

## ICChE 2020 POSTER GUIDELINES (Revised)

The deadline for the poster uploading to VirtualPosterSession.org portal has been extended to **15<sup>th</sup> December, 2020**

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 **15<sup>th</sup> December, 2020**. The deadline will NOT be extended any further.
- Submit a **three-minute recorded narration** by **15<sup>th</sup> December, 2020**
- Participate **live in Q&A** during the poster session on **20<sup>th</sup> and/or 21<sup>st</sup> 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.

For further queries please contact <[nafisa.buet@gmail.com](mailto:nafisa.buet@gmail.com)> or <[mstanvir@che.buet.ac.bd](mailto:mstanvir@che.buet.ac.bd)>

### Poster PDF requirements

**Note: The Poster PDF should be one page only.**

- Name your poster file as “ICCHE2020-X” where X is your abstract number.

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

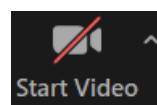
Maximum file size: **50MB**

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](http://www.zoom.us/download)

#### Steps to video recording using ZOOM

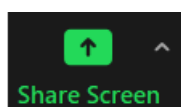
- Open the ZOOM application;
- Select your “Personal Meeting Room” and proceed with “New Meeting” or simply click “Start”; this will launch a meeting where you are the only participant; alternatively ask your team members to join in a meeting



- 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.

## Guidelines for uploading poster to *VirtualPosterSession.org* Portal

- An email has been sent to the **corresponding author(s)** of your poster with a link for uploading the poster. The body of the mail is displayed below.
- You can upload your poster (\*.pdf and video narration files) using the link in this email. We suggest you communicate with the corresponding author(s) of your poster. The mail may be forwarded to the individual who will upload the file using this link. Please note that this link will grant full access to edit the poster.

With reference to your submitted PAPER in International Conference on Chemical Engineering (ICCHE) 2020 conference (<https://www.icchebuet.com/>), you have been invited to register a virtual poster for the upcoming International Conference on Chemical Engineering (ICCHE) 2020! Please upload your poster file. Before submitting your poster, please check carefully if the poster is fully in compliance with the instruction can be found at <https://www.icchebuet.com/poster.html> We thank you for your cooperation. Best regards, ICChE 2020 Organizers

Use the following link to get access to the registration site where you can add your information, a PDF of your poster, and let visitors know how to get in touch with you to learn more about your research.

[Upload Your Virtual Poster](#)

Save this email, and be careful if you share this link, as it grants you full access to edit your poster information without requiring a login or password.

Good luck!

- Bangladesh University of Engineering and Technology

Powered By [VirtualPosterSession.org](https://VirtualPosterSession.org)

- Clicking on the link will take you to the Virtual Poster Session Portal. (See Figure below)
- We recommend that the name and email address of the **Presenter** (the author who will be available for the Q and A session on December 20<sup>th</sup> and/or 21<sup>st</sup>) should be provided.
- We also recommend writing “Paper No. X” or “X” as one of your “keywords” for easy tracking of your poster. (where X is your Paper ID)
- Please make sure you fill the “Available to chat” option with at least one of the time slots as follows:
  - “December 20, 2020 from 5.30pm-7.00pm BDT”, or
  - “December 21, 2020 from 5.30pm-7.00pm BDT”, or
  - If you are available on both days put down both time slots as shown in the figure below:

# Register your poster for International Conference on Chemical Engineering (ICCHE) 2020

[Preview your poster](#)

Title\*

Authors\*

Institution\*

University of Great Science, Department of Biology

Abstract

Pre-recorded Video URL

<https://youtube.com/123456>

Video Chat URL

(Zoom, Webex, etc.)

<https://zoom.us/j/7279371997>

Available to chat

dates and times for your poster session

December 20, 2020 5.30pm-7.00pm (BDT) and December 21, 2020, 5.30pm-7.00 (BDT)

Keywords

(comma-separated)


Paper No. 140, remediation, XRD, photocatalysis

Presenter Name\*

Author who will be available for Poster Q and A session during the time slots mentioned above

Presenter Email address\*

make public

 you@example.com

Your Poster

Please consider accessibility when making your poster PDF, by ensuring text is selectable and images are described (for screen readers). Please refer to the **Virtual Poster Session User Guide** provided by the organizer for more details.

URL for PDF hosted on your own website:

<http://example.com/poster2020.pdf>

Upload a PDF now (25Mb limit)

No file chosen