

# 15th International Congress on Mathematical Education

7-14 July 2024 • ICC Sydney, Australia

Come and be counted

## GUIDELINES FOR DIGITAL POSTERS

The Local Organising Committee and Topic Study Group team welcomes your contribution to the 15<sup>th</sup> International Congress on Mathematical Education (ICME-15).

In order to ensure that your digital poster presentations are submitted correctly, please take the time to **read these guidelines ahead of time**. All posters must be submitted by **Friday 16 February 2024**

### Registration Details

#### Prior to the Congress

All presenters are required to register and pay for the Congress. If you have not yet registered, please [click here](#) to register and complete the delegate registration form and payment. Failure to register by **Sunday 31 March 2024** will result in your poster being removed from the program.

### Digital Poster Guidelines

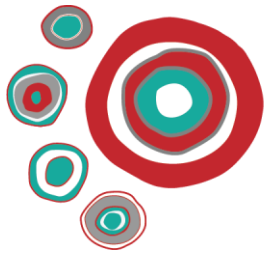
Digital posters will be available for viewing on the Congress App and onsite on interactive kiosks (large vertically oriented touch TV screens) located in The Gallery Foyer Level 2. Attendees can zoom in or out and swipe to view more slides (maximum 4 slides per digital poster). Attendees can also rate and contact presenters via the system to engage in a conversation about your poster.

Digital posters are created as PowerPoint presentations and uploaded into the Arinex One Digital Poster Module system but will be accessible to delegates as a PDF format. Delegates can access Arinex One Digital Poster Module through the Congress App to:

- Browse, search and visualise other authors' digital posters on their device.
- Contact poster presenters via Arinex One Digital Poster Module to arrange private presentations or to ask questions.
- Download your digital poster at your discretion (permission for this will be asked when submitting your digital poster).

**Digital posters must be submitted using the digital poster template** which is available for download from the website. We strongly recommend to utilize the digital poster template, however free to design your poster as you see fit, however the slide dimensions and orientation must not be changed.

**All digital posters must be uploaded to the online portal by Friday 16 February 2024.** Posters not uploaded by the deadline will not be included in the Congress program.



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## When creating your digital poster, please follow these guidelines:

- Download the digital poster template from the ICME-15 website at <https://icme15.org/icme-15-scientific-program/topic-study-groups/>. The template on the ICME-15 website has been designed to display properly on the poster kiosks that will be used onsite.
- All digital posters must be submitted in either **.PPT or .PPTX format**.
- All digital posters must be submitted in **16:9 landscape orientation** using the digital poster template.
- You are limited to a **maximum of 4 slides** within your digital poster, organised as you wish. Posters that consist of only a single slide can still have embedded animations and/or multimedia.
- **JPEG or PNG** is the preferred file format for inserted images. Please be mindful of any copyright of photos/graphics used when creating your poster.
- Each submitted poster file in .PPT or .PPTX format must **not be larger than 1GB**.
- Font – Arial or Times New Roman.
- Font size:
  - **30-40pt for Titles/Headings**
  - **14-20pt for text blocks** are recommended.
- Note that font sizes under 14pt will be hard for other delegates to read.
- The ICME-15 digital poster template will have a white background, Congress logo and a blue border. You may wish to add colored images, figures and graphs should you desire.

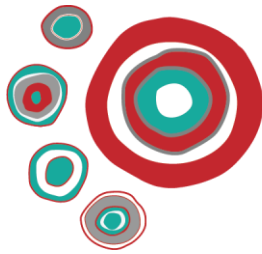
## Support for multimedia:

- Slide **transitions** and **animations** are **supported but not recommended**.
- Embedded videos are supported. Ensure that the video is embedded into the presentation file ([more info](#)), as you will be unable to upload the video separately. The following formats are supported:
  - Video: AVI, WMV, MPG, MP4
- *Audio will not be available on digital posters*
- Attendees can zoom in or out and swipe to view more slides.

## Ready to upload your digital poster?

This is done via the TSG [online portal](#). All digital posters must be uploaded to the online portal by **Friday 16 February 2024**. Please refer to the digital poster guidelines above and follow the steps below to upload your digital poster to the online portal:

## Please follow the below steps to upload your digital poster to the online portal:

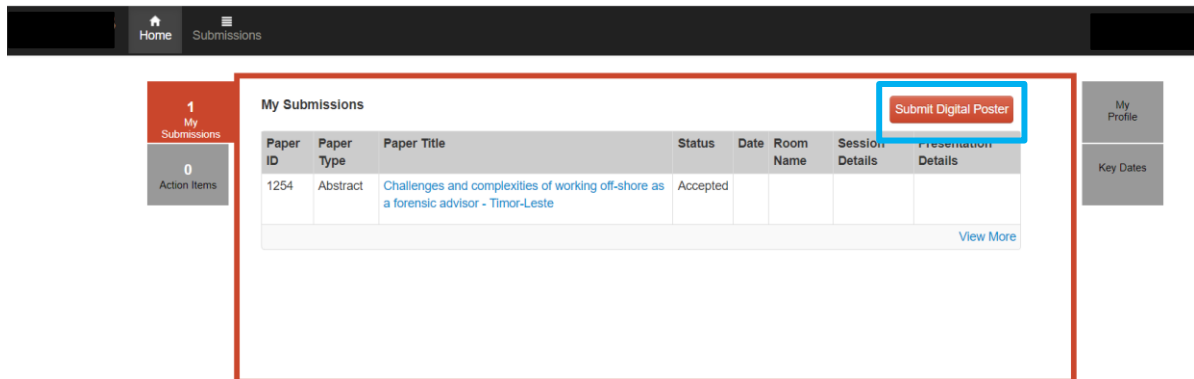


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1. Log into the **TSG** online portal using your author login details: <https://icme15-c10000.eorganiser.com.au/index.php?r=site/login>
2. Click on “Submissions” near the top of the screen and then select “+ Submit” and “+ Digital Poster” as per the screenshot below:



3. Ensure you follow the online guidelines provided within the portal.
4. Upload your digital poster file using the digital poster template in .PPT or .PPTX format.
5. Select whether you permit delegates to download your digital poster in PDF format.
6. When you are ready to submit your digital poster, select the “Submit” button at the bottom of the screen.
7. Once your digital poster has been submitted, if you select the “Digital Poster” tab the status will show as “Under Review”.
8. You will receive a poster submission confirmation via email once your digital poster has been processed and converted into a display-friendly format. The email confirmation will also contain a link where you can review your digital poster. If you need to make any changes to your poster, you can modify the details within your submission, up until the submission cutoff date by selecting the ‘edit’ button.

In the weeks prior to the Congress, the Topic Study Group teams will ensure all accepted electronic posters are submitted correctly and ‘approved’ for viewing at the Congress. Should you require assistance uploading your digital poster, please email us at [support@epresenter.com.au](mailto:support@epresenter.com.au).

### **If you do not have PowerPoint installed**

We recommend downloading free software such as OpenOffice which will enable you to create and save presentations in .PPT and .PPTX format:

Please [click here](#) to download OpenOffice.

Please [click here](#) for further information on using OpenOffice.



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## Benefits of submitting a digital poster

- Your poster can be easily searched via the Mobile App and onsite using the poster display screens.
- You can be contacted directly by interested delegates and receive questions and opportunities for further discussion (note: your personal details are not shared).
- Delegates can download your digital poster in PDF format (if you allow them to do so).
- You can track statistics on the number of views and downloads (if you allow this option) that your digital poster receives.

## Language

Please note that the official Congress language is English. **All posters must be written in English.**

**Thank you for your help in making ICME-15 a success.**

For further details or assistance, please contact the Congress Secretariat.

ICME-15 Congress Managers

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