

Poster Sessions at the International System Dynamics Conference

Poster Presentation Checklist

- ☐ **May 15:** Notification of acceptance in an interactive session.
- ☐ **By May 30:** Indicate whether you prefer a poster and whether you will be in-person or online.
- ☐ **By June 3:** Register for the conference.
- ☐ **By July 1:** Submit your conference materials through the Web Portal to share with participants.
 - Required:
 - ☐ Poster file in PDF format
 - ☐ PowerPoint file (required for online presenters) using the [template](#) to prepare your slides
 - ☐ Paper file with author names for online conference website, in PDF format (5 - 30 pages) if you submitted a Research Paper to ISDC. Updated slide deck with author names if you submitted a Practitioner Application.
 - Optional:
 - ☐ 5 min Presentation YouTube video ID
 - Create a 5-minute YouTube video to supplement the poster. Add the YouTube video ID to the Paper Information page. Author presentation videos will be made available to other attendees through the conference website.
 - ☐ Updates to abstract, title, and author information
 - ☐ Supporting materials (including models and documentation). Supplemental files uploaded for review will be accessible via the online conference and retained for the Conference Proceedings.
- ☐ **On Tue, Aug 5th:** In-person poster presenters should deliver their posters to the registration desk that morning. Volunteers will hang the poster for you.
- ☐ **By September 25:** Submit your file for the Conference Proceedings. Submit an extended abstract (or slides, for practitioner applications) to avoid conflicts with future publication.
 - Conference materials will be accessible to registrants via <https://isdcsystemdynamics.org> from July 5 through September 30. Then, the website access will close, and the permanent Conference Proceedings will be compiled.

POSTER SPECIFICATIONS:

Posters must be in landscape format and should not exceed A0 dimensions (33.1 x 46.8 inches or 84.1 x 118.9 cm). Here is a link to a poster template that you may wish to use:

<https://webportal.systemdynamics.org/documents/ISDC-Poster-Templates.pptx>

A landscape with a 4:3 aspect ratio (e.g., 40" x 30") is recommended for compatibility with the interactive Web Gallery. To ensure legibility for the Web Gallery, print your poster as a PDF formatted to fit US Letter or A4 paper and check that the title remains readable at 100% zoom.

Conference participants will be able to open and enlarge the PDF version of your poster in the Web Gallery to view content and graphics in detail.

PRESENTATION FORMAT:

In-Person Poster Presentation: Authors attending the conference in person will present their poster during a scheduled session where attendees circulate freely among the posters.

Presenters are responsible for printing and displaying their own poster in the designated area.

Virtual Poster Presentation Format: Authors attending the conference online will give a 7-minute presentation followed by 8 minutes of questions and answers during a 60-minute virtual poster session. Up to four author presentations are given during a virtual poster session.

Virtual posters will not be printed or displayed in the in-person session.

Virtual poster presenters create a poster for the interactive Web Gallery and may present from the poster itself or from a set of 5 slides, following this template:

https://webportal.systemdynamics.org/documents/online_poster_template.pptx

The template includes a title slide, four content slides, and a hidden instruction slide. Do not exceed four content slides.

The Session Chair will manage timing, moderate the Q&A, and play any pre-recorded presentations if used.

INSTRUCTIONS:

For uploading files:

- 1) Log in to the Web Portal <https://webportal.systemdynamics.org/web.portal>
- 2) Click the "Submission #XXXX" link to edit your submission.
- 3) On the "Menu for Submission #XXXX" page, select **"Upload new or updated paper files..."**.
- 4) You'll be directed to the "File Uploads for Submission #XXXX" page.
- 5) Use this page to upload your PDF paper, supporting materials, presentation slides, and Conference Proceedings file. Browse to select the files, then click Upload File(s).

For edits to the title, abstract, author list, YouTube video ID, and link to additional information:

- 1) Log in to the Web Portal <https://webportal.systemdynamics.org/web.portal>
- 2) Click the "Submission #XXXX" button to edit your submission.
- 3) On the "Menu for Submission #XXXX" page, select **"Review or update paper information ..."**
- 4) You'll be directed to the "File Uploads for Submission #XXXX" page.
- 5) Edit or complete the relevant fields as needed.

Note: For more information, see <https://systemdynamics.org/submission-instructions>