Poster submission and acceptance guidelines

A poster illustrates pilot research, research in progress, or the design of a system or process, with a clear statement of the degree of innovation and key learning to date. Poster submissions should follow the guidelines below:

- Poster should be a maximum of 2 pages in length including references.
- The abstract must be 50-75 words.
- Poster submissions must follow the same structure as regular papers and should contain an abstract, keywords, introduction, methods, results, conclusions, acknowledgements, references; the discussion section may be omitted. Please include all headings in your submission.
- Full names of all authors and their affiliations are to be omitted from the first submission.
- Presentation at the conference will be a digital poster and 5-minute video presentation featured on the conference online platform.

Formatting your poster submission:

- The poster stands are portrait format (not landscape).
- The poster stand size is A0 (841mm width x 1189mm height).
- Please ensure that your poster can be read from a distance (minimum font size is 40).
- Poster boards will be numbered in the virtual platform.
- All poster submissions must use the one-column format provided in the template.
- All submissions must be formatted to A4 page size as provided in the template.
- The only accepted font style is Times New Roman. Please adhere to the font sizes for various objects as listed in the template.
- All text must be fully justified within the one-column format. The column formatting on the template must not be modified.
- **Full names of all authors and their affiliations are to be omitted from the first submission.**
- Full names of all authors and their affiliations including city, state, and country are to be included in the document submitted after peer review and acceptance, as set out in the template. Professional titles and degrees are not to be listed for authors.
- **Do not include organisation or project names anywhere in the submission**, including in the file name as this will affect the blind review process. Please use anonymous labels, for example "Organisation X" and "Project A". You will be able to include the official names in your final submission if accepted.
- The format and style for references are IOS Press with citations appearing in the main text in Arabic numerals in square brackets such as this [1]. It is recommended that authors use a citation or bibliography manager such EndNote to format their citations. The IOS Press EndNote style file is available for download (http://endnote.com/downloads/style/ios-press).
- **Submissions must be uploaded as a PDF document**

Language

The official language for NI 2021 is English. All submissions must be in English. Submissions in any other language will be rejected without review. Authors are responsible for appropriate grammar, spelling, and punctuation in their submissions. Non-native English speakers are advised to consider employing the services of a professional editor or request review and editing from colleagues.

Please understand that accepted speakers must purchase a speaker registration to be confirmed on the NI 2021 program.

Poster submission terms and conditions

By submitting a poster, you agree to the following terms and conditions:

- Poster submissions must be the original work of the submitting author(s), must not have been previously published and must not be under consideration by another publication or conference.
- All poster submissions must meet the format requirements specified by the Conference Organisers.
- The Conference Organisers reserves the right to refuse material that does not meet requirements or is deemed inappropriate in either content or size.
- Required documents must be submitted online. Submissions will not be accepted in hard copy format or by fax.
- Submission acceptances will be advised in the week of **7 June 2021** and final resubmissions are due **Friday 25 June 2021**.
- Details of the required format for final submissions will be sent to presenters with notification of submission acceptance.
- Accepted authors must pay and register for the conference by **Friday 21 June 2021**. Failure to register will result in the submission being withdrawn.
- The Conference Organisers reserve the right to publish all submitted posters via conference proceedings/conference app or other channels.
- For all accepted poster submissions, the abstract will be published in the prestigious IOS Press series. No poster submissions will appear in the NI 2021 app.
- Submission of a poster will be regarded as acceptance of these conditions.
- **Registration:** Accepted submissions must confirm their acceptance by purchasing a speaker registration to attend the conference. Speakers receive the cheapest registration available for NI 2021.