



## Guide for poster presenters

Dear Presenter,

We give you here the most important instructions for the provision of your poster. Since it is a hybrid congress, there are two ways to present the posters: **on-site and digitally** on a platform. Regardless of whether you participate on-site or digitally, we ask that you offer **both** options. Therefore, all poster presenters must upload to ConTool a PDF of the poster they will also hang on site **by August 19**. Please note that this is not the abstract! (*see Instruction for Uploading*)

### Poster number and assignment to poster session

Your original poster number from the submission will be assigned a second number for the poster session.

You will find the complete list until August 19 on this page <https://www.isaheidelberg2022.org/scientific-program/>.

Please follow the hint for the poster presenters on the website. The **individual lists** for the respective poster sessions are also available in the agenda.

### Poster Award

For each poster session, the two best posters will be selected for the award by the Poster Chairs. The award ceremony will take place on Wednesday evening.

### Poster on site

#### Poster dimensions

Please use the standard size DINA0 (Height: 1189 mm x Wide: 841mm)

or a maximum size of Height 140 cm x Wide 90 cm

Portrait format.

Material: Please check if your poster material can be attached with poster stripes. Poster prints on canvas cannot, in our experience, be attached with adhesive material.



## Poster Viewing and Poster Presentation

The poster viewing and poster presentation will take place in the neighbouring building "Triplex Canteen" on the other side of the street. On the 1st floor there is a separate room where the display walls for the posters are located.

### Hanging the posters

The posters will be mounted by the presenters themselves. **If they are unable to attend, a co-author or another participant should be assigned to do so.**

Please find your poster number as described above. This number also indicates the movable wall that is allocated to you. Adhesive material is at the desk in the poster session. **Please note:** no pin needles can be used. Poster prints on canvas cannot, in our experience, be attached with adhesive material.

An **assistant** will be on site at the following times:

Monday to Wednesday: 7:00 AM – 8:00 AM and 11:30 AM – 12:00 PM

Tuesday: 6:00 PM – 7:00 PM

### Overview of the times

You will find an overview of which poster will be shown when. Please go to <https://www.isaheidelberg2022.org/scientific-program/>.



The following are the times when the posters must be put up and taken down:

**Monday, 5th September 2022, 12:05 - 1:30 PM**

**Topic:** AL and ATTR amyloidosis

All posters need to be hanged up by Monday, 11:30 AM and please take your poster down before Monday 5:00 PM.

**Tuesday, 6th September 2022, 12:05 - 1:15 PM**

**Topic:** Basic science and Imaging

All posters need to be hanged up by Tuesday, 11:30 AM and please take your poster down before Tuesday 10:00 PM.

**Tuesday, 6th September 2022, 7:00 - 7:30 PM**

**Late Breaking Abstracts**

All posters need to be hanged up by Tuesday, 6:30 PM and please take your poster back with you at the end of the event on Tuesday, 10:00 PM.

**Wednesday, 7th September 2022, 12:05 - 1:20 PM**

**Topic:** Innovative drugs and non-AL / non-ATTR amyloidosis

All posters need to be hanged up by Wednesday, 11:30 AM and please take your poster down before Wednesday 5:00 PM.

**Any Poster left after Thursday 13:00 will be discarded. The Organizers cannot accept liability for lost or damaged posters.**

**Poster Viewing**

During the poster viewing the posters are freely accessible. The poster authors do not have to be present.

Poster Viewing hours:

Monday 11:30 AM – 4:30 PM

Tuesday 11:30 AM – 4:30 PM, 6:00 PM – 10:00 PM

Wednesday 11:30 AM – 4:30 PM



## Poster presentations

The chairs will look at the posters and talk to the presenters. They will make the nomination for the Poster Awards. Authors are required to stand by their poster during the poster presentations they have been assigned. The times of the poster presentations can be found in the program on the website: <https://www.isaheidelberg2022.org/scientific-program/>

### Is there a possibility to print the poster in Heidelberg?

We can provide you with these addresses near the venue. These copy shops are able to print up to the size of DinA0. We kindly ask you to take care of your printout independently.

<http://kopierzentrum-peker.de/cms/leistungen/>; Marstallstraße 11A, 69117 Heidelberg

<https://copyquick-heidelberg.de/>; Sandgasse 4a, 69117 Heidelberg

Costs between 25 and 44 Euros, depending on paper and printed area.

Please consider sufficient production time. (Clarify the order from home so that you only have to pick up here).

### Digital Poster for the virtual venue

In addition to hanging the posters on site, the posters are also presented digitally. Therefore, all poster presenters must upload a PDF of the poster they will also be hanging on site to ConfTool **by August 19**. Please note that this is not the abstract!

Digitally, there is an opportunity for the audience to view your poster and listen to an MP3. This MP3 file can be used to briefly introduce your poster within about **3 minutes**. The file is then displayed next to your poster, so you have the opportunity to say something about your poster this way. Please make sure that the max. size of the MP3 file is 10 MB.

Unfortunately, there will not be a separate opportunity where you can connect with the audience. So there is **no poster presentation** accompanied by a chair! The audience can only contact you via a direct message.





## Instruction for Uploading the MP3 file and the poster

The poster and the MP3 file are uploaded by you into the ConfTool Conference administration.

### Step 1: Naming Poster and MP3 file in the same way

- Please use the numbering we have assigned to your poster. You will find the complete list on this page <https://www.isaheidelberg2022.org/scientific-program/>.
- Please follow the hint for the poster presenters. The individual lists for the respective poster sessions are also available in the agenda.

The designation for a **poster file** is therefore:

P001pdf.pdf or P146pdf.pdf etc.

The name for the **audio file** belonging to the poster is parallel:

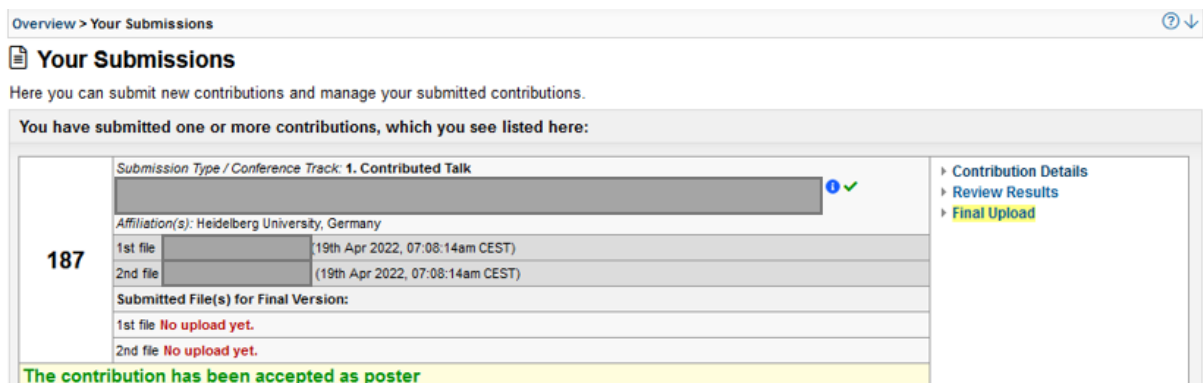
A001mp3.mp3 belongs to the poster P001pdf.pdf

A146mp3.mp3 belongs to the poster P146pdf.pdf

### Step 2: Please log in at the ConfTool (<https://www.conftool.com/isaheidelberg2022/>)

- Use your password which you know from the registration. Your ConfTool username and password was sent to you. If you have forgotten your password, please generate a new one.
- Click on 'YOUR SUBMISSIONS'. You now see your submission(s).

Click on **Final Uploads** (menu on the right) to upload your poster and mp3 file. Each file should not exceed 10 MB.



Overview > Your Submissions

### Your Submissions

Here you can submit new contributions and manage your submitted contributions.

You have submitted one or more contributions, which you see listed here:

Submission Type / Conference Track: 1. Contributed Talk	
[Redacted] ✓	
Affiliation(s): Heidelberg University, Germany	
187	1st file [Redacted] (19th Apr 2022, 07:08:14am CEST)
	2nd file [Redacted] (19th Apr 2022, 07:08:14am CEST)
Submitted File(s) for Final Version:	
	1st file No upload yet.
	2nd file No upload yet.

[Contribution Details](#)  
[Review Results](#)  
[Final Upload](#)

The contribution has been accepted as poster



ISA  2022

**XVIII. International Symposium on Amyloidosis 4th – 8th September 2022 | Heidelberg**

### Questions

In case of problems or questions (please only for urgent ones/ we have more than 600 participants to attend to) please contact: [unikt-kongresse@zuv.uni-heidelberg.de](mailto:unikt-kongresse@zuv.uni-heidelberg.de).