IPPW-2018 Instructions for Oral and Poster Presenters

1. ORAL presenters—Please note the guidelines below for your presentation:

- Presentations and accompanying material (e.g. videos) must be uploaded to the submission website no later than Thursday, June 7th (hard deadline).
  - Go to https://ippw.jpl.nasa.gov/ and sign in with your personal user credentials (same as used for abstract submission).
  - Upload your presentation material into the same "presentation folder" as your abstract. From the drop-down box, select what type of document you are uploading (oral presentation / poster / abstract / 1-slide / other for media files). Note that you may upload multiple files into your presentation folder.
  - Please make certain to delete any obsolete file versions.
  - Note that the system will automatically rename your files with consistent naming and assign them to the relevant session.
- If you submit a paper, a preliminary version shall also be uploaded by June 7th in the same manner as described above. A paper template is available at: https://www.colorado.edu/event/ippw2018/abstracts
- One PC laptop, a projector, and a remote pointer will be available during the workshop sessions for oral talk presentations.
- Ensure that your presentation displays all media files and graphics on a standard Windows laptop equipped with Microsoft Office and PDF reader.
- Due to the large number of contributions, speaker presentation slots are limited to 12 minutes to allow for 1-2 brief questions. The time limit will be strictly enforced.
- Presentation should therefore be limited to 10 slides in order to adhere to the allocated 12-minute presentation time. You will be warned as you approach the 12-minute presentation time and be asked to end your presentation at 12 minutes elapsed presentation time.
- You may include additional "backup" slides to briefly address anticipated questions and for archiving purposes. All presentations, with "backup" slides (if submitted), will be archived.
- In order to facilitate a smooth transition between speakers, we will pre-load all files on the presentation computer. Your contact point for questions will be your session convener. Please preview and verify proper functioning of your files, at the following times on the day of your presentation:
  - AM Presentations: 8:00 AM

- o PM Presentations: 1:00 PM
- o During breaks the days before your presentation

2. POSTER presenters—Please note the guidelines below for your poster:

- **Poster Setup & Breakdown Times:**
  - o <u>Setup:</u> Monday, June 11, *after* 11:00am
  - o <u>Breakdown</u>*:* Friday, June 15, *by* 12:00pm
- Your poster file (as a PDF) and a one-slide introduction presentation must be uploaded to the submission website no later than Thursday, June 7th (hard deadline).
  - o Go to https://ippw.jpl.nasa.gov/ and sign in with your personal user credentials (same as used for abstract submission).
  - o Upload your poster and your one-slide introduction presentation into the same "presentation folder" as your abstract. From the drop-down box, select what type of document you are uploading (oral presentation / poster / abstract / 1-slide / other for media files). Note that you may upload multiple files into your presentation folder.
  - o Please make certain to delete any obsolete file versions.
  - o Note that the system will automatically rename your files with consistent naming and assign them to the relevant session.
- Posters must be in portrait orientation, with maximum dimensions of 42" h x 32" w. Poster boards will be provided. Pins will be provided to allow you to affix your poster to the board.
- All posters should include:
  - o Poster title
  - o Author name(s)
  - o Author institution(s)
- In addition, include your institutional logo(s) and the abstract number near the top of your poster.
- Dedicated poster introduction sessions are scheduled on Monday, 11 and Tuesday, 12 June, as indicated in the detailed program. Each poster presenter will be allocated 1 minute to provide a very brief overview of their poster. Presenters may use no more than a single slide, either an explanatory brief narrative or the poster itself, to "advertise" their poster during their 1-minute presentation.
- In order to adhere to the allocated time, we will pre-load the 1-slide poster presentations to the workshop computer. Note, that due to the large number of posters, no last-minute updates to the poster presentations can be accommodated.
- A full poster session is scheduled for the evening of Tuesday, June 12th.
- If additional assistance is needed, please inquire at the registration desk.

Local Printing Shops

If you don't want to put a 4-foot poster in the overhead bin, or transport a heavy stack of papers across the Atlantic, you can request printing services at the following local providers.

Please note that there are no printing facilities in Williams Village. If you need to print something during the workshop, consider doing so at your hotel or at one of the businesses below:

FedEx Office Print & Ship Center
2616 Baseline Rd, Boulder, CO 80305 (south end of Main Campus)
303-494-2622
0.6mi/0.9 km from Village Center – 4-min drive or 10-12-min walk
https://local.fedex.com/co/boulder/office-0414/

The Ink Spot Copy Center (on Main Campus)
1st Floor, University Memorial Center, UMC 130C (in food court), Boulder, CO 80309
303-492-7878 | inkspot@colorado.edu
1.4mi/2.1km from Village Center – 6-min drive or 25-30-min walk
https://www.colorado.edu/auxiliaryservices/imaging-services

The UPS Store (on Main Campus)
2480 Kittredge Loop Drive (north side of Kittredge Central building)
303-442-2601
0.9mi/1.4km from Village Center, 5-min drive or 15-20-min walk
https://boulder-co-6439.theupsstorelocal.com/