

IEA 2024 Guidelines for Lecture Presentation

Guidelines for presentation- all lecture presentations

Guidelines for presentation material

- The number of slides should be limited to ensure that the presentation can be completed within the 10-minute presentation timeframe.
- For charts and maps, use color schemes accessible to readers with color vision deficiencies.
- Ensure that all images in presentations that are not yours are credited.

Time Allocation

- Each lecture session is 1 hour and 30 minutes long, with a maximum of 6 lecture presentations.
- Each full paper presentation is allocated 30 minutes, divided into 20 minutes for presentation and 10 minutes for Q&A.
- Each short paper presentation is allocated 15 minutes, divided into 10 minutes for presentation and 5 minutes for Q&A.

Additional Considerations

- By agreeing to speak, you grant permission for your presentation to be recorded and posted online unless agreed upon otherwise.
- To ensure a smooth conducting of the presentations of various presentation formats (online, offline, and hybrid) and possible issues regarding compatibility and technical support, the use of external computers for connection during presentations is not permitted. All on-site presentations must be conducted using the computer provided at the venue (Windows PC with Windows 10 OS).

In-Person Presentations

- Bring your presentation file USB (preferably a pdf file) of your presentation to the lecture room 10 minutes **before the beginning of your session** and submit your presentation file USB to the on-site staff. You will then be given time to check your presentation slides.
- Presentations should be in PDF format to avoid broken font and misplaced figures. If using PowerPoint, ensure that all fonts and video files are embedded.
- Presenters who do not have their presentation file prepared before the session begins or do not appear before their designated presentation time may lose the opportunity to present.
- A minimum font of 20pt for oral presentations is recommended for in-person presentations to ensure visibility for all participants.

Online Presentations

- A Zoom presentation link will be provided to you with the program schedule.
- Enter the Zoom presentation link 10 minutes before the session starts for a technical check, with your presentation prepared on your screen.
- Enter “(Presenter)” before your Full name in the Zoom display name.
- Online presenters should choose a well-lit, quiet location with a stable internet connection for participating in the live session.
- Please prepare a Web camera for use during your presentation.

- An external microphone or headset is recommended, as internal computer microphones often do not provide adequate sound quality.
- Virtual presenters are encouraged to take advantage of audience feedback and questions when presenting live.
- Presentation recordings are not accepted for online presentations; presenters must be ready to deliver live presentations.

Guidelines for Poster Presentation

Congratulations on your acceptance for poster presentation to the HSI2024 Conference.

Below are the guidelines for poster presentation.

Online presenters will have their posters made available online to all attendees of the IEA 2024 Triennial Congress. Please refer to this document's guidelines regarding online poster presentations and narrated videos.

On-site presenters are expected to arrive on-site 20 minutes before their presentation to set up their poster in the allotted spot and to explain their poster to attendees of the authors' allocated poster session. After the poster session, presenters are expected to remove their posters from the allotted spot. The schedule and length of the poster sessions will be determined, and the presenters will be notified before the congress. On-site presenters will also have their posters made available online to all attendees of the IEA 2024 Triennial Congress.

The poster presentation submission period is June 1st - June 30th. Failure to submit before the deadline could mean possible exclusion from presentation at the HSI2024 conference.

Poster board dimensions:

1. An A0 size poster is recommended for the poster (84.1 cm x 118.9 cm or 33.1 inches x 46.8 inches). This is recommended so attendees can see the poster from two meters away.
2. The poster must be in portrait orientation. Posters not in portrait orientation may not be permitted to be displayed.
3. If the poster exceeds the recommended size for the poster, it may not be permitted to be posted. Please contact program@iea2024.com with any questions.

Poster contents:

1. Layout

- a. The poster must fit the dimensions of the board described above.
- b. The poster should include all the standard information generally found in a technical poster (Introduction, Methods, Results, Conclusions).
- c. Please include the following Congress graphic somewhere on your poster. The PNG file of the graphic will also be posted on the congress website.

2. Text and graphics

- a. The title should be in a large font to attract attendees to view the poster.
- b. Text and graphics should be legible from two meters (6 feet).
- c. Please try to limit the number of fonts to 2-3 fonts and the number of colors to 2-3 colors.
- d. The tables and figures used should be clear and easy to read.

3. The contents of the poster should be self-explanatory.

4. Please include the following information in your poster:

- a. The title of the poster, authors' name(s), and affiliation(s)
- b. Any contact information such as e-mail, phone, or fax numbers

Poster materials and tubes:

1. It is recommended that poster presenters bring their posters in a poster case, such as a tubular case, to make sure the poster is not harmed before presentation.
2. On-site printing of posters is NOT available; poster presenters are required to print and bring their posters.
3. IEA2024 is not responsible for disposal of posters after the allotted poster removal time.
4. IEA2024 is not responsible for loss or damage to poster tubes or personal items. Do not leave poster tubes and personal items unattended near the poster.
5. No audio-visual equipment is permitted on site.
6. Presenters are not permitted to use furniture or laptops during their poster display.
7. Any inquiries regarding mediums for presentation should be directed to program@iea2024.com before June 30th for adequate time to address the inquiries.

Online Poster Submission and Narrated Video:

1. Poster files should be in a .pdf format file of less than 300MB.
2. The recommended ratio for online posters is 1.4:1 (similar to the A0 poster size).
3. Online poster presentations should also be in portrait orientation.
4. All (both online and on-site) poster presenters are strongly encouraged to submit a narrated video explaining the poster material, which will be provided online with the poster.
 - a. The video should succinctly and clearly narrate the poster's contents, including the goals, main research activities, results, and discussion.
 - b. The video should be in the .mp4 format, should have a file size of less than 300 MB, and should last 3-7 minutes.
 - c. The videos will be uploaded to an unlisted video on an online media platform and made available to online and on-site registrants.

Please direct any questions to program@iea2024.com. We look forward to your participation!