

Guidelines and Information for Poster Presenters

Important dates

Until March 31st:	Submitting a poster proposal
From end of April:	Confirmation of accepted poster
From Beginning of May:	Registration of presenter
Until August 31st:	Submission of a presentation video for event app and submission of poster as PDF (upload on website)

In 7 steps towards your poster presentation

Step 1: Receive a notification of acceptance

Step 2: Register as poster presenter

Step 3: Read the guidelines concerning the poster

Step 4: Submission of poster print data

Step 5: Submission of video file

Step 6: Be available to answer questions during the event

Step 7: Take the poster with you afterwards

Participation at the Aachen Colloquium

- Participation in the Aachen Colloquium is free of charge for one speaker per poster presentation.
- The participation of co-authors is charged, a separate participation registration needs to be done online beginning in May.

Poster

- Language of poster: English
- Format of poster: PDF, Size A0, portrait (84,111 x 118,913 BxH, in cm)
- The poster will be printed for you and can be taken home after the event ends.

Video presentation

- Length: 5 - 10 minutes
- Language: English
- The video will be uploaded on the event app by us organizers
- The video is made available to us via an external link (YouTube, Vimeo, etc.). If this is not possible, please provide us a download link with a file containing the following data:
 - Video file: mp4, m4v, mkv
 - Maximum size: 3GB
 - Maximum resolution: HD (1920 x 1080 px)
- Please send your link to info@aachen-colloquium.com by the end of August