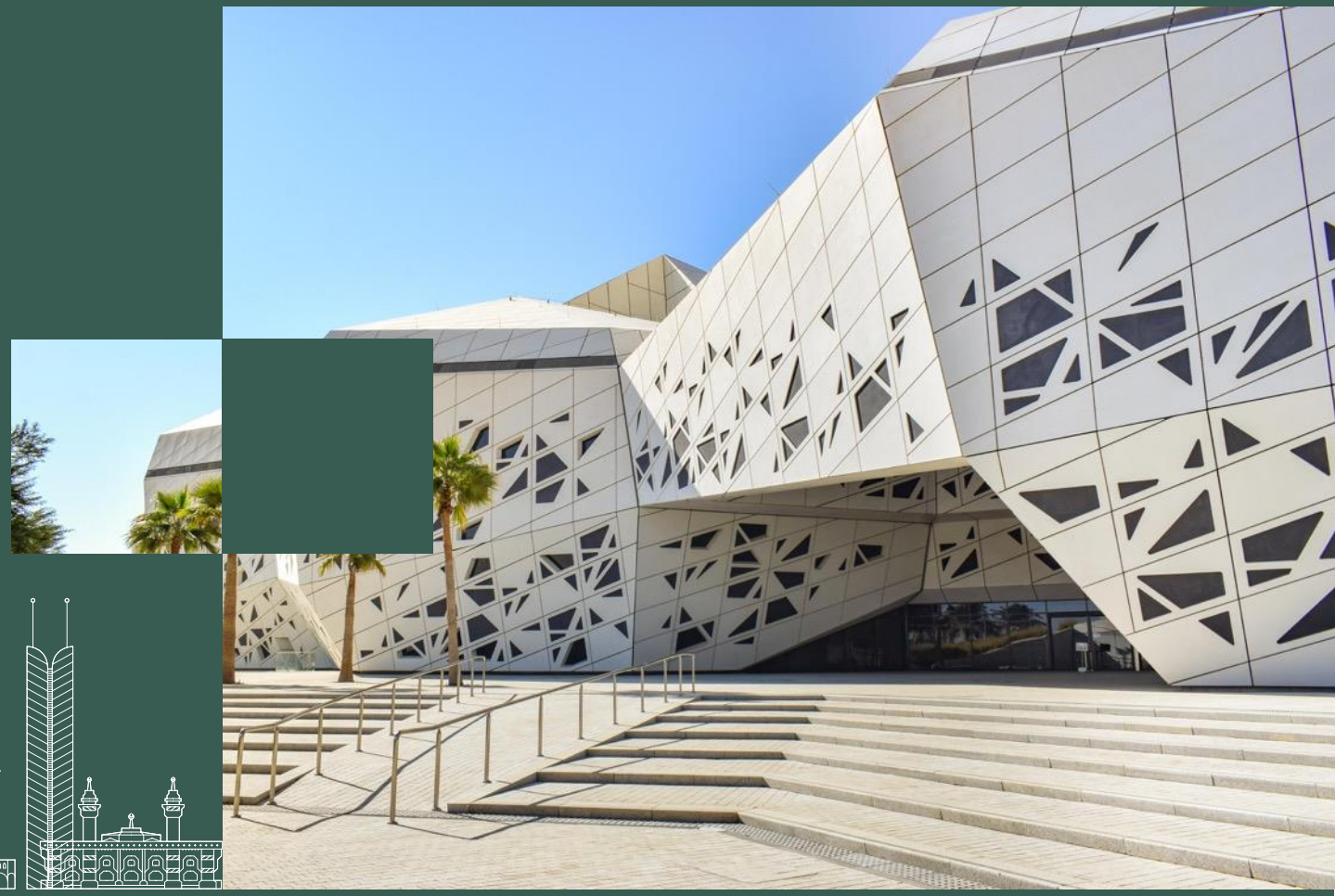
44th IAEE
INTERNATIONAL
CONFERENCE
Riyadh, Saudi Arabia
4-9 February 2023

INSTRUCTIONS FOR POSTER PRESENTERS



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01

POSTER PRESENTATION GUIDELINES

GUIDELINES FOR POSTER PRESENTATIONS

44th IAEE INTERNATIONAL CONFERENCE
Riyadh, Saudi Arabia
4-9 February 2023

Welcome to the 44th IAEE International Conference 2023.
The guidelines for poster presenters are as follows:

01

The Poster sessions will be conducted using digital screens. You do not need to print any poster. Poster presenters are requested to upload the posters using Microsoft's Conference Management Toolkit (CMT). The poster template details are below.

02

The poster sessions will be conducted during coffee breaks and will be located around the lobby of KAPSARC's APEX Convention Center.

03

The Conference Poster template is available for download here and presenters are highly encouraged to use them for their posters.

04

Each Poster presenter will have 30 minutes to talk about their presentation.

POSTER GUIDELINES

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	Duration of each presentation session	Duration of Q&A following each session	Maximum time limit for each session
Poster Session	20 minutes	10 minutes	30 minutes

	Slide Preparation
Recommended poster format	The preferred template can be downloaded here
Number of slides	3 slides max
Font	Arial
Hardware and software	The Screens will only be running Windows OS and PowerPoint. Acrobat Reader will be available. No other software will be available.
Uploading posters	Presenters are required to upload their final posters on to the CMT website. Details on this can be found in the following slides. Please upload the final version by 31st January 2023.
Audience	Your session will be attended by researchers, academics, industry professionals and students. Please present to the individuals who gather around your screen, field questions and then indicate that your presentation is complete. This will allow for another set of delegates to visit your poster and hear your presentation from start to finish again.
Venue	Main lobby area of APEX Convention Center, KAPSARC. If you have any queries, please reach out to us at reviewiaee2023@saudi-aee.sa.

PRESENTATION INFRASTRUCTURE

Each poster will be displayed on a screen equipped with:

- LED screens
- Windows OS and Microsoft PowerPoint and Adobe Acrobat Reader

Please note:

- You cannot connect your laptop to the screen
- Ensure that your poster is available with the Poster Session volunteer who will help you with any issues if required
- The poster sessions will be conducted in the main lobby area during coffee breaks as posted in the Concurrent Sessions Program

GUIDELINES FOR POSTER PRESENTERS

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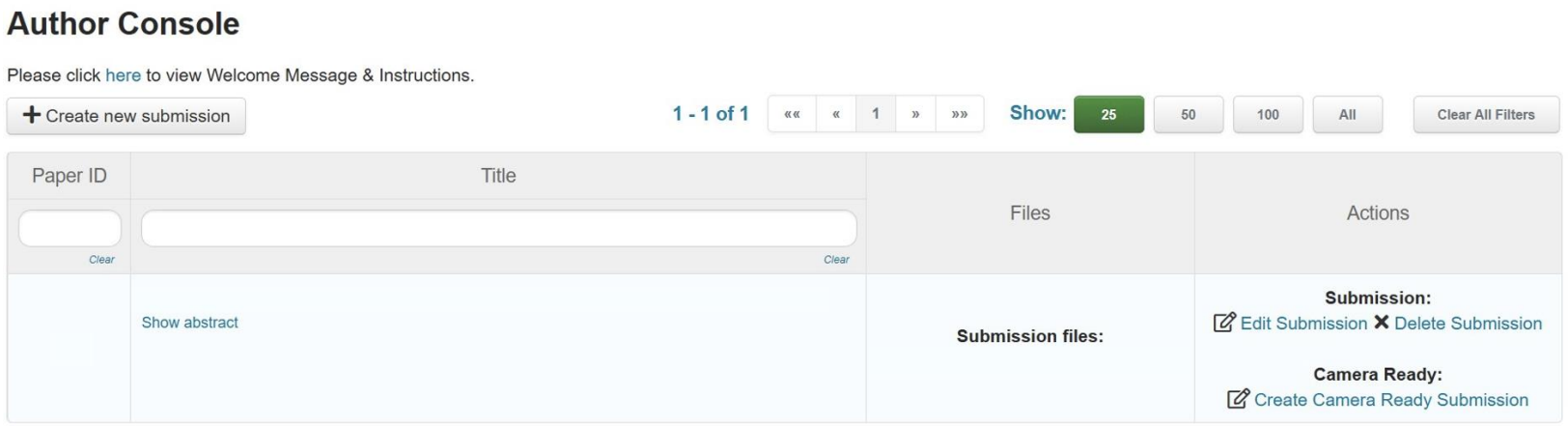
- Presentations must follow the sequence indicated in the Concurrent Sessions Poster Program available here.
- Location of your poster screen will be communicated in the Conference Concurrent Sessions Program. You will be supported by Poster Session Volunteers.
- There are specific time slots for the poster presentation, and each poster is allocated accordingly. Make sure to confirm your presentation date/time as stated on the conference poster sessions program.
- Presenter must remain in the vicinity of their posters during the poster session to answer questions.
- Poster Sessions will not be recorded.
- If for any reason, a presenter is unable to present during their slot on the day of the conference, they should contact the conference staff on reviewiaee2023@saudi-aee.sa.
- All presentation files must be mandatorily submitted to the Conference CMT site by January 31st, 2023. These will be collected and posted at the IAEE's Online Proceedings Database in PDF format after the Conference.

02

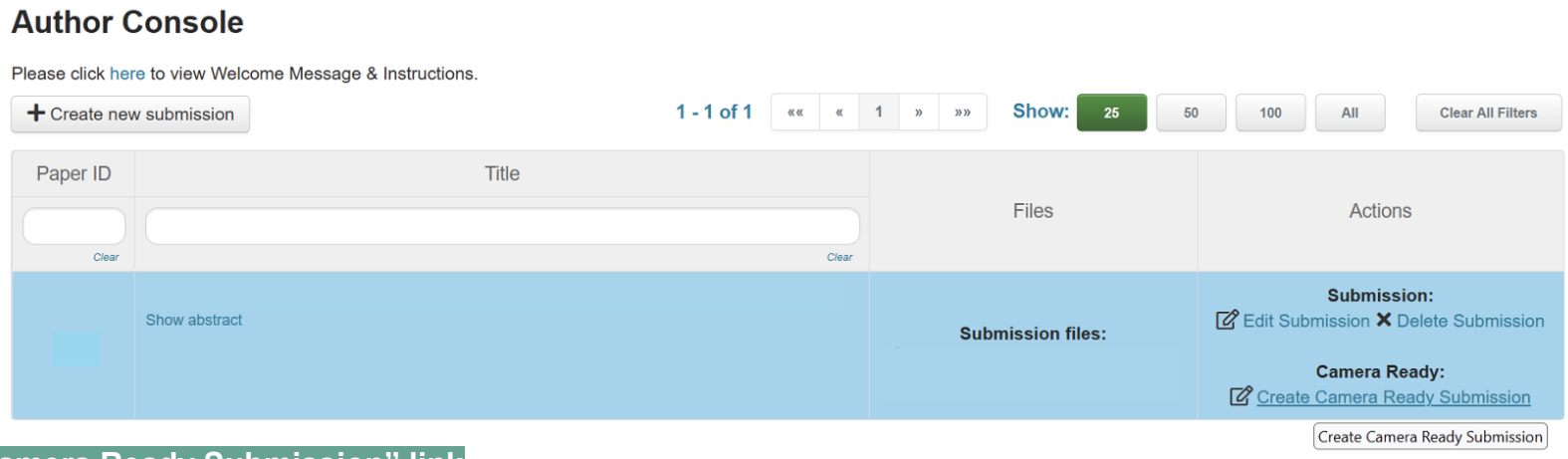
UPLOADING POSTERS ON CMT

UPLOADING POSTERS ON THE CMT PLATFORM

1. Log into your CMT Profile



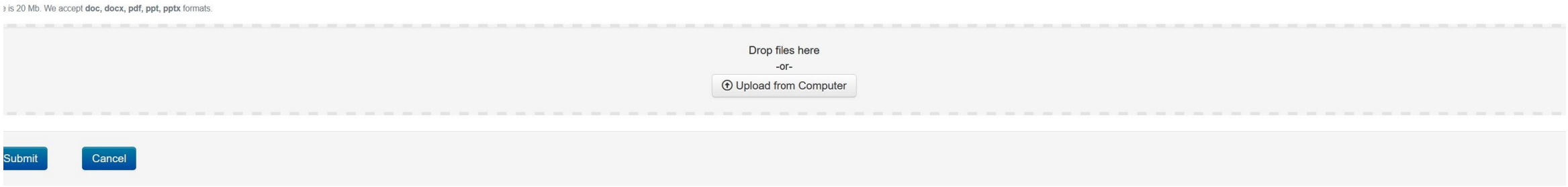
2. You will see an option to create a camera-ready submission



3. Click on the “Create Camera Ready Submission” link

UPLOADING POSTERS ON THE CMT PLATFORM

4. Upload your Presentation using the upload from Computer option. Please use pptx, ppt or pdf presentation formats only.



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THANK YOU