PRINTED POSTER GUIDELINES

The 45th Annual International Conference of the IEEE Engineering in Medicine and Biology Society Organising Committee welcomes your contribution to the 2023 Conference.

To ensure your poster presentation runs smoothly please take the time to **read these guidelines ahead of time** to ensure your presentation is successful.

REGISTRATION DETAILS

Prior to the Conference
All presenters are required to register and pay for the Conference. Presenting authors not already registered risks being removed from the program. Please register via the website here: https://etechsuite.com.au/IEEE/IEEE_Auth.php

Onsite at the Conference
Please visit the registration desk located on the **Ground Floor, of the ICC Sydney Convention Centre** when you first arrive at the Conference and collect your name badge and other related materials.

If you have any queries regarding the program or your poster, please visit the registration desk which will operate during the following times:

Registration desk opening times:

Monday, 24 July 2023   07:00 – 19:00
Tuesday, 25 July 2023   07:30 – 17:00
Wednesday, 26 July 2023   07:30 – 17:00
Thursday, 27 July 2023   07:30 – 16:00

Times are subject to change.

POSTER PREPARATION

Posters should be a visual presentation of your submitted 1-page paper or 4-page research paper and they should stimulate discussion, not give a long presentation. Therefore, keep text to a minimum, emphasise graphics, and make sure everything in your poster is necessary. Posters should meet the following criteria:

TITLE
The title should be the same as indicated in the original submitted/accepted paper.

CONTACT INFORMATION
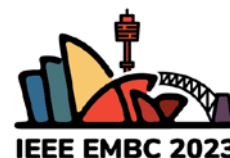Name of all authors and their organisation should appear on the poster.

SIZE
The poster will be printed in A0 size, portrait style. Posters must be no larger than **portrait A0 (841mm × 1189mm) (2.7592ft x 3.9009ft) (33.1 x 46.8 in).**
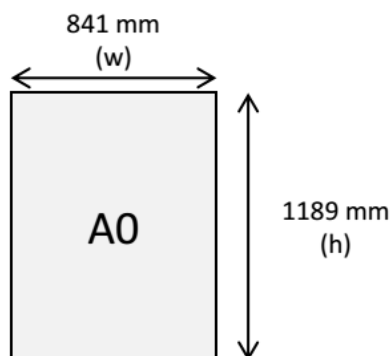
Posters larger than these dimensions will exceed the allocated space per poster and it will not be possible to display the poster during the Conference. It is therefore essential that the poster adheres to the specified measurements.

LETTERING
The poster should be easily readable at a distance of two (2) metres.

Type of Text	Character Size	Case/Style	General Advice
TITLE	20-24 mm or 100 point maximum	Title Case / **Bold**	At the top of the poster include the title of the presentation, the name of the author(s) and their organisation(s).
HEADINGS	48 point is suggested 60 point maximum	Title Case	Headings such as "Introduction", "Methods", "Results", "Discussions" and "Conclusions" are useful.
CONTENT	24-28 point 32 maximum Single spaced	Upper and Lower Case	The text should be brief throughout. Any description of methods should be simple and concise.
LABELS AND TEXT IN LABELS	28 point	Upper and Lower Case	Any description of methods should be simple and concise

Printing
It is recommended to use 100% recycled paper (uncoated, no gloss, off-white), vegetable-based inks (made from the extracts of corn, walnut, coconut, linseed, canola and soybean, the oils), dry digital printing toner.
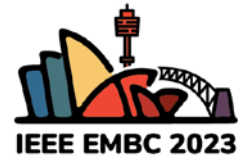
POSTER PRESENTATION TIME

There will be dedicated poster sessions during the conference. Each poster confirmed in the program will be allocated a dedicated poster session and presentation time.

To locate your allocated poster session date & time, please visit the online conference program here: https://embc.embs.org/2023/program/technical/. Presenters will need to search by their name or paper title to find their allocated poster session time.

A dedicated poster program will be made available on the website for attendees and authors to view of all accepted posters for presentation. Posters will also be available for viewing during catering breaks and the dedicated poster session times. Authors are encouraged to stand by their posters during refreshment breaks and liaise with delegates browsing the poster area.

***Please note that you are required to bring Velcro to attach your poster to the poster boards – the use of pins to secure posters is not effective as the poster boards are covered in a felt material. ***

POSTER DISPLAY LOCATION

Poster boards will be located in the **Exhibition Hall 1**, **Level 1**, of the **Exhibition Centre, ICC Sydney.** The posters will be displayed on vertical poster boards as shown below.
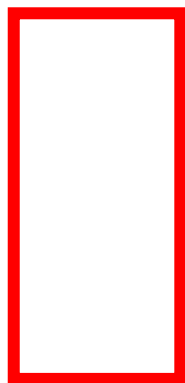
A list of posters and allocated numbers will be available on the Conference Website and Conference App. A poster board number will be stuck to the poster boards onsite. Please ensure that your poster is displayed on the correct poster board. **Do not place your poster in an alternate location or it will be removed.**
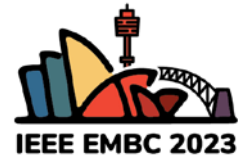
POSTER SET-UP/REMOVAL TIMES

In order to set-up your poster, it will be necessary to collect your badge first, so you are able to gain access to the poster area.

Set-up of posters will be based on your nominated poster presentation time. Posters are allocated an **AM or PM** session. All posters in the **AM** session can be **setup from 8am** on the nominated day and **must be removed by 1pm**.

All **PM** sessions can be **setup from 1pm** and **must be removed by 5pm.**

Please note that if your poster is not removed by the specified time then the Conference Managers or the venue will dispose of the poster.

OPTIONAL DIGITAL POSTER UPLAOAD

Poster submitting/corresponding authors, have the option to also upload a Digital (PDF) version of their hardcopy poster for delegates to view through the EMBC 2023 Conference App. The submission deadline for Digital PDF Posters will be **11:59PM. 10 July 2023 AEST.**

To upload a PDF Digital version of your poster please following the instructions below:

1. Submitting/Corresponding authors to login to the eOrganiser portal here: https://embc23-c10000.eorganiser.com.au/index.php?r=site/login. (Please note, presenting authors do not have access to submit the digital version of the poster).
2. Login details are the email you received this communication to and your Papercept PIN is your **Password,** unless you have already logged into the system.

3. Once logged in, please ensure your profile picture and biography have been updated as this information will appear within the app onsite. To do this select my profile from the home page and edit my profile. Enter in as much information as you can, and then save.
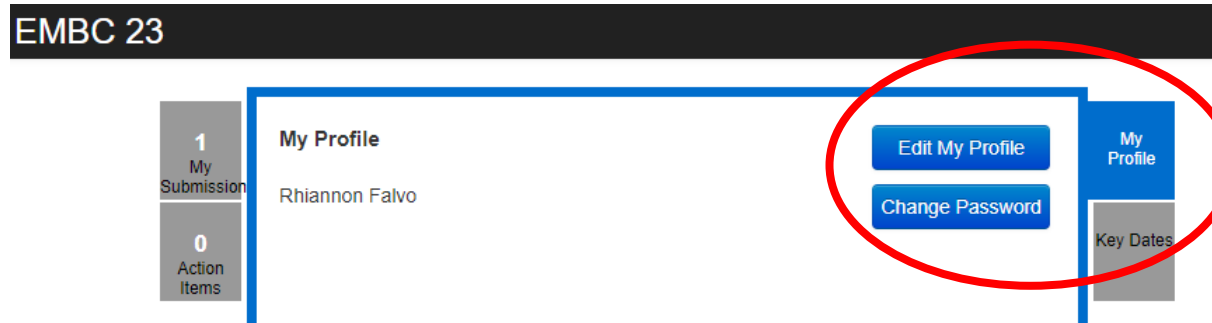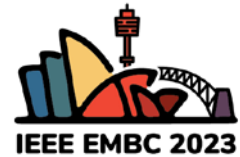
4. Now it's time to submit your poster: From the home tab you can select 'Submit Digital Poster Submission'.

EMBC 23

	My Submissions		Submit Digital Poster Submission	My Profile
1 My Submission	**Paper ID**	**Paper Type**	**Paper Title**	
	2096	Full Paper	My Test Submission	Key Dates
0 Action Items	2096	Submission	My Test Submission	

5. Alternatively, from the submissions tab you can select "Submit Digital Poster Submission".

EMBC 23

≡ My Submissions   + Submit Digital Poster Submission

My Submissions

Submission	Full Paper	1 page research paper	Digital Poster Submission

6. Select the abstract title associated with your poster:

My Submissions

Select Submission : [#2096: My Test Submission ▼]   → Submit Digital Poster Submission

Please select paper
#2096: My Test Submission
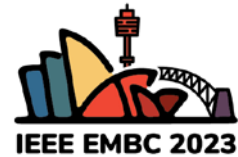
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7. Upload your PDF file of your hard copy poster and submit.

BENEFITS OF SUBMITTING A DIGITAL POSTER

- You can track statistics on the number of views and downloads (if you allow this option) your digital poster receives.
- Your poster can be easily searched via the Symposium mobile app.
- You can be contacted directly by interested delegates and have more tailored discourse with them if you wish.
- Delegates can download your digital poster in PDF format (if you

GENERAL ADVICE FOR FIRST TIME PRESENTERS

- The message that your poster contains should be clear and understandable without a requirement for oral explanation. Methods should be presented simply and concisely.
- Handouts can be very useful, however please note that these cannot be placed on the floor for safety reasons. If handouts or poster packaging is found on the floor the Conference Managers will remove it. If you wish to supply handouts, you must hand these to delegates personally or provide a holder that can be attached to your poster board with Velcro.
- After the title, the two most important panels are the Introduction and the Conclusion. On the basis of these two panels, a reader will decide whether to
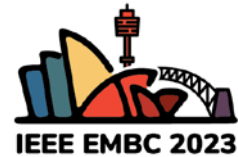
consider the poster details and perhaps talk to the presenter. These panels need to be very simple, concise, and visually attractive.

- Results should be presented graphically if possible. Avoid large tables of data. For visual effect, we recommend that graphs be no smaller than 12cm x 18cm. **Please be mindful of any copyright issues of photos used when creating your poster.**
- Use pictures, symbols, and colour. Figure legends are essential and should be short but informative. Each graph should have a short heading. A matt finish on photographs gives better visibility. Photographs should be no smaller than 12cm x 18cm.
- Use the space to attract your audience for discussion, not to present complex details of methods and results.

DECLARATION OF INTEREST

All financial support for the work and collaboration must be acknowledged as part of the presentation.

LANGUAGE

Please note that the official Conference language is English. **All posters must be made in English**.

Thank you for your help in making the EMBC 2023 Conference a success.

If you require further assistance, please contact the Conference Managers at:

45th Annual International Conference of the IEEE, Engineering in Medicine, and Biology Society
24 – 27 July 2023, International Convention Centre Sydney, Australia
Conference Manages
Email: embc2023@arinex.com.au
Phone: +61 7 9265 0700
Website: https://embc.embs.org/2023/