ITEC+2022

ITEC+EATS Poster Session Instructions

Thank you so much for presenting your paper at ITEC+EATS. Please review and follow all the guidelines provided below. **We request you review and sign the IEEE Content Release form included in this packet as soon as possible. If there are any company approvals required, please allow time for that process.** If you have additional questions or concerns please email Rebecca.k@rna-associates.com.

Poster Guidelines:

Poster Size:

- **Poster may not exceed 4 feet wide by 3 feet high**. The format of the poster bulletin is landscape. (Width is greater than height)

WORD PROCESSING PROGRAM(S): Please submit your poster as a PDF file.

FIGURES AND TABLES: Figures and tables, and their captions must be legible to the poster viewer. In general, please use 14-point font or larger.

FORMAT: Use the following format as a guide for your poster:

Required in poster: TITLE, AUTHORS, ABSTRACT, REFERENCES.

Suggested in poster: INTRODUCTION, METHODS and/or AIMS, RESULTS/DISCUSSION, CONCLUSIONS.

TITLE: Include the full title, centered at the top of the poster.

AUTHORS: List of all authors and their affiliations placed just under the TITLE. Use full names of authors.

List authors in order, with principal author first. Include affiliation and email address for each author.

ABSTRACT: List your assigned Abstract Number first. Then provide a final summary of the presented work, including major results, conclusions, and how they were formulated.

HEADINGS: Label section headings and sub-headings clearly and consistently. Have sections that address background/context, proposed solution, results, and conclusion.

ACRONYMS, ABBREVIATIONS, AND SYMBOLS: Spell out acronyms, abbreviations, and symbols the first time they are used.

REFERENCES: Include a few key references on the poster. These can be a subset of the references included in the paper.

Presentation Length

Poster Session Presenters are given a 2 hour time frame they will present. These sessions are very interactive and all poster presenters must remain near their poster for the duration of the session. You may step away to get lunch but please return to your poster to answer any questions. Poster Sessions are held during the lunch break on Wednesday June 15 and Thursday June 16. If a specific day is required, please email carlie.shaw@rna-associates.com no later than April 1, 2022.

IMPORTANT: A single author cannot present more than two posters in the same poster session. Once the program is announced, please verify this, and notify us if the presenting author has 3 or more posters in the same session. If you have multiple posters to present, please email us to ensure your posters are placed adjacent to each other.

Registration Requirements

Each paper must have a full conference registration completed by April 24, 2022. Any paper not registered after that date risks being left off the conference publication. Any attendee that is unable to travel to the conference due to public policy will be refunded in full.

Covid-19 Policy

The health and wellness of ITEC+EATS attendees is important to us. To ensure the safety of all attendees, you will be requested to sign an attestation of health upon picking up registration materials. If the presenting author becomes unable to travel or attend due to illness, accommodations can be made for the presentation. Details regarding this will be provided the week leading up to the conference.