IEA 2024 22nd Triennial Congress of the International Ergonomics Association (IEA)

August 25-29, 2024 | Jeju, South Korea

Guidelines for Poster Presentation

Congratulations on your acceptance for poster presentation to the IEA 2024 Triennial Congress.

Below are the guidelines for poster presentation.

Online presenters will have their posters made available online, to all attendees of the IEA 2024 Triennial Congress. Please refer to the guidelines regarding online poster presentations and narrated video, in this document.

On-site presenters are expected to arrive on-site 20 minutes before their presentation to set up their poster in the allotted spot and to explain their poster to attendees of the authors' allocated poster session. After the poster session, presenters are expected to remove their posters from the allotted spot. The schedule and length of the poster sessions will be determined and notified to the presenters before the congress. On-site presenters will also have their posters made available online, to all attendees of the IEA 2024 Triennial Congress.

The poster presentation submission period is June 1st - June 30th.
Failure to submit before the deadline could mean possible exclusion from presentation at the IEA2024 congress.

Poster board dimensions:

1. An A0 size poster is recommended for the poster (84.1 cm x 118.9 cm or 33.1 inches x 46.8 inches). This is recommended so attendees can see the poster from two meters away.
2. The poster must be in portrait orientation. Posters not in portrait orientation may not be permitted to be displayed.
3. If the poster exceeds the recommended size for the poster, it may not be permitted to be posted. Please contact program@iea2024.com with any questions.

Poster contents:

1. Layout
    a. The poster must fit the dimensions of the board described above.
    b. The poster should include all the standard information that is generally found in a technical poster (Introduction, Methods, Results, Conclusions).
    c. Please include the following Congress graphic somewhere on your poster. The PNG file of the graphic will also be posted on the congress website.

2. Text and graphics
   a. The title should be in a large font to attract attendees to view the poster.
   b. Text and graphics should be legible from two meters (6 feet).
   c. Please try to limit the number of fonts to 2-3 fonts, and the number of colors to 2-3 colors.
   d. The tables and figures used should be clear and easy to read.
3. The contents of the poster should be self-explanatory.
4. Please include the following information in your poster:
   a. The title of the poster, authors' name(s), and affiliation(s)
   b. Any contact information such as e-mail, phone, or fax numbers

Poster materials and tubes:

1. It is recommended that poster presenters bring their posters in a poster case, such as a tubular case, to make sure the poster is not harmed before presentation.
2. On-site printing of posters is NOT available; poster presenters are required to print and bring their posters.
3. IEA2024 is not responsible for disposal of posters after the allotted poster removal time.
4. IEA2024 is not responsible for loss or damage to poster tubes or personal items. Do not leave poster tubes and personal items unattended near the poster.
5. No audio-visual equipment is permitted on site.
6. Presenters are not permitted to use furniture or laptops during their poster display.
7. Any inquiries regarding mediums for presentation should be directed to program@iea2024.com before June 30th for adequate time to address the inquiries.

Online Poster Submission and Narrated Video:

1. Poster files should be in a .pdf format file of less than 300MB.
2. The recommended ratio for online posters is 1.4:1 (similar to the A0 poster size).
3. Online poster presentations should also be in portrait orientation.
4. All (both online and on-site) poster presenters are strongly encouraged to submit a narrated video explaining the poster material, which will be provided online with the poster.
   a. The video should succinctly and clearly narrate the contents of the poster, including the goals, main research activities, results, and discussion.
   b. The video should be in the .mp4 format, should have a file size of less than 300 MB, and should last 3-7 minutes.
   c. The videos will be uploaded to an unlisted video on an online media platform and made available to online and on-site registrants.

Please direct any questions to program@iea2024.com. We look forward to your participation!

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FOR FUTURE HUMANS
2024