

POSTER PRESENTATION
QUANTUM GLOBAL 2023
Milan, Italy – 31 March/1 April 2023

Dear Poster Presenter,

as the Congress is quickly approaching, we would like to offer some guidelines and instructions to aid in your preparation for your presentation.

Please make sure you have registered for the **QUANTUM Global 2023**

Exhibit Hall Hours: Selected posters will be exhibited during the two-day Congress into the congress' location.

Poster set-up starts at 8.00 am on **the 31st of March**, before the Congress location opens (Please see the Poster Instructions below).

- Please go to the Poster Session area (it will be clearly marked) and set up.
- A list of poster will be posted in the Poster Session area in the Exhibit Hall.

No oral presentation is foreseen. Selected posters should be printed out and carry a specific QR code to download the digital version of the poster (e-poster). On line you can find free QR code generators (such as: <https://qrfy.mobi>, but you can find the site that fits better to you and your poster).

Please note that, during the Congress, posters will be exhibited unattended during other hours on each day that the exhibit halls are open.

All posters must be removed from the exhibit hall by **6.00 pm on the 1st of April.**

Poster Instructions
Exhibition:

- The poster boards provided measure 70 cm wide x 100 cm long (2.3" by 3.3" feet) (portrait format). Poster materials should be of a size and type which will fit within the allotted space, and can be secured with scotch tape or push pins. (Please bring your own material as we will not have materials on site).
- Please prepare your poster on one sheet of Bristol board or laminated paper
- Alternatively presenters may display their material on several smaller sheets
- Allocate the top of the poster for the title and authors as stated on the submitted abstract.
- The text, illustrations, etc. should be bold enough to be read from a distance of two meters (six feet)
- Report on the poster a QR code to download the digital version of the poster (e-poster).

Please note: QUANTUM organisation does not have facilities or staff to collect or hold any exhibit related materials - including document tubes. We cannot guarantee the safety of materials left at your poster site.

Video presentation:

Poster presenters are required to provide a short video, to be recorded in advance, to be posted on the web page of the congress and visible to all registrants. See the recording instructions below.

Each poster is accompanied by a e-poster consisting of a video with five PowerPoint slides and a narration. Narrations are to be in English. Feel free to make a second recording in another language if you wish to.

To make this video,

1. Use your poster and separate it in five images:
 - Title slide
 - Introduction
 - Methods
 - Results
 - Discussion/Conclusion
2. Use each image on a separate file in PowerPoint and record your

narration as you would present your poster to someone. Keep it short and simple... 2-5 minutes.

3. Export your slide show as a MP4 video.

4. Send the pdf of your poster and the video to carlotta@comecollaboration.org.

Instructions on how to make a video from a Power Point Slide Show

Power Point (English):

<https://www.superside.com/blog/how-to-save-a-powerpoint-as-a-video>

Thank you and we look forward to seeing you in Milan.

Quantum Global Congress Secretariat

For further information: carlotta@comecollaboration.org