

ICChE 2020 POSTER GUIDELINES

Poster presentations at ICChE 2020 will provide presenters the following opportunities to present their research and communicate with attendees:

- Provide a **one-page Poster PDF** that can be published as supplemental material to the abstract by **8th December, 2020**
- Submit a **three-minute recorded narration** by **8th December, 2020**
- Participate **live in Q&A** during the poster session on **20th and 21st December, 2020**

When attendees submit poster materials at ICChE, it is important to remember that posters are typically works in progress. We expect poster attendees to treat virtual posters exactly as they would in-person posters and **not to cite them without permission of the presenter**.

Authors will upload their posters electronically; the posters will be available for viewing at all times throughout the conference at the conference website. There will be a designated time for Q and A.

Poster PDF requirements

Note: The Poster PDF should be one page only.

- Please email your poster file(s) to icchebuet@gmail.com **at most two weeks prior to the conference**
- Name your poster file as “ICCHE2020-X” where X is your abstract number.

*All posters must follow the guidelines for File format, orientation, file size and dimensions										
File format*	PDF (.pdf)									
Orientation*	Landscape Format, Single-Page									
Maximum file size*	10 MB									
Dimensions in inches*	Width: <i>min 36”, max 48”</i> Height: <i>min 20”, max 27”</i>									
The following guidelines but are recommended for the preparation of the poster but are not mandatory										
Aspect Ratio (https://en.wikipedia.org/wiki/Display_aspect_ratio)	16:9									
Arrangement of information blocks	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">1</td> <td style="padding: 5px;">4</td> <td style="padding: 5px;">7</td> </tr> <tr> <td style="padding: 5px;">2</td> <td style="padding: 5px;">5</td> <td style="padding: 5px;">8</td> </tr> <tr> <td style="padding: 5px;">3</td> <td style="padding: 5px;">6</td> <td style="padding: 5px;">9</td> </tr> </table>	1	4	7	2	5	8	3	6	9
1	4	7								
2	5	8								
3	6	9								
Font Styles	Calibri, Verdana, Arial									

Font size	72-80 pt for Titles/Headings and size 24-44 pt for text blocks
Font size for tables (if any)	Minimum 16 pt

You can also use the following resource for a free template:

<https://www.posterpresentations.com/free-poster-templates.html#virtual> (select International (Virtual), widescreen template)

Other design recommendations:

- The poster must be furnished with graphs, photographs and tables. In case of photographs used from other sources, please collect the necessary permissions to use the image(s).
- Recommended research poster format:
 - Abstract (optional)
 - **Introduction**
 - **Objective**
 - **Materials and Methods**
 - **Results**
 - Discussion (optional)
 - **Conclusion**
 - References (optional)
 - Acknowledgements (optional)
- Avoid the use of highly vibrant and highly contrasting colors. Use only static images and do not embed any videos or animation in your poster.
- Please ensure you fully proof your poster before submitting it.
As a thumb rule, please note that if you can read it clearly on your laptop screen, it will be clear on the Conference website.

Video narration guidelines

You can record your video using the software you feel most comfortable with.

Time limit: **3 minutes (A 3-minute pre-recorded poster overview, highlighting the key points and takeaways for your poster using ZOOM software.)**

Video file format: ***.mp4**

Maximum file size: **50MB**

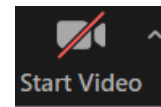
In order for videos to be verified by the technical program committee, there is considerable urgency in preparing and uploading your video. Accordingly, we ask you that you please finalize and upload your video by 8th December 2020.

There are several video conferencing tools available to record a presentation easily.

- Display your poster as you talk. Please turn your webcam off to avoid displaying yourself in the video.
- Zoom: <https://support.zoom.us/hc/en-us/articles/201362473-Local-Recording>
- We suggest that you use ZOOM application on your computer to record your video as that to receive all videos in the same format (however, you can use an alternative application if for some reason ZOOM does not work for you).
- Please make sure you have downloaded the latest version of ZOOM available at www.zoom.us/download

Steps to video recording using ZOOM

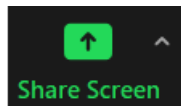
- Open the ZOOM application;
- Select your “Personal Meeting Room” and proceed with “New Meeting” or simply click “Start”; this will launch a meeting where you are the only participant; alternatively ask your team members to join in a meeting




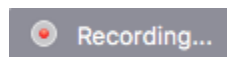
- Make sure your video is turned off as shown in the icon.
- Use the “Share screen” option to display your poster clicking either of the two icons below.



Share Screen



- Click the record button 
- Hosts will see the following recording indicator in the top-left corner while recording is active.



- Participants will see the following indicator in the top-left corner while the recording is active.



- Click Participants to see which participants are currently recording.
- Note: Dial-in participants will hear a message informing them that the meeting is now being recorded unless disabled by the host.
- Click “Join with Computer Audio”

- When done, you should click on “Stop recording” and then “End” and “Leave Meeting”;
- The ZOOM application will then automatically convert your video into Mp4 format and open a new window where you can see the video file; you should open the file to make sure you like it and the audio and video quality are good
- Rename the video file (it will be saved as “ZOOM_0”) with a new name “ICChE_2020_X_Name” where X is your abstract number and Name is your name.
- Send the file to icche2020buet@gmail.com