

## Guidelines and Information for Poster Presenters

### Important dates

Until March 31st:	Submitting a poster proposal
From beginning of April:	Confirmation of accepted poster and 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:* Reconfirm your poster

*Step 3:* Register as poster presenter

*Step 4:* Read the guidelines concerning the poster

*Step 5:* Submission of poster print data

*Step 6:* Submission of video file

*Step 7:* Be available to answer questions during the event and 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](mailto:info@aachen-colloquium.com) by the end of August