arrive at the venue.

### About Digital Posters

Your Digital Poster allows you to present your work on one of our unique digital poster boards which will be on display throughout the conference. This format is ideal for showcasing and/or offering a brief snapshot of your work in order to generate more interest and follow up conversations with conference delegates. Each presenter will be assigned a specific day/time when they will be expected to stand alongside their poster to discuss their work. As this is the first time digital poster boards have been used at the ICDE World Conference please take particular note of the following instructions regarding the design of your digital poster. Failure to submit your digital file by **Monday 21<sup>st</sup> October** will risk our ability to guarantee that your poster will be available for display during the event and can be viewed via the conference app.

### Instructions for Designing Your Digital Poster

You are responsible for the design and submission of your digital poster. Accordingly, please note that your poster must meet the following requirements:

- Orientation = Portrait
- File type = JPEG
- Maximum file size = 1MB (1024KB)
- Resolution = 1080 x 1920 Pixels
- No animation or videos

To design your poster we suggest that you create your content using the portrait setting in PowerPoint with slides sized to a resolution of 1080 x 1920 pixels. Depending on your version of PowerPoint you should be able to change the setting under the "Slide Size" menu option. Alternatively it may be easier to use the example poster that we have created in PowerPoint as your starting template. You are also free to use a dedicated graphics software package to design your poster as long as you meet the above requirements. However, please note the maximum file size when adding images in the design process, as you may need to reduce the image file size before inserting them in the body of your poster. If you decide to use PowerPoint as we recommend, then once you have created the content the next step is to save your poster in a JPEG format (*File > Save as > Browse > JPEG File Interchange Format*). If using a Windows PC, simply save the graphic out as a JPEG. If using a Mac, please input the dimensions (1080 pixels (width) x 1920 pixels (height)) again when exporting. Once you have done a final check that your digital poster meets the requirements, the last stage of the process is to **name your file** (poster submission number followed by the word 'Poster'—for example, 123\_Poster.JPG) and then upload your poster at <https://happening.eventsair.com/world-conference-on-online-learning/postersub>

We will then confirm your submission, check your poster meets the requirements and, if everything is ok, upload to the conference app and relevant display board in the Convention Centre Dublin (CCD). Please note the poster boards are networked to a central server and so it is not possible to bring your digital poster with you on the day and insert them using a USB stick. Also note that you do NOT have to bring a hard copy of your poster with you to the conference.

### Suggestions for Designing Effective Posters

The following tips are intended to help you think about the design, layout and visual attractiveness of your poster. We also suggest that you search the Internet for other suggestions on effective poster design. Unfortunately many conference posters suffer from trying to display too much information when the main purpose is to draw attention which triggers people to stop, ask questions and spend time talking with you about your work.

- Keep it simple
- Use bullet points
- Avoid too much text
- Go beyond words
- Make your key point really clear

Remember the conference app already contains your abstract, so your poster should be a way of presenting your work in a more visually attractive format. If you use social media you might also like to share a photo and comment with the hashtag **#WCOL2019**. Two final points: (i) we expect you to attribute images and encourage you to include licensing information on your poster using a [Creative Commons Attribution 4.0 Licence](https://creativecommons.org/licenses/by-nc-sa/4.0/); and (ii) remind you that poster discussions should be guided by our Principles of Conference Participation to ensure a courteous and respectful professional learning environment.