

CIRED 2019 – GUIDELINES FOR THE GUIDED POSTER SESSIONS and E-POSTERS

Why make and present a Poster at CIRED?

Displaying an overview of your paper in the Poster Session gives you an opportunity to talk directly with individual delegates and go into much deeper discussion than is possible in a large auditorium.

You also meet groups of interested delegates during your presentation in the **GUIDED TOURS**.

For the first time, 10 **E-POSTER** screens will give a permanent access to the poster files. If you want your file to be available on the screens, please upload it on the E-poster system by 20 May.

1. Guided tours

A paper selected for the poster session is selected for the renowned CIRED Guided Poster Tours. The poster sessions will be run according to this programme:

	Poster Sessions	
4 June	Session 2	Session 6
5 June	Session 1	Session 5
6 June	Session 3	Session 4

Please note that your paper is selected in one of the 6 sessions, there is no possibility to change the session you are selected in.

Organisation of a guided tour :

- During the day of your poster session, two groups of delegates, led by a guide, will pass next to your poster and you will be invited to give a 3 minute presentation and answer questions under the time-control of the guide.
- If you are not available for your poster tours, you can hang your poster up on your board on the day of your session, but without taking part in the guided tours (you can however be present during the breaks).
- As 2 different groups will visit the same sub-area one after the other, each poster will have to be presented twice. You will be informed in which 2X90 min slots your poster is timetabled (please note for S3, your poster will be presented during one poster tour only).
- Be prepared for a 3 minute presentation of your poster to a group of delegates. Please ensure that your presentation does not run over the time allocated.
- The way your poster is arranged is of prime importance to facilitate this short oral presentation, during which you will only be able to stress the key elements. You need to be clear what these are and be aware how to explain them in a short time. Laptop presentations will not be accepted.
- Organisers will provide microphones to authors in order to allow participants to listen to them. Participants will be equipped with wireless headsets.
- The posters for each session will be exhibited for one full day.



2. Poster content and format

- The poster should not contain too many text elements: don't overload your poster with text. Avoid for instance to simply present large copies of your original paper.
- Pictures, photographs, figures, graphics, workflow diagrams etc. are usually easier and more pleasant to look at, rather than long text blocks.
- Indicate at least the key words or the strongest messages, regarding :
 - The context and the objectives of your work
 - The approach or followed methodology
 - The major results and conclusions
 - Future perspective
- Strictly commercial matters should absolutely be excluded but don't hesitate to clearly mention calls for future collaboration or needed partnership, if relevant.
- It is advised to write the number of your paper on your poster. This will be very helpful for other people to find more details about your work by looking at your paper in the conference proceedings.
- It is mandatory to use the CIRE 2019 poster template (<http://www.cired2019.org/page/authors>) to prepare your poster. It is formatted for easy printing in A0 format. All presenters have to bring their printed copy of their poster in Madrid (even if they send the E-poster file).

3. Poster board

- A display board in portrait format will be provided. It is strongly recommended to limit the usable surface to 841X1189 mm (standard A0 format). Using several A4 sheets on poster board will not be allowed.
- The organisation will equip it with the identification reference number of your paper (the reference you got when submitting your abstract online and as it appears in the programme).
- Tape should be used to hang your poster up (it will be provided). Presenters are to manage everything by themselves.

4. E-Posters



Authors wishing to have their E-Poster available on the screens must upload their file on the dedicated system by 20 May.

We strongly encourage authors to upload their file, as E-Posters will be available to the participants during the 3 days of the conference. It is an additional opportunity to present your work.

The E-posters offer you the possibility to give more details about your work, as you can have up to 5 pages. If you do not want to prepare another file, you can just submit your normal poster file (the template is the same).

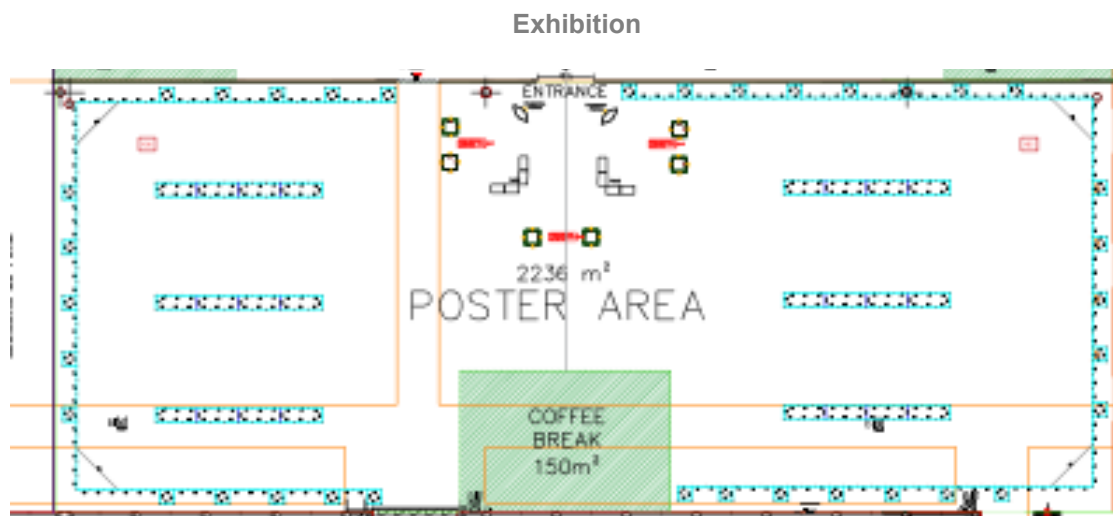
The E-posters files will be available for the conference participants after the conference.

E-POSTER file requirements:

- Use the CIRED 2019 template
- PowerPoint format
- 1 to 5 pages (max 20 Mb)
- No video
- No external link

5. Poster area

The poster area is located on the extreme left of the exhibition hall (Hall 9).



The presentations will be grouped by session and according to the following schedule:

Tuesday, 4 June		
09.00 - 10.30 hrs	Session 2 : tour 1 / tour 2	Session 6 : tour 1 / tour 2
11.00 - 12.30 hrs	Session 2 : tour 2 / tour 1	Session 6 : tour 2 / tour 1
14.30 - 16.00 hrs	Session 2 : tour 3 / tour 4	Session 6 : tour 3 / tour 4
16.30 - 18.00 hrs	Session 2 : tour 4 / tour 3	Session 6 : tour 4 / tour 3
Wednesday, 5 June		
09.00 - 10.30 hrs	Session 1 : tour 1 / tour 2	Session 5 : tour 1 / tour 2
11.00 - 12.30 hrs	Session 1 : tour 2 / tour 1	Session 5 : tour 2 / tour 1
14.30 - 16.00 hrs	Session 1 : tour 3 / tour 4	Session 5 : tour 3 / tour 4
16.30 - 18.00 hrs	Session 1 : tour 4 / tour 3	Session 5 : tour 4 / tour 3
Thursday, 6 June		
09.00 - 10.30 hrs	Session 3 : tour 1 / tour 2	Session 4 : tour 1 / tour 2
11.00 - 12.30 hrs	Session 3 : tour 3 / tour 4	Session 4 : tour 2 / tour 1
14.30 - 16.00 hrs	Session 3 : tour 5 / tour 6	Session 4 : tour 3 / tour 4
16.30 - 18.00 hrs	Session 3 : tour 7 / tour 8	Session 4 : tour 4 / tour 3



6. Set-Up and Removal

- Poster should be set up between 08.30 - 09.00 hrs the day of its presentation and removed from 18.00 - 18.30 hrs the very same day. Once set up, presentations may be left for free viewing during the whole day.
- If the removal is not done in time, automatic removal will be done by technical staff. In these cases, the posted material will be lost.
- Authors must bring their printed poster to the conference. There will be no possibility to print the posters during the conference.

7. Your checklist

- Did I register for the conference by 6 May to confirm the presentation of my paper?
- If I want to have my poster to be available on the E-Poster screens (and available after the conference for the participants), did I submit it online by 20 May in PowerPoint?
- Did I bring the printed copy of my poster to Madrid and hang it on my dedicated panel at the beginning of the day of my poster session?
- I'm in front of my poster and ready to make my 3-minute presentation during the poster tour(s) I'm selected in.
- I remove my printed poster from the panel between 18.00 and 18.30 hrs.

FOR FURTHER INFORMATION ABOUT THESE GUIDELINES, PLEASE CONTACT:

c.dizier@aim-association.org