



International Microwave Symposium
19-24 June 2022
Denver, Colorado



IMS2022 POSTER GUIDELINES AND INSTRUCTIONS

Congratulations on having your paper selected for presentation at IMS2022 Interactive Forum!

This document provides guidelines and instructions for preparing and submitting your **draft poster by April 21, 2022 - 5:00 PM MDT (UTYC – 6 hours) and final poster by May 19, 2022 - 5:00 PM MDT (UTYC – 6 hours)**. By following these guidelines and instructions, your poster should provide a rewarding experience for both you and your colleagues.

Please read the entire document before you begin creating your presentation.

1. Create your poster using the Interactive Forum Poster Template available on the IMS2022 [webpage](#). Please pay special attention when embedding fonts and multi-media content, as described in detail later in this document.
2. Save your poster slide using the specified file nomenclature, both as PowerPoint (.pptx) and Portable Document Format (.PDF). Each of these files cannot exceed 4 MB in size!
3. Verify that you have received all the required approvals from your (academic, corporate, and government) institutions and sponsors. Please [click here](#) to review an extremely important WARNING to authors about ITAR and publication clearances. The IEEE, MTT-S, and/or IMS2022 will neither assume nor bear ANY responsibility for materials that you submit without appropriate approvals or clearances, and will make NO attempt to retract, rescind, or redact the submitted materials.
4. Upload your poster using your unique (personalized) link to the paper management system. Your unique link to the paper management system is emailed to you. Both a PDF and Power Point submission are mandatory.

A. Presentation Preparation Guidelines:

IMS2022 will provide submitted presentations to IMS attendees as PDF file downloads. Technical paper presentation materials are not formally published or archived and do not need to be IEEE Xplore compliant. Your presentation **MUST** be in electronic format and **MUST** use the IMS2022 Interactive Forum Poster Template available on the IMS webpage.

Some helpful hints:

- Embed your fonts! This will greatly reduce the chance of formatting troubles.
- In PowerPoint: go to File > Options > Save. At the bottom you will see a checkbox to embed fonts, make sure it is checked! This only works for True Type and Open Type fonts; Proprietary fonts will not be embedded.

- If you have multi-media, run the Optimize Media Compatibility & Media Size and Performance tools.
- In PowerPoint: go to File > Info. If you have multi-media content in your presentation, these two options will appear. **Videos are not allowed in posters. Posters must be static.**
- Please save your file using the following naming format:

○ **SessionNumber_PaperSessionSequenceNum_AuthorLastName_AuthorFirstName_finalslides**

- ✦ e.g. TU1A_1_Smith_John_finalslides.pdf; and if you choose, TU1A_1_Smith_John_finalslides.pptx
- ✦ If you have apostrophes, hyphens, or 'okina in your name, please omit those out of the name field at the submission website and in the file name. e.g. enter O'Connor as OConnor.
- ✦ Also, the submission database cannot recognize the Spanish letter 'ñ'. Please substitute the letter 'n' for 'ñ', e.g. Pena instead of Peña.

B. Online File Submission Guidelines:

1. Make sure your poster file is ready for submission. Verify that you have used the correct template, embedded the fonts and multi-media content, and named the PDF and PowerPoint files as specified in these Presentation Preparation Guidelines.
2. You will receive an email with a personalized link to the paper management database to upload your poster in advance of the symposium.
3. Submit (i.e., upload) your **draft poster by April 21, 2022 - 5:00 PM MDT (UTYC – 6 hours).**
4. Submit (i.e., upload) your **final poster by May 19, 2022 - 5:00 PM MDT (UTYC – 6 hours).**

C. Speaker Ready Room Check-in Procedures:

1. **All posters, regardless of the session (T/W/Th), will have to be on the poster screens by noon MDT on Tuesday, June 21.** The poster will be on the screen for all three sessions to allow ample viewing. The presenter is required to be in attendance with their poster for only their designated session and can enjoy the other posters for the other two sessions.
2. The Speaker Ready Room is Room 210/212 in the Colorado Center. In the unlikely event that the Speaker Ready Room is moved, there will be signage directing the speakers to the correct room.
3. Please go to the Speaker Ready Room a minimum of 24 hours prior to the start of your session, to verify that your presentation is in the correct folder (day, room, and session) and that it is compatible with the A/V equipment and software. If you are attending the Symposium only for the day of your session, you should still come to the Speaker Ready Room as early as possible to check if your presentation is working on our computer software/systems.
4. It will be to your benefit if you bring a copy of your presentation on a portable medium, e.g., USB Flash Drive or Memory Card (those that do not require any special drivers). In the rare event, if your presentation is not located in the appropriate folder, you may upload the presentation at this time. Please note that Internet connectivity may NOT be available in the

Speaker Ready Room and Oral Session rooms, and thus, you may not be able to download files from any cloud services websites.

5. Upon arrival at the Speaker Ready Room, a technician will check you in and be available to upload your presentation. The technician will then assign you to a preview station, where you will be able to review and edit your presentation and see exactly how it will appear in your session room.
6. If your presentation contains any video or audio, please submit your files to the Speaker Ready Room AT LEAST 24 hours in advance, due to the additional processing time that may be required. An A/V technician will be available to answer any software/equipment questions and to adjust lighting and sound levels to your requirements, prior to the start of the session.
7. You may make last-minute edits to your presentation in the Speaker Ready Room. If you make changes to your presentation and wish to upload a new version add "_v2" (or v3, v4, ..., etc.) to the end of your file name, and upload the new file. Your filename should look like TU1A_1_Smith_John_finalslidesv2.pdf, or TU1A_1_Smith_John_finalslidesv2.pptx. Please let the technician in the Speaker Ready Room know that you have updated the files, so the older file(s) can be deleted. Previous guidelines and instructions on embedding fonts and multi-media content apply to the updated versions as well.
8. Unfortunately, Speaker Ready Room personnel are not responsible for your devices, i.e. memory cards, disks, laptops.