



INSTRUCTIONS FOR POSTER PRESENTATIONS



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Dear poster presenters,

As ICE 2025 approaches, we would like to provide you with some guidance on how to prepare and submit your poster.

All poster presenters must attend the conference and present on-site.



GENERAL INFORMATION

- All posters must be displayed and presented on site in Freiburg.
- Poster presenters are requested to bring their own printed poster in DIN A0 format (or equivalent). It is not possible to print your poster at the conference venue. If you would like to print your poster in Freiburg, there are several options, including [Omniprint](#) (German).
- The conference will feature two poster sessions, on Monday, August 25, between 15:20 and 16:50 and on Tuesday, August 26, between 16:50 and 18:30 local time. Please check the [schedule](#) to see which poster session your presentation is in. Poster presenters are expected to stand next to their posters during their assigned poster session.
- The poster sessions will take place on Level 1 in 3 rooms: Prometheushalle, Room 1114 and Room 1108. Poster Boards will be marked with the poster title, author names and ID.

POSTER PRESENTER CHANGES

- If you are unable to present the poster yourself and another author will present instead, please make sure to inform us accordingly at: info@ice2025.eu



DETAILED INSTRUCTIONS

- You are responsible for printing your poster in advance and putting it up at the conference venue. It is not possible to print your poster at the venue.
- Your poster should have a maximum size of DIN A0 format: width: max. 84 cm (33 inches), height: max. 119 cm (47 inches)
- Your poster must be in vertical (portrait) format.
- Please make sure that the text is large enough to be read from a distance of 1-3 meters.
- Please do not use fabric posters.
- Please mount your poster on Monday morning, August 25, between 7:30 and 8:30. Mounting materials will be provided.
- To help you locate your poster, there will be signs on each poster board indicating the author's name, poster title, and **submission ID**. To find your submission ID, simply go to your [submission page on the Fourwaves Dashboard](#) and select your submission. If you have difficulty finding your assigned poster location at the conference, please approach one of our staff members and we will be happy to assist you.
- Please do not remove your poster before the end of the conference. Posters are an integral part of the program and should be displayed for the entire duration of the conference.
- Please remove your poster immediately after the closing session on Thursday afternoon. Posters remaining after the end of the conference will be discarded.



UPLOAD TO THE DIGITAL CONFERENCE PLATFORM



- Poster presenters are invited to upload their poster in PDF format to the Fourwaves digital conference platform by **Friday, August 22** to be made available to conference participants in the password-protected internal area. The poster PDF must be uploaded in high display quality.
- Poster upload is open. You upload your files. Please do not make any other changes to your submission form other than in the presentation upload section, or your submission may become invalid.

QUESTIONS & CONTACT

If you have any questions, please do not hesitate to contact us at info@ice2025.eu.

We look forward to your presentation!

Best regards,

The ICE 2025 Conference Organizing Team