How to prepare a poster for GOR 20

At the virtual GOR 20 conference, all posters will be accessible to the conference participants on-demand and during the live poster session. This allows participants to watch as many posters as often as they want, when they want, during and within 30 days after the conference.

As a presenting author, you need to prepare and deliver a poster and an optional short audio description to us in advance (no later than 1 September 2020) so that we can make it available on the conference platform for all conference attendees. The following guide provides you with information regarding how you can prepare a poster for the virtual conference. If you have already uploaded your poster to the GOR 20 ConfTool, then you can still record a voluntary 5-minute audio recording that will be provided to conference attendees with your poster.

Preparing your poster
Please prepare a PDF poster for the virtual GOR 20 conference. There are many ways in which one can design a poster for a conference, and we do not want to limit your creativity with specific guidelines (here are some ideas on [how to design a good conference poster](#)). However, the content of the poster should reflect what is written in the abstract accepted for GOR 20. Also, when preparing your poster, please consider the following format and technical requirements:

- A poster should be one single display, that is, no slideshows with multiple pages.
- Preferred format: landscape, 16:9 - Remember that conference attendees will look at your poster on their PC screen, thus please do avoid the portrait format.
- Accepted poster format: PDF

Audio recording (voluntary)
If you want, you can provide a short (maximum 5 minutes) audio with your poster in which you provide a narrative of your research. Recording an audio is not a requirement. If you decide to provide a recording with your poster, conference attendees will be able to listen to the audio and look at your poster at the same time on the conference platform.

When recording the audio, you are free to use the software of your choice. If you have never recorded an audio file, here are some basic instructions for [Windows](#) and [Mac](#) users. When

creating high quality audio recording that the conference participants will enjoy, please consider doing the following:

- If possible, do not use the computer's built-in microphone; use a stand alone microphone or the microphone of a headset to make sure the audio is recorded with the best quality.
- Record in a quiet room.
- Accepted audio formats: MP3, MP4, WAV, M4A.

Naming your poster (and audio) file

To help us facilitate the processing of submitted posters, please use the following name convention for your poster and audio: 'last-name-of-presenting-author_contribution-ID.format', for example 'maier_123.pdf' and 'maier_123.mp3'. You can find the contribution ID when you log in into the GOR 20 Conftool (under Your submissions) as well as in the email notifying you about the poster requirements.

Uploading of the poster (and audio) file(s)

Once you have prepared your PDF poster (and the audio), please upload the file(s) to the GOR 20 ConfTool. ***Deadline for uploading posters (and audios) is 1 September 2020,*** and posters submitted later might not be presented at the conference. Once you upload the poster, we will double-check the quality, and we will get back to you if there are any issues. Changes to the poster (and audio) will not be possible once the poster (and audio) is uploaded.

Your poster has to be uploaded via the GOR 20 ConfTool. This is how to do it:

1. Go to the GOR 20 ConfTool.

2. Log-in with your user name and password.

3. Upload your file(s) by using the 'Final upload' tab.

4. Note that the maximum size of individual files (both PDF and audio) cannot exceed 22 MB.

Copyright

The presenter is and will remain the holder of the copyrights of submitted materials. No rights will be transferred upon submission – not to the conference organizers nor to the virtual conference system.