The 19th International CDIO Conference
Engineering education for a smart, safe and sustainable future
June 26 – June 29, 2023
Norwegian University of Science and Technology (NTNU)

GUIDELINES FOR POSTER PRESENTATIONS

May 31, 2023

Guidelines in brief

Below is a summary of important points from the following sections.

- Print and bring your own poster to the conference. **The poster size and format is A0** (841mm x 1189 mm) **in portrait orientation.**
- **Paper title and number (submission ID) must be clearly visible on the poster.**
- **Send a PowerPoint file of only one slide for your 60 seconds poster teaser presentation by June 12 to the poster teaser session chair, Gareth Thomson, who will be in contact with you shortly.** The slide can not include animations or video content.
- Poster presenters need to arrive in the main auditorium (R1) before the opening session, at 8:00 to rehearse the poster session.
- Posters can be mounted on arrival, from Monday 12:00, and will stay up during the conference. The main poster session starts after the Poster Pitch on Tuesday 10:30.
- Posters will be placed in the immediate vicinity of the keynote and registration area.

Preparing your poster

Each presenter must print and bring their own poster to the venue. No printing service will be available at CDIO 2023.

The title of your paper and the paper number (submission ID) should be clearly visible on the poster. The author name(s) as well as affiliated institution(s) should also be included in the title section of your poster and written exactly the same way as in your paper.

You are free to use your own discretion when designing the content and layout of the poster. As a visual medium that is intended to stand on its own, a poster successfully fulfills this purpose when it includes charts, drawings, diagrams, photographs, and other figures designed for easy visual comprehension.

Additional printed materials, such as handouts that summarize the poster and provide your contact information, are allowed.

Poster Pitch (teaser session)

The Poster Pitch takes place in plenary immediately after the keynote on Tuesday, just before the Poster Session.

We will quickly go through all the posters in plenum immediately after the keynote. You have 60 seconds to present. In order for this to go smoothly, it is important that you submit material in advance. Send a PowerPoint file of **only one slide.** You will talk over your poster slide. To keep file sizes reasonable there should be no embedded video nor any PowerPoint animations . The slide and your talk should attract the participants to come to your poster and discuss your findings.

You will need to meet up 8:00 on Tuesday morning, in the main conference auditorium (R1) before the opening session, to rehearse the poster teaser session.

Each poster will be presented at the poster teaser session immediately after the keynote on the Tuesday. During the teaser session each of the authors will have 60 seconds to introduce their work and attract audience members for the following poster session that follows. The presentation is an opportunity to attract interest for the poster.

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When the poster pitch starts you will line up in the auditorium in order of submission number while the poster session chairs explain the format to the audience. During each short introduction between the presentations the next presenter will step up and accept the microphone from the previous speaker. There will be a monitor where you can easily see how much time you have left of your 60 seconds.

Send your slide by June 12ᵗʰ, 2023 to the chair of the poster teaser session in a message with the subject "Poster teaser slide #<>" (for example "Poster teaser slide #245"). The session chair is Gareth Thomson (email G.A.THOMSON@aston.ac.uk) and he will be in touch with all the presenting authors about the teaser slides well ahead of the deadline. The presentation file name should be the paper number (submission ID) followed by an underscore followed by the last name of your first author (for example, 001_Suzuki.pptx). Authors who **do not submit this file on time** will only have the standard title and author(s) slide during their presentation.

Technical Details

The poster session will take place outside the main auditorium (R1) Tuesday June 27 and the posters will remain on display there throughout the conference. During the poster session, at least one of the authors must be present to introduce its content, answer questions from other participants, and otherwise discuss the poster topic.

The conference organizers will set up the poster boards Monday morning. They will also mark the poster boards with the numbers of each paper. Please be prepared to find your respective board and hang your poster before the poster teaser session begins on Monday morning.