International Conference on the
Physics of **Semiconductors 2022**
27 - 30 June 2022 ● International Convention Centre, Sydney
@icps2022@arinex.com.au icps2022.org

DIGITAL POSTER PRESENTATION BREIFING NOTES

The ICPS 2022 Organising Committee welcomes your contribution to the 2022 Conference.

In order to ensure that your presentation runs smoothly, a number of services and facilities will be provided for you. Please take the time to **read these briefing notes in advance** to ensure your presentation is successful.

REGISTRATION DETAILS

Prior to the Conference
All presenters are required to register for the Conference. If you have not registered, please visit https://icps2022.org/registration/. Failure to register will result in your paper being removed from the program.

Onsite at the Conference
Speakers need to check in at the registration desk upon arrival at the Conference to collect your name badge.

If you have any queries regarding the program or your presentation, please visit the **registration desk** located on Level 2 Meeting Room Foyer of the International Convention Centre Sydney (ICC Sydney).

Registration desk opening times:

Monday	27 June	11:00 – 18:30
Tuesday	28 June	07:30 – 18:30
Wednesday	29 June	07:30 – 17:30
Thursday	30 June	08:00 – 16:00

Times are subject to change

LOCATION OF POSTER DISPLAY AREA

Digital poster terminals will be in the exhibition, located in the Level 2 Meeting Room Foyer of ICC Sydney. Posters can also be viewed on the Conference mobile app.

POSTER PREPARATION

Digital posters will be available for viewing on the Conference mobile app and onsite on interactive kiosks (large vertical oriented touch TV screens). Audio is supported if embedded. Attendees can zoom in or out and swipe to view more slides. Attendees can also contact you via the system to engage in a conversation about your poster.

Digital posters are created as PowerPoint presentations and uploaded into the digital poster portal located in the same portal you used to submit your abstract. This system converts your poster presentation into an interactive format for viewing.

All digital posters must be uploaded to the online portal by **23:59 AEST on Monday 13 June 2022**.

When creating your digital poster, please follow these guidelines:
- Download the template from the Conference website here. The template on the Conference website has been designed to display properly on the poster kiosks that will be used onsite.
- All digital posters must be submitted in either .PPT or .PPTX format.
- All digital posters must be submitted in 16:9 portrait orientation using the digital poster template

- If you would like to do so, you are limited to a maximum of 4 slides within your digital poster, organised as you wish (e.g. one for Title, Introduction & Methods, two for Results and one for Summary & Acknowledgements). Posters that consist of only a single slide can still have embedded animations and/or multimedia.
- JPEG or PNG is the preferred file format for inserted images. Please be mindful of any copyright issues of photos used when creating your poster
- Each submitted poster file in .PPT or .PPTX format must not be larger than 1GB
- Font – Calibri, Verdana, Times New Roman and Arial are recommended
- Font size – 20-24pt for Titles/Headings and size 14-18pt for text blocks are recommended.

Support for multimedia:
- Slide transitions and animation is supported
- Embedded videos are supported. Ensure the video is embedded into the presentation file, as you will be unable to upload the video separately. The following formats are supported:
  - Video: AVI, WMV, MPG, MP4

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 Conference 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 allow them to do so).
- You may embed a 3-minute pre-recorded video in your poster that acts as an oral presentation of your research.

EMBEDDING A VIDEO IN POWERPOINT

1. Click on the slide you want, then go to Menu > Insert.
2. In the top right corner, click Video > Video on My PC.
3. Find the video you want to add and click and "Insert".
4. Adjust the settings in the Video Format toolbar.
5. Preview you presentation.

READY TO UPLOAD YOUR DIGITAL POSTER

This is done via the online portal. All digital posters must be uploaded to the online portal by 23:59 AEST on Monday 6 June 2022. Please refer to the digital poster guidelines above and follow the steps below to upload your poster to the online portal:

Please follow the below steps to upload your digital poster to the online portal
1. Log into the online portal using you author login details: https://icps2022-c10000.eorganiser.com.au/index.php?r=site/login
2. Click on "Submissions" near the top of the screen and then select' "+ Submit" and "+ Digital Poster"
3. Select your abstract from the drop down that has been accepted as a digital poster and then click the "Submit Digital Poster" button.
4. Ensure you follow the online guidelines provided within the portal.
5. Upload your digital poster file using the digital poster template in .PPT or .PPTX format.
6. Select whether you allow delegates to download your digital poster in PDF format.
7. When you are ready to submit your poster, select the blue "Submit" button at the bottom of the screen.
8. Once your digital poster has been submitted if you select the "Digital Poster" tab the status will show as "Under Review".
9. You will receive a poster submission confirmation via email once your digital poster has been processed and converted into a display-friendly format. The email confirmation will also contain a link where you can review your digital poster.

In the weeks prior to the Conference, the Conference Managers will ensure all accepted digital posters are submitted correctly and 'approved' for viewing at the Conference. Should you require assistance uploading your digital poster, please email us at icps2022@arinex.com.au

If you do not have PowerPoint installed, we recommend downloading a free software such as OpenOffice which will enable you to save or create presentations in .PPT and .PPTX format:

Please click here to download OpenOffice.
Please click here for further information on using OpenOffice.

GENERAL ADVISE FOR FIRST TIME PRESENTERS

- The message that your poster contains should be clear and understandable without the requirement of 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 them. If you wish to supply handouts, you must hand these to delegates personally.
- 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.
- Use pictures, symbols and colour. Figure legends are essential and should be short but informative. Each graph should have a short heading. 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.**
- A matte 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.

LANGUAGE

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

Thank you for your help in making ICPS 2022 a success.

For further details or assistance, please contact the Conference Managers:

ICPS 2022 Conference Managers
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Sydney, NSW 2000
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