Instructions for Poster Presentation

(*The term organizer means INDEX Conferences & Exhibitions Organisation LLC)

1. No paper posters will be accepted or displayed at AEEDC Dubai. ONLY digital copies will be accepted. Posters will be displayed on rotated **50" screens**: 3840 (Height) x 2160 (Width) pixels, over the course of the event.
2. It is **mandatory** to register for **AEEDC Dubai Conference 2024** before submitting the abstract. No poster will be considered without a registration number..
3. Pre-registration does not guarantee the acceptance of the poster for any category. NO REFUND will be made if your submission is not accepted for any of the poster categories.
4. You will be notified either of the acceptance or of the rejection of your submission within two (2) weeks from the submission closing date. The closing date is 30 November 2023.
5. The abstract must be based on original research or an original clinical case study.
6. The AEEDC Scientific Review Board Members will evaluate the content of each abstract and make the final selection of the abstracts for presentation.
7. No submissions will be considered after 20 December **2023.**
8. For any withdrawals, the presenter should notify the *organizer in writing at least 2 months prior to the event (latest by 05 December).
9. Withdrawal from participating at any of the poster categories, does not entitle to refund of the Conference registration fees.
10. The author's name and degree(s) should be ALL in CAPITAL LETTERS. An asterisk (*) should be placed after the presenter's name. The institution(s) should be enclosed in (parenthesis).
11. List of Authors with their affiliations should be under the title in a smaller font size.
12. The Abstract content must meet the standard of an academic / scientific presentation. The outline must have an Introduction, Objectives, Materials and Methods, Results and Conclusions.
13. The abstract must describe the Objectives, Methods, Results (data and statistical analysis [where appropriate] and Conclusions).
14. Should there be any changes or updates to the digital poster file submitted, you must send your revised digital poster file **within 3 weeks** from the date of the acceptance email. You may do so by replying to the same acceptance email.

Digital Poster Format Guidelines:

- The poster orientation should be in the Vertical Format (like the usual paper poster)
- The poster file resolution should be 3840 pixels (**H**eight) x 2160 pixels (**W**idth).
- The poster file format / extension should be **.JPG** *[We also require .**PDF** for the web portal]*
- The poster file size should not exceed One (1) Gigabyte.
- The Font Size should be 25 points and above for the text to be readable on the screen.
- It is mandatory to put the **Flag** of the country you are representing.

General Guidelines:

- The Scientific Review Board Members will review all the submitted abstracts upon submission. Participants will be divided into four (4) categories: Poster Competition, Poster Display, Case Report, and 2nd Draft Posters. Submitters will be informed accordingly.
  [See more details on Categories below]
- **Poster Display** schedule will be emailed to all presenters and published online. The schedule will show Poster number + Screen number + Display times (for the 3 days).

- **Poster Competition:**

  Presenters for Poster Competition will present their posters on-stage in 7 minutes, followed by 3 minutes of Q&A session with the Board Members of the Scientific Review Panel on **7th February 2024**.

  - Schedule will be emailed to all presenters and published online. The schedule will show Poster number + screen number + display times (for the 3 days).
  - A maximum of two (2) poster presenters per submitted poster are to present to the board.
  - Once the acceptance email is received for Poster Competition, the presenters are required to confirm their attendance to present in-person on 7th February 2024. The deadline for confirmation will be stated on the email.
  - Your presence at the time of your poster presentation is mandatory.
  - The judges will choose 3 winners & announce their names at AEEDC Awarding Ceremony on **8 February 2024.**

- Author(s) or Co-Author(s) who are registered for the conference will receive a certificate of appreciation.
- Notification Letter will be provided to other Authors, Co- Authors & Supervisors who are not registered.
- Authors and Co-Authors' names will be included in the conference booklet.

The Categories

Poster Competition

To participate, you need to submit an abstract and if your submission is accepted, you will be eligible to present your work at a stage setup. You will have an opportunity to showcase your research work in front of the Members of the Scientific Review Panel. Three (3) winners *(1^t, 2nd, and 3rd place)* will be selected based on the Panel's evaluation. In addition, the digital poster file for Poster Competition will be displayed during the 3 days of the event. (See website for complete details on the prizes)
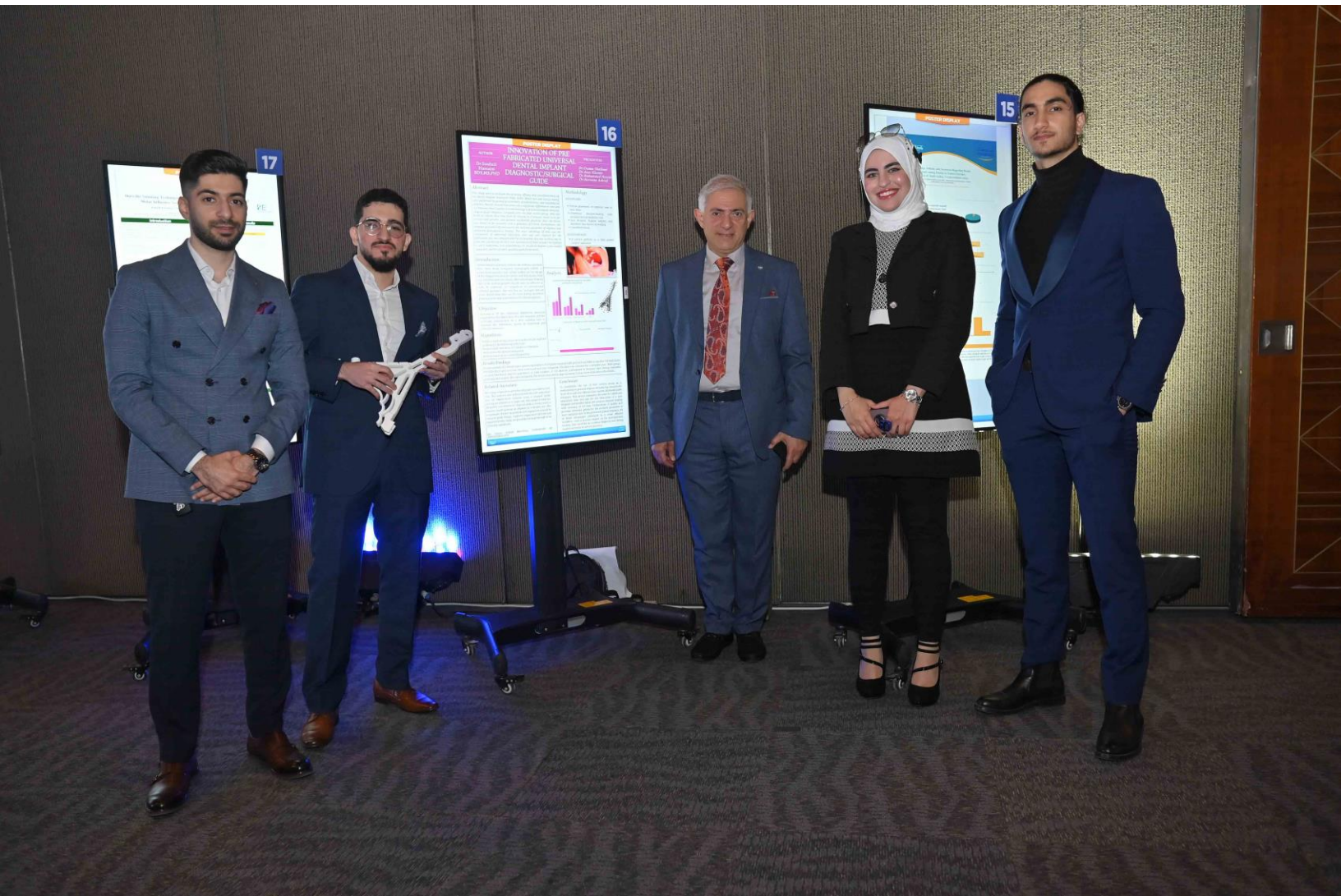
Poster Display

The Poster Display category is intended solely for the purpose of displaying posters during the 3 days of the event without participation at the competition, and the relevant evaluations by the Panel. This category provides a great opportunity for participants to showcase their work to other attendees and colleagues in the field. Please note that there will be no formal evaluation or judging for posters selected in this category during the event.

Case Report

The Case Report category refers to the content of the submitted abstract. Similar to the Poster Display, your digital poster file will be displayed for the 3-days of the event and there will be no formal evaluation or judging for this category during the event.

2nd Draft Poster

If your submission needs revision, it will be sent back to you for a 2nd Draft Poster submission. All revised and adjusted posters will be given chance to be displayed during the 3 days of the event.

Photos are from Aeedc Dubai 2023 + 2022 editions

How to submit a Poster Presentation

Step 1: Register to AEEDC Dubai Conference
Step 2: On the Abstract Portal, click Create an Account and start creating your profile. You will be taken to the Dashboard section afterwards.
Step 3: Select Submissions from the top menu, then click Create new submission. Select Poster Presentation.
Note: Only one (1) submission per Author is accepted. However, Co-author is allowed to submit more than one poster.
Step 4: Please carefully read and follow the Abstract Submission Guidelines found on the main page. Submit your abstract, registration number, and poster in JPG and PDF format. (Refer to the poster size mentioned in the guidelines)
Step 5: You will be informed by email about the status of your submission.

In case you forgot your password and you are unable to login, click "Forgot Password" and you will be requested to enter your email address to receive a password reset email.

Additional notes:

- The author who submitted the poster will be considered as the Primary Author.
- Names of the co-authors should be added to the abstract portal to be included in the Conference Booklet. To add co-authors:
    1. Log-in to your account.
    2. Under Submissions, select your abstract. Click on the Authors tab.
    3. On the left-side menu, click Add New Author.
    4. Fill in the required details. Send invitation.