

IMS2023 POSTER (IF) GUIDELINES AND INSTRUCTIONS

Congratulations on having your paper selected for presentation at IMS2023 Interactive Forum!

This document provides guidelines and instructions for preparing and submitting your **poster by Tuesday, 2 May 2023**. By following these guidelines and instructions, your poster should provide a rewarding experience for both you and your colleagues.

Please read the entire document before you begin creating your presentation.

1. Create your poster using the Interactive Forum Poster Template available on the IMS2023 [webpage](#). Please pay special attention when embedding fonts and multi-media content, as described in detail later in this document.
2. Save your poster slide using the specified file nomenclature, both as PowerPoint (.pptx) and Portable Document Format (.PDF). Each of these files cannot exceed 4 MB in size!
3. Verify that you have received all the required approvals from your (academic, corporate, and government) institutions and sponsors. Please [click here](#) to review an extremely important WARNING to authors about ITAR and publication clearances. The IEEE, MTT-S, and/or IMS2023 will neither assume nor bear ANY responsibility for materials that you submit without appropriate approvals or clearances, and will make NO attempt to retract, rescind, or redact the submitted materials.
4. Upload your poster using your unique (personalized) link to the paper management system. Your unique link to the paper management system is emailed to you. Both a PDF and Power Point submission are mandatory.

A. Presentation Preparation Guidelines:

IMS2023 will provide submitted presentations to IMS attendees as PDF file downloads. Technical paper presentation materials are not formally published or archived and do not need to be IEEE Xplore compliant. Your presentation **MUST** be in electronic format and **MUST** use the IMS2023 Interactive Forum Poster Template available on the IMS webpage.

Some helpful hints:

- Embed your fonts! This will greatly reduce the chance of formatting troubles.
- In PowerPoint: go to File > Options > Save. At the bottom you will see a checkbox to embed fonts, make sure it is checked! This only works for True Type and Open Type fonts; Proprietary fonts will not be embedded.

- If you have multi-media, run the Optimize Media Compatibility & Media Size and Performance tools.
- In PowerPoint: go to File > Info. If you have multi-media content in your presentation, these two options will appear. **Videos are not allowed in posters. Posters must be static.**
- Please save your file using the following naming format:

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SessionNumber_PaperSessionSequenceNum_AuthorLastName_AuthorFirstName_finalslides

- ✦ e.g. TU1A_1_Smith_John_finalslides.pdf; and if you choose, TU1A_1_Smith_John_finalslides.pptx
- ✦ If you have apostrophes, hyphens, or 'okina in your name, please omit those out of the name field at the submission website and in the file name. e.g. enter O'Connor as OConnor.
- ✦ Also, the submission database cannot recognize the Spanish letter 'ñ'. Please substitute the letter 'n' for 'ñ', e.g. Pena instead of Peña.

B. Online File Submission Guidelines:

1. Make sure your poster file is ready for submission. Verify that you have used the correct template, embedded the fonts and multi-media content, and named the PDF and PowerPoint files as specified in these Presentation Preparation Guidelines.
2. You will receive an email with a personalized link to the paper management database to upload your poster in advance of the symposium.
3. Submit (i.e., upload) your **poster by Tuesday, 2 May 2023.**

C. Interactive Forum Room Check-in Procedure:

1. **All posters will have to be on the poster screens prior to your session, please arrive early to verify your presentation functions correctly.** Presenters are responsible for uploading their presentation, from a USB drive, to the display in the IF room. As the AV set-ups may differ, please bring both PPTX and PDF. You can update your poster at this time. The presenter is required to be in attendance with for their entire session.

