

ILTER_EAP_2021

Abstract submission & Poster Presentation

Prepared by Ohseok KWON

KLTER

Abstract Submission Step 1

- Choice of 4 parallel session
- Choice of the length of presentation time
 - by filling and gathering the Exel file provided to the national coordinator

Abstract Submission Step 2

- Once the abstract submission is closed, then the decision making process of allocating the submitted presentation to Oral session & Poster session is followed.
- Depending on the number of Posters allocated, the poster session can be run with one ZOOM account or more.
- Tentatively, Poster session is set at 16:00-17:30 on Sep. 8 (Wed.)

Poster Presentation Step 1

- For 90 min. time slot, a total of 18 posters can be handled. (5min each.)
- Each Poster presentation will get its own number with the time allocation.
- Participants can check the presentation time of each poster in Abstract book.

	A	B	C	D
1		Poster No.	Title	Time
2		P-1		16:00-16:05
3		P-2		16:05-16:10
4		P-3		16:10-16:15
5		P-4		16:15-16:20
6		P-5		16:20-16:25
7		P-6		16:25-16:30
8		P-7		16:30-16:35

Poster Presentation Step 2

- I will handle the presentation of Posters by ZOOM app. **I will give Zoom Link so that any participants can come in.**
- By activating “Screen share” function, all participants can see the Posters.
- Posters should be prepared in PPT file with 16:9 screen ratio to be best displayed.
- Poster files needed to be collected by Sep. 7 (Tue.) at the latest. **I will give an Email account for this.**

Process Display

Date	Aug. 20		Aug. 25	Aug.31	Aug. 7	Aug. 8
			Parallel Session 1			
			Parallel Session 2			
		ORAL	Parallel Session 3			
Abstarct Submission			Parallel Session 4			
				Abstract Book file Creation		
		POSTER	Time Allocation		PPT file for Posters Collection	Poster Presentation

Request

- In order to run the poster session smoothly, I will ask one of my lab manager to handle the Zoom app.
- Poster Presenter needs to come in at least 5 min earlier than his/her own time to make sure no time wasted for waiting the presenter.
- All poster presenter needs to check the Zoom app (video and audio, ppt file show-up, etc.) prior to the actual presentation. I will allocate time slot for this : 15:00 – 17:00 Sep 7. (TUE) GMT+9 (Seoul)
- Poster presenters must come in and check the Zoom app and his/her Poster PPT at this time.