

Overshoot Poster Presentation Guidelines

We look forward to welcoming you in Laxenburg! Here are a few important notes regarding your presentation as Poster Presenter.

Presentation guidelines

Each participant whose abstract is accepted for in-person poster presentation at the Overshoot Conference will be required to provide a printed poster and participate in the poster session on **Wednesday, September 1st, 14:00-17:30**.

- Any change of presenter must be notified info-overshoot@iiasa.ac.at. Please provide us with the abstract ID number and the name of the substitute presenter.
- Posters will be displayed in a dedicated room in the event venue.

Printed Poster

- Presenters will need to bring their **A1-size (59,4 x 84,1 cm - 23.4 x 33.1 inches)** vertical-format poster.
- Posters should be delivered in the morning of the first day (September 30) to Lydia and remain on display until the end of the conference. The presenters should remove their posters at the end of the conference.
- Posters will be attached by magnets, which will be provided on-site.
- Local contact person for issues on posters will be Lydia Gericke, who will be onsite as of Tuesday, 30 September at 8:00 to assist.

Before sending your poster for printing, please check the following:

- The resolution quality of your material is 100% (actual size)
- The file is in portrait orientation and has been saved in PDF format. Please ensure a 2 mm bleed on each side. Should the copyshop need to add this on your behalf, an additional fee of 5.00€ will be applied.
- The document is the final version and contains no errors
- The document is entitled as follows:
“Overshootconference_abstractID_Surname.pdf”. For example, if your surname is

Smith and your Abstract ID is 97, your file has to be named "Overshootconference_97_Smith.pdf".

Local printing

Poster presenters who wish to get their poster printed in Laxenburg are invited to order a print copy using this copyshop: [leistbar Print, Design, Werbung](#) located at Herzog Albrecht-Straße 6, 2361 Laxenburg.

- Cost per poster is 10,10€. Please send the poster until **September 25, 4PM CET** to the printshop (info@leistbar.com). After that date they will charge 14,90€ for express service.
- You will have to **pay for the service in store** and **collect the poster yourself** at the copy shop (300 meter walk from the conference venue). See directions [here](#).


Poster submission on Oxford Abstract

In-person poster presenters are also required to provide a digital version of their poster on Oxford Abstract. The Poster Gallery offers an online space where participants can search, view and download poster submissions. Please upload your poster by **September 25**.

- To submit the poster, you need to edit your submission. Please find detailed instructions [here](#).
- Scroll to the end of the submission form. There you will find the following button to upload your poster:

Poster

Please upload a 1 page pdf file to include in the poster gallery.

 **CHOOSE FILE (.PDF ONLY)**

- Posters can only be uploaded in a PDF format, and they can only be one page in length. There is no file size limit for poster upload.

Once all posters have been uploaded, they will be visible in the Poster Gallery. Instructions on how to navigate the Poster Gallery can be found [here](#).