Instructions for
Poster Presenter
2026 IEEE NSS MIC RTSD, Granada, Spain

Quick Guideline

What you need to prepare and provide in advance of the conference

Poster file	One page, pdf-file, max 50 MB, A0 (841mm x 1189mm) or ANSI E (864mm x 1118mm), **portrait layout**
Printed Poster	A0 (841mm x 1189mm) or ANSI E (864mm x 1118mm) portrait layout
Video Presentation	5 min. MP4 video file, ratio 16:9, full HD (1920px x 1080px) max. 1 GB
Submission Deadline	November 04, 2026, 11:59 p.m. (CET) - pdf-file and mp4-file
Submission Destination	https://www.eventclass.org/contxt_ieee2026/
Upload available from	October 26, 2026

On-site poster presentation

Registration	Registration to the conference is mandatory.
Where	All poster sessions will be in the Granada Conference & Exhibition Centre.
Poster panel and Session	The presentation schedule can change, and we would like to ask you to double check the poster panel, number and session again in the Online-Program. Adhesive tape/pins to attach your poster to the poster board will be available in the poster room. Your panel will be labeled with a poster ID. The poster shall be provided by the author(s). Please review your poster dimensions before you arrive to ensure that it will fit in the dedicated space.
Poster hanging	**NSS/RTSD:** From Monday, November 9, 2026, 08:30 a.m. until Wednesday, November 11, 2026, lunch time, 01:00 p.m. **MIC:** Wednesday, November 11, 2026, 01:30pm to Friday, November 13, 2026, 7:00 p.m. (end of conference) It is mandatory that your poster is present for the above mentioned period to be accepted for the conference record. All posters that are not removed in a timely fashion be discarded.
Presentation time	Poster presenters are expected to be present at their poster during their entire session. Please be in the poster session area at least 10 min before your session starts. If you have not recognized as poster presenter (ribbon) by the session chair, your abstract will not be considered for the Conference Record!

Please read through our detailed instructions before creating your poster.

As a poster presenter if you are nominated for a lightning talk, please refer to 1.6 (page 5)

Detailed Instructions and Information for on-site poster presentation

1.1 General

Poster presentations and video presentations will be available to registered participants of the 2026 NSS MIC RTSD conference. **You must present the poster on-site and upload it as a PDF file online. Since we are running a hybrid conference, all on-site poster presenters are asked to make use of electronic presentations and to provide a video presentation of their poster. This is optional and not mandatory**. Video presentations are protected from download, and from access via unknown domains; they can only be accessed from the secured conference platform. Your poster and the respective uploaded video are visible to registered participants from Monday, November 6, 2026, until early / mid of December 2026.

If you do not upload a PDF or video or if you are not present at the poster session during the allocated time, your abstract will be removed from the abstract publication. We will remove “empty digital panels” (no uploads) from the online program as well.

1.2 Preparation of your presentation

Posters are equally valuable to oral presentations and must be uploaded as a PDF to the online system, in addition to a 5-minute video. In this video, you may either present your poster directly or make a short slide show (4 to 5 slides) based on the poster’s content. During and after the conference, attendees can view your poster and video in the password protected upload area, not visible externally to the conference. This gives an attendee the opportunity to plan and to look at the poster after the conference. It is also a great opportunity for attendees to contact authors with comments and/or questions.

For further details of how to make a video presentation, please look below. As poster presenter, you may record yourself with the poster while talking or you may record yourself and talk about your poster using a virtual laser pointer on the screen. In either case, it would be very nice to see you presenting in person!

Some helpful information to create an attractive poster may be found here.

Poster preparation

Please create your poster as a PDF document. The text itself must be in English.

Your poster should meet the following criteria:

Format	One page, pdf-file, max 50 MB, A0 (841mm x 1189mm) or ANSI E (864mm x 1118mm), portrait layout
Size	maximum 50 MB
File format	*.pdf
Printing	**We do not provide any local poster printing capabilities. You must bring a printed poster.**

Video presentation (not mandatory)

Since we are running a hybrid conference this year, all on-site poster presenters are asked to make use of electronic presentations and to provide a video presentation of their poster. This is optional and not mandatory. This is a recommendation in addition because it will give other attendees the possibility to learn more about your work.

As mentioned, you may either make a video presenting the poster or by making a 5-minute video presenting 4 to 5 slides.

In case you decide to present the poster, please make sure the section you are talking about is clearly visible; we suggest also using an electronic pointer.

If you prepare your poster presentation as PowerPoint slides, please make sure it is limited to 5 minutes (this corresponds to approximately 4-5 slides).

Either way your PowerPoint presentation should be prepared in 16:9 aspect ratio. Please record your presentation as a video in advance of the event. Your pre-recorded presentation will offer virtual attendees, as well as attendees on-site, the opportunity of viewing your work during and after the conference. This way, the value of poster presentations is increased.

You should record your presentation with sound and if possible, a picture-in-picture inset of you speaking. This is an excellent opportunity to make the presentation more personal and attractive for the participants. You may use virtual laser pointers or highlight text passages to draw attention to certain areas of your slide while you speak. Each video presentation should not be longer than 5 minutes. Please prepare your presentation accordingly to strictly adhere to these time limits. Presentations longer than this limit will be truncated.

Your video produced should meet the following criteria:

Resolution	1920 x 1080 pixels (Full HD, 1080p)
Size	maximum 1 GB
File format	*.mp4
Length/Time	3 **-** 5 minutes (max.)
Language	English

Video recording your presentation with PowerPoint (Windows)

PowerPoint already provides suitable tools for recording. You can find instructions on how to proceed with recording for different PowerPoint versions (Office 365, 2010, 2013 - 2021, macOS) at the following link:

Record a slide show with narration and slide timings

Once you have added an audio track to your presentation, export your presentation as an mp4 video file as described in the following link:

Turn your presentation into a video - When exporting, select the "Presentation quality" option 1920px x1080px (Full HD, 1080p)

Recording your presentation with Keynote (macOS)

If you use Keynote as a presentation tool, you can find instructions on how to record your presentation with Keynote (MacOS) at the following link:

Record Keynote presentations on Mac

Follow the link below to learn how to export your recorded Keynote presentation to a mp4 video file: Export as *.mp4 files under macOS

Alternative recording option

As an alternative to the PowerPoint built-in tools, you may use free add-on programs such as OBS (Open Broadcaster Software) to create your video presentation. These are very intuitive to use and also produce high quality presentation videos (Download Link OBS Software).

For this purpose, we recommend a video tutorial that explains how to perform a screen capture including webcam on your device with OBS.

1.3 Submission of your digital poster presentations

The deadline for the upload of your digital presentations is November 06, 2026 (CET)

Please submit your poster presentation (*.pdf) together with your video presentation (*.mp4) electronically, if you have decided to make a video. If not, just upload the Poster PDF-file. Please log in to the Conference System with the data used when submitting your contribution at https://www.eventclass.org/contxt_ieee2026/. The upload for poster and video presentations will be activated on October 26, 2026.

After you have logged in, the "Upload" link in the menu bar will take you to the upload form of your contribution. The upload itself is self-explanatory. If you want to modify a previously uploaded file, please repeat the upload with a more recent file version. The newer file replaces the existing version. If the upload fails for any reason, please send us your file(s) via WeTransfer (https://wetransfer.com/). In doing so, address/send your transfer to abstract@eventclass.org and leave a note in the comments field with your name, email address and title of your contribution so that we can match your presentation(s).

1.4 Presenting your Poster

The 2026 NSS MIC RTSD conference has several poster sessions (all times are given in local Granada, Spain time – CET/Central European Time). All given dates and times are subject to change. Please double check the online program.

Please note that any virtual poster presentations are not permitted for this conference!

NSS/RTSD: From Monday, November 9, 2026, at 08:30 a.m. until Wednesday, November 11, 2026 lunch time, 01:00 p.m.

MIC: Wednesday, November 11, 2026, 1:30pm to Friday, November 13, 2026, 7:00 p.m. (end of conference)

All posters that are not removed in a timely fashion be discarded.

Poster availability

We expect to show the posters as long as possible, NOT just during the official poster session. Consequently, we would like you to hang your poster according to the times on the table below.

	Start of hanging time	End of hanging time
NSS Poster	Monday, Nov. 9, 8:30 a.m.	Wednesday, Nov. 11, lunch time, 1:00 p.m.
RTSD Poster	Monday, Nov. 9, 8:30 a.m.	Wednesday, Nov. 11, lunch time, 1:00 p.m.
MIC Poster	Wednesday, Nov. 11, 1:30 p.m.	Friday, Nov. 13, 7:00 p.m.

Note that posters hanging after the allocated time window might be disposed of.

Poster presenters are expected to be present at their poster during their entire to talk about their work to the audience and answer questions as appropriate. Posters whose authors are not present during their assigned session become ineligible for publication in the Conference Record or for participation in the Student Paper Competition. **Poster Session Chairs will verify your attendance during your assigned session. Make sure that you are present and seen by the poster session chair!**

Furthermore, the poster must be **displayed on the poster wall at all times as described above,** which we will monitor, to allow the contribution to be published in the conference record or to participate in the student work competition.

Please double check the Online-Program when your poster session is scheduled.

1.5 Conference Records (Publishing)

This year the submitted abstracts will be published in IEEE Xplore and will serve as the Conference Record.

A prerequisite for the publication of your contribution in the conference proceedings is that your poster is physically displayed on the corresponding poster wall **for the entire duration as indicated below** and **not only during your poster session**. We reserve the right to check this outside of your actual poster presentation. Missing posters will be excluded from the conference proceedings.

In addition, presenters are encouraged to submit the full papers to relevant IEEE journals such as Transactions on Nuclear Science (TNS), Transactions on Radiation and Plasma Medical Sciences (TRPMS), or Transactions on Medical Imaging (TMI). Since only abstracts will be copyrighted for the conference record, there will be fewer constraints on copyrighted materials for full paper submissions to our journals (i.e., TNS, TRPMS, and TMI) or any other journals.

1.6 Lightning Talks

As a poster present if you are nominated to held a lightning talk, please follow the instructions below:

In the IEEE Medical Imaging Conference, we value the poster contributions highly. To this end, this year we are introducing lightning talks for selected posters.

Selected poster presenters are invited to give a **short (2 minute) lightning talk**, also called "mini-oral." The lightning talks will be given in a dedicated session before the poster session. The purpose of your lightning talk is to create interest in your poster, not to duplicate it, so instead of trying to cram as much information as possible into that short time, just summarize your poster using **no more than 2 slides**.

Lightning talk presenters must be present in the lightning talk session room at least 10 minutes before the start and must report to the session chairs. Presenters will have assigned seating at the front of the room to facilitate timely presenter changes. The lightning talks will be a **strict 2 minutes with no questions** (those will be at your poster!). Session chairs will interrupt at the end of the two minutes and ask you to yield the floor to the next speaker.

Upload of your lightning talk presentation

The upload of your presentation follows the same rules as the other poster presentation uploads. Please refer to 1.3 Submission of your digital poster presentations

You must upload both your poster, and your **lightning talk slides (no more than 2 slides)** as separate files.

Lightning talk presentation	as PowerPoint (*. pptx) or PDF (*.pdf) file, ratio 16:9, landscape layout, **limited to 2 slides**
Submission Deadline	72 h before your session starts (*.pptx-file or *.pdf-file)
Submission Link	https://www.eventclass.org/contxt_ieee2026/
Registration	The registration for the conference is mandatory.
Where	The presentation schedule can change, and we kindly ask you to double check the room, session, and the time slot your talk is supposed to be held in the Online-Program
Be on time	Presenting authors are expected to be present at their session the entire time. Please join the Lightning Talk session room at least 10 minutes before your session starts.
Upload available from	October 26, 2026

1.7 Additional Information and Contact

The full program is available on the conference web site at https://www.eventclass.org/contxt_ieee2026/online-program.

Additional information on Registration, Short Courses and Special Events is also available at the conference website: https://nssmic.ieee.org/2026/

You may find more information on the conference website or in the conference system under documents!

If you have any further recommendations or questions, please feel free to contact us by e-mail nssmicrtsd2026@ieee.org

We look forward to seeing you at the conference!

Sincerely, 2026 IEEE NSS MIC RTSD Conference Committee