

INSTRUCTIONS FOR POSTER FLITS PRESENTERS

For your convenience, we have summarized the most important information for your poster flits presentation at IPOS 2024 Congress below. Please pay close attention to the information.

****The poster flits session is an addition to your poster board. Please also read the poster instructions.***

1. BEFORE THE CONGRESS

Poster flits session

All poster flits sessions have been added to the programme. This gives you the opportunity to present your work in a special poster flits session for 5 minutes.

If you have been selected for a poster flits session, you have received an e-mail from helpdesk@klinkhamergroup.com in which the specific date and time of your poster flits are mentioned.

2. PREPARING YOUR POSTER FLITS PRESENTATION

Content and language

Speakers are fully responsible for the content of the poster flits presentation (order, graphics, etc.). All presentations and questions must be in English, as English is the official language of the congress.

Presentation formats and duration

All presentations have to include a **disclosure slide**. The disclosure slide template can be found on [this page](#).

Each poster flits is allocated for 5 minutes. Presenters are requested not to exceed their allocated time. The schedule will be strictly followed by the chair due to the programmes structure. If you have any questions or uncertainties about your poster flits session, please contact helpdesk@klinkhamergroup.com.

For your poster flits session, you may use a short presentation of up to 3 slides (excluding title and closing slide with contact info).

Poster flits presenters are requested to bring their presentation file on a flash drive (USB memory stick) to the congress.

All presentations should meet commonly compatible format, preferably using PowerPoint version 2010 or higher in 16:9 aspect ratio.

Supported files are:

- Presentation: PPT, PPA, PPTA, PPTX, PDF
- Pictures: JPG

For MAC users:

In order to use MAC presentations on a PC-compatible computer please note that you need to prepare it according to the instructions below before bringing it to the meeting room:

- Use a common font, such as Arial, Times New Roman, Verdana, etc. (special fonts might be changed to a default font on a PowerPoint-based PC).
- Insert pictures as JPG files (and not TIF, PNG or PICT – these images will not be visible on a PowerPoint-based PC).
- Alternatively, you may use your own laptop computer. In such a case, please provide it with a VGA adaptor for external signal. Please test carefully in advance.

3. DURING THE CONGRESS

Arrival at the congress

Once you arrive at the congress, you can pick up your badge and congress materials at the registration desk.

Speaker ready room

Presenters are requested to bring their presentation files on a flash drive (USB memory stick) to the Speaker ready room. We kindly ask all speakers to make sure that the presentations are ready in the Speaker ready room at least 20 minutes before the session you are presenting in. In the Speaker ready room we have a technician available whom can assist you with the preparations of your presentation. The technician will make sure that your presentation is available in the meeting room you are presenting.

Meeting room and technicalities

In principle, it is not possible to use your own laptop for the podium presentation. The laptop in the presentation room is linked to the screen and the audio facilities. Also, the internet and a lectern with a microphone will be available for all presenters. If you need additional equipment, please inform the congress secretariat accordingly.

WIFI

Free WIFI is available in the venue. An access code will be provided to you by the organization on-site or is not necessary. Please note that the provided WIFI connection is suitable for emailing and browsing but not for heavy down- and uploading.

4. QUESTIONS OR CANCEL POSTER FLITS PRESENTATION?

If for any reason, you are unable to attend or if you have any questions, please contact the congress secretariat Klinkhamer | conferences & events via helpdesk@klinkhamergroup.com.