

FYR03 QLC meeting Poster Session Guideline

The poster session at FYR03 QLC meeting will be held at 9:00AM on Feb. 18th.

At first, "1 min. Preview" using Zoom will be held, and after that, 2 hours "Poster Presentation" will be held using Remo. The following information is for poster presenters to prepare the poster session. Please read the following carefully before joining the poster session.

■ Schedule

February 17, 2022

12 : 00~18 : 00 【 Remo 】 Trial time

* Please check the operation of Remo during this trial time.

February 18, 2022

09 : 00~ 【 Zoom 】 1 min. Preview @1min. × 56 presenters

10 : 20~12 : 20 【 Remo 】 Poster Presentation start

10:20-11:20 : CORE TIME for **ODD** poster numbers

11:20-12:20 : CORE TIME for **EVEN** poster numbers

* Your poster can be posted after 8:30 at Remo.

* During your core time, please be seated at your own table so that the judges and participants are able to talk with you.

【 1 min. Preview (using Zoom) 】

At First, each poster presenter will be given one minute to present their poster in slide(s) of PowerPoint using Zoom. Please prepare your own slides.

The "1min.Preview" is intended as a promotional opportunity for the presenter to attract audiences. There is no specific instruction, but you are expected to summarize the content of your poster using one or two PowerPoint slides and briefly explain it to all participants within one minute via Zoom screen sharing.

【 Poster Presentation (using Remo) 】

After the "1 min. Preview", "Poster Presentation" using Remo will be held for 2 hours.

Showing the image data that each presenter pasted on Remo's Whiteboard, explain and discuss your work with visitors, which is similar to regular conference poster presentation.

In order to facilitate the presentation and discussion at Remo, please follow the guidelines as below when creating poster data.

We open the Remo venue for the trial time at 12:00-18:00 on Feb. 17th. In order to prevent any problems, please check the operation of Remo in advance during this trial time.

■ Guidelines for creating poster data

1. The poster should be a single page of the following size.

Size : (recommended) A0 [841 mm (33.1 inch) x 1189 mm (46.8 inch)]

Since it is projected on a PC screen, horizontal layout is recommended, there is no problem with vertical layout, though.

2. Create posters with image data such as JPEG and PNG.
PDF., PPT. files are not allowed. Please confirm the visibility on the trial schedule.
3. Write your poster number in the upper left corner of the poster at 60 pt. or more.
Please check your poster number in the program.
4. Write the title of the presentation at the top of the poster and the author's name and affiliation below.
5. We recommend a minimum of 72 pt. for presentation topics and 50 pt. for authors.
Sans-serif fonts such as Arial and Gothic are recommended, but please decide by yourself.
6. Since we set up the core time of the poster presentation, the audience may visit in the absence of the presenter. Please make the content of poster understandable even if there is no presenter.
7. In this Poster Session, the QLC Young Researcher Award is/are judged.
Please note that significant deviations from the guidelines may be disadvantageous during the audit.

■ Notes for Poster Presentation

1. To allow poster presenters to see posters by others, we set the following core time.
Odd poster numbers : (10:20 – 11:20)
Even poster numbers : (11:20 – 12:20)
2. All participants will be able to see the posters displayed. However, do not download posters.
To prevent unintentional manipulation of the poster data by other participants, the organizer will lock each poster data after 10:00 on the day of the poster session and delete them when the poster session end. Pasted data remains when you leave the table or leave Remo.
3. In the poster presentation in Whiteboard, you can check where the audience pay attention as an icon. If necessary, enlarging the display.
4. We recommend that you have a face-to-face discussion with the camera on.
Only eight people including the presenter can participate in one poster at a time.
Please do not stay in the same poster for a long time.

■ **How to use Whiteboard in Remo**

1. Please make sure to share your presentation materials on Remo's Whiteboard (from the icon in the toolbar at the bottom of the screen).
2. After running Whiteboard on your table, you can paste poster data by dragging and dropping poster data files directly onto it.
3. The organizer will lock each poster data while Remo venue open and delete the poster data after the poster session is over, as described above.
4. During Whiteboard sharing, the people seated at the same table with video on are displayed on the left side of the screen, and each participant can use the mouse wheel/scroll wheel to zoom in and out of the material displayed on Whiteboard without affecting the screens of other participants.

■ **Remo Users Guide**

For more information on using Remo, please refer to the separate Remo Users Guide.

Remo Helpdesk

<https://help.remo.co/en/support/home>

Notes on the poster session

Q. Will the posters be displayed at all times during the conference?

A. No. It will be posted only while Remo venue open.

Q. When can I display my poster at Remo?

A. You will be able to post your poster after 8:30, on February 18. In addition, we have set up Remo trial time from 12:00 to 18:00 on the 17th to see how Remo works. Please check the Remo operation during this time.

On the day of the poster session, the organizer will go around to each table after 10:00 to lock the posted poster data. All presenters should complete posting their posters by 10:20.

Q. Can I share PowerPoint presentation materials or videos along with my poster?

A. Yes, you can use Remo's screen sharing feature. However, even if you are sharing the screen, an audience member may join the table in the middle of the discussion, so please let them know what you are discussing.

Q. Can attendees download the presenter's poster?

A. The copyright of each poster is attributed to the presenter. Please do not download any poster.

Q. How many people can be on one poster (table) at the same time?

A. Up to eight people, including the presenter, can be present at the same time, but please make sure that the seats are not full for long so that the Young Scientist Award judges can hear the posters.