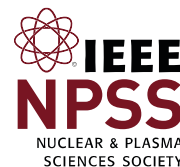


Instructions for Poster Presenter 2024 IEEE NSS MIC RTSD, Tampa, Florida, USA



Quick Guideline

What you need to prepare and provide in advance of the conference

Poster file	One page, pdf-file, max 50 MB, A0 (841mm x 1189mm) or ANSI E (864mm x 1118mm), portrait layout
Printed Poster	A0 (841mm x 1189mm) or ANSI E (864mm x 1118mm) portrait layout
Video Presentation	5 min. MP4 video file, ratio 16:9, full HD (1920px x 1080px) max 1 GB
Submission Deadline	October 27, 2024 (EDT) - pdf-file and mp4-file
Submission Destination	https://www.eventclass.org/contxt_ieee2024/
Upload available from	October 18, 2024

On-site poster presentation

Registration	Registration to the conference is mandatory.
Where	All poster sessions will be in the Tampa Convention Center West, Hall A
Poster panel and Session	<p>The presentation schedule can change and we would like to ask you to double check the poster panel, number and session again in the Online-Program.</p> <p>Adhesive tape/pins to attach your poster to the poster board will be available in the poster room.</p> <p>Your panel will be labeled with a poster ID.</p> <p>The poster shall be provided by the Author(s). Please review your poster dimensions before you arrive to ensure that it will fit in the dedicated space.</p>
Poster hanging	<p>NSS/RTSD: From Sunday, October 27, 2024 at 06:00 p.m., until Wednesday, October 30, lunch time</p> <p>MIC: Wednesday, October 30, 2024 lunch time to end of conference</p> <p><u>All posters that are not removed in a timely fashion be discarded.</u></p>
Presentation time	Poster presenters are expected to be present at their poster during their entire session (108 min). Please be in the poster session area at least 10 min before your session starts.

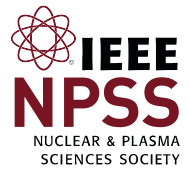
Please read through our detailed instructions before creating your poster.

Detailed Instructions and Information for on-site poster presentation

1.1 General

Poster presentations and video presentations will be available to registered participants of the 2024 NSS MIC RTSD conference. **You must present the poster on-site and upload it as a PDF file online. Additionally, a recorded video of your poster presentations is mandatory due to the fact that we are running a hybrid conference.** Video presentations are protected from

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download, and from access via unknown domains; they can only be accessed from the secured conference platform. Your poster and the respective uploaded video are visible to registered participants from Monday, October 28, 2024 until early / mid of December 2024.

If you do not upload a PDF or video or if you are not present at the poster session during the allocated time, your abstract will be removed from the abstract publication. We will remove “empty digital panels” (no uploads) from the online program as well.

1.2 Preparation of your presentation

Posters are equally valuable to oral presentations and must be uploaded as a PDF to the online system, in addition to a 5-minute video. In this video, you may either present your poster directly, or make a short slide show (4-5 slides) based on the poster’s content. During and after the conference, attendees can view your poster and video in the password protected upload area, not visible externally to the conference. This gives the opportunity for an attendee to plan and to look at the poster after the conference. It is also a great opportunity for attendees to contact authors with comments and/or questions.

For further details of how to make a video presentation, please look below. As poster presenter, you may record yourself with the poster while talking or you may record yourself and talk about your poster using a virtual laser pointer on the screen. In either case, it would be very nice to see you presenting in person!

[Some helpful information may be found here.](#)

Poster preparation

Please create your poster as a PDF document. The text itself must be in English.

Your poster should meet the following criteria:

Format	One page, pdf-file, max 50 MB, A0 (841mm x 1189mm) or ANSI E (864mm x 1118mm), portrait layout
Size	maximum 50 MB
File format	*.pdf
Printing	We do not provide any local poster printing capabilities. You must bring a printed poster.

Video presentation (not mandatory)

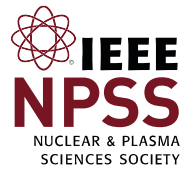
Since we are running a hybrid conference this year, all on-site poster presenters are asked to make use of electronic presentations and to provide a video presentation of their poster. This is optional and not mandatory. This is a recommendation in addition because it will give other attendees the possibility to learn more about your work.

As mentioned, you may either make a video presenting the poster or by making a 5-minute video presenting 4 to 5 slides.

In case you decide to present the poster, please make sure the section you are talking about is clearly visible; we suggest also using an electronic pointer.

If you prepare your poster presentation as PowerPoint slides, please make sure it is limited to 5 minutes.(this corresponds to approximately 4-5 slides).

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Either way your PowerPoint presentation should be prepared in 16:9 aspect ratio. Please record your presentation as a video in advance of the event. Your pre-recorded presentation will offer virtual attendees, as well as attendees on-site, the opportunity of viewing your work during and after the conference. This way, the value of a poster presentation is increased.

You should record your presentation with sound and if possible, a picture-in-picture inset of you speaking. This is an excellent opportunity to make the presentation more personal and attractive for the participants. You may use virtual laser pointers or highlight text passages to draw attention to certain areas of your slide while you speak. Each video presentation should not be longer than 5 minutes. Please prepare your presentation accordingly to strictly adhere to these time limits. Presentations longer than this limit will be truncated.

Your produced video should meet the following criteria:

Resolution	1920 x 1080 pixels (Full HD, 1080p)
Size	maximum 1 GB
File format	*.mp4
Length/Time	5 minutes (max.)
Language	English

Video recording your presentation with PowerPoint (Windows)

PowerPoint already provides suitable tools for recording. You may find instructions on how to create a recording in different versions of PowerPoint (Office 365, 2010, 2013 - 2021, macOS) at the following link:

[Record a slide show with narration and slide timings](#)

Once you have added an audio track to your presentation, export your presentation as an mp4 video file as described in the following links:

[Turn your presentation into a video](#) - When exporting, select the "Presentation quality" option 1920x1080 pixels (Full HD, 1080p)

Recording your presentation with Keynote (MacOS)

If you use Keynote as a presentation program, you may find instructions on how to record it at the following link:

[Record Keynote presentations on Mac](#)

To export your recorded Keynote presentation to a mp4 video file, see the following link: [Export as *.mp4 files under macOS](#)

Alternative recording option

As an alternative to the PowerPoint built-in tools you may also use freely available add-on programs such as OBS (Open Broadcaster Software) to create your video presentation. These are very intuitive to use and produce high quality presentation videos ([Download Link OBS Software](#)).

For this purpose, we recommend a [video tutorial](#) that explains how to perform a screen capture including webcam on your device with OBS.

1.3 Submission of your digital poster presentations

The deadline for the upload of your digital presentations is October 27, 2024 (EDT)

Please submit your poster presentation (*.pdf) together with your video presentation (*.mp4) electronically, if you have decided to make a video. If not, just upload the Poster PDF.

Please log in to the Conference System with the data used when submitting your contribution at https://www.eventclass.org/contxt_ieee2024/. The upload for poster and video presentations will be activated on October 18, 2024.

After you have logged in, the "Upload" link in the menu bar will take you to the upload form of your contribution. The upload itself is self-explanatory. If you want to modify a previously uploaded file, please repeat the upload with a more recent file version. The newer file replaces the existing version. If the upload fails for any reason, please send us your file(s) via WeTransfer (<https://wetransfer.com/>). In doing so, address/send your transfer to abstract@eventclass.org and leave a note in the comments field with your name, email address and title of your contribution so that we can match your presentation(s).

1.4 Presenting your Poster

The 2024 IEEE NSS MIC conference has several poster sessions (all times are given in local Tampa, Florida time – EDT/Eastern Daylight Saving Time). All given dates and times are subject to change. Please double check the online program www.eventclass.org/contxt_ieee2024/online-program.

This year, we do not allow any virtual Poster presentations!

Please hang your poster in the Tampa Convention Center West Hall A area as soon as possible during the allotted time.

NSS / RTSD poster from Sunday, October 27, 2024 at 06:00 p.m., until Wednesday October 30, lunch time.

MIC Poster from Wednesday October 30, lunch time to end of conference.

All posters that are not removed in a timely fashion be discarded.

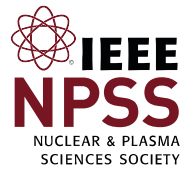
Poster availability

We expect to show the posters as long as possible, NOT just during the official poster session. Consequently, we would like you to hang your poster according to the times in the table below.

Topic	Start Time	End Time
NSS Poster availability	Mon. Oct. 28 @8am	Wed. Oct. 30 @1pm
RTSD Poster availability	Mon. Oct. 28 @8am	Wed. Oct. 30 @1pm
MIC Poster availability	Wed. Oct. 30 @1:30pm	Fri. Nov. 1 @6:30pm

Note that posters hanging after the allocated time window might be disposed of.

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Poster presenters are expected to be present at their poster during their entire session (108 min) to talk about their work to the audience and answer questions as appropriate. Posters whose authors are not present during their assigned session are become ineligible for publication in the Conference Record or for participation in the Student Paper Competition. Poster Session Chairs will verify your attendance during your assigned session. Make sure that you are present and seen by the poster session chair!

Please double check the [Online-Program](#) when your poster session is scheduled.

1.5 Conference Records (Publishing)

This year the submitted abstracts will be published in IEEE Xplore and will serve as the Conference Record.

Those abstract that are not presented either by oral or poster presentations during the conference will be withdrawn from IEEE Xplore after the conference.

In addition, presenters are encouraged to submit the full papers to relevant IEEE journals such as Transactions on Nuclear Science (TNS), Transactions on Radiation and Plasma Medical Sciences (TRPMS), or Transactions on Medical Imaging (TMI). Since only abstracts will be copyrighted for the conference record, there will be fewer constraints on copyrighted materials for full paper submissions to our journals (i.e., TNS, TRPMS, and TMI) or any other journals.

1.6 Additional Information and Contact

The full program is available on the conference web site at www.eventclass.org/contxt_ieee2024/online-program.

Additional information on Registration, Short Courses and Special Events is also available at the conference website: <https://nssmic.ieee.org/2024/>

You may find more information on the conference website or in the conference system under documents!

If you have any further recommendations or questions, please feel free to contact us by e-mail nssmic2024@ieee.org

We look forward to seeing you at the conference!

Sincerely, 2024 IEEE NSS MIC RTSD Conference Committee