

Poster Presentation Checklist – ISDC 2022 Frankfurt Hybrid Conference
July 18-22, 2022 Poster Symposium Date: July 20

- May 6 until June 10, 2022:** Upload conference materials (listed below) to share with participants. These materials may be updated at any time.
- The Tentative Schedule may change. Please check it periodically for any conflicts or problems.

BY JUNE 10, submit your:

- Poster file in PDF format
- Paper file for online conference website, in PDF format
- Presentation YouTube video ID
- 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 Record.

BY SEPTEMBER 7, 2022:

- File for Conference Record. You are encouraged to submit an extended abstract (or slides, for practitioner applications) so that you are not prevented from publishing elsewhere.

Conference papers, posters, and other materials may be viewed by conference registrants through the online conference website <https://isdc.systemdynamics.org> from June 15 through September 30, 2022. Then, it will be taken down, and the permanent Conference Record will be created.

INSTRUCTIONS for uploading files:

- 1) Log in to the Web Portal Submission System at <https://webportal.systemdynamics.org>
- 2) Click on the “Submission #XXXX” link to edit your existing submission.
- 3) On the “Menu for Submission #XXXX” page, use the link “**Upload new or updated paper files...**”.
- 4) You should see a web page titled: “File Uploads for Submission #XXXX”.
- 5) Use this page to upload the Poster, PDF paper file, supporting materials, and Conference Record file.

For edits to the title, abstract, author list, YouTube video ID, and link to additional information to be included in the permanent Conference Record:

- 1) Log in to the Web Portal Submission System at <https://webportal.systemdynamics.org>
- 2) Click on the “Submission #XXXX” button to edit your existing submission.
- 3) On the “Menu for Submission #XXXX” page, use the link “**Review or update paper information ...**”.
- 4) You should see a web page titled: “Paper Information for Submission #XXXX”.
- 5) Edit or fill in all appropriate fields.

Poster Symposium Presentation Details: The Poster Symposium will be scheduled on Wednesday, July 20. The Poster Symposium has a virtual component and an in-person component.

The Frankfurt poster session will be held during the lunch break on Wednesday. Virtual poster sessions will be held during the coffee breaks of the Frankfurt conference. Virtual poster presenters will have the opportunity to give lightning talks during the indicated time slots.

POSTER SPECIFICATIONS:

Posters should be printed for the in-person Frankfurt poster symposium. Virtual posters will not be printed. To rescale a full-sized poster for virtual presentation, just make sure that it is prepared in a 4x3 ratio (landscape), for example 40" by 30". Fill the poster area as you normally would if you were printing it for an in-person presentation, if you were to hang the poster on a display board. Then print it as a PDF (landscape) to fit letter-sized paper. Please be sure that the title of your work is legible when printed to Letter or A4 size and viewed at 100%.

As a reference for digital poster preparation, you should adhere to the following guidelines:

Orientation: Landscape (Most computer screens are "landscape" orientation.)

Size: Letter (11" x 8.5") **or** A4 (11.7" x 8.3") – either is fine, one-page format

Font size: 18+ for title (and large font in general)

Format: PDF

Conference participants will be able to open the PDF and examine your poster from the comfort of their computer chair. Participants will open your poster and be able to enlarge it to fill their screen, and they can also expand any graphic or figure details. An overall view of the poster can only be as big as the monitor screen, but all details in the poster can be seen when it is enlarged, on the monitor, by the participant. Please create a full, informative, and attractive poster.

Presenting Posters: Authors presenting in Frankfurt are required to present in person at the lunchtime poster symposium. Authors presenting online are required to present in one of the 60-minute poster sessions where their paper is scheduled. Each poster session will be linked to a Zoom meeting. The presenters and conference attendees will communicate via Zoom during the meeting. Each presenter will be able to share their screen that shows their poster. Conference attendees may come and go while visiting other poster presentations in different Zoom meetings or breakout rooms. In advance, during, or after the session, conference participants may also open the PDF of your poster from the online conference website to examine the details.

Authors attending the Poster Symposium should create a 5-minute YouTube video to supplement their poster presentation. Add the YouTube video ID to the Paper Information page. Author presentation videos will be made available through the ISDC 2022 online schedule to other conference registrants.

For more information about the Web Portal Submission System, see the following documentation:
<https://systemdynamics.org/conference/submission-system/>