

## Instructions for Poster Presenters

As the tandemPV Workshop 2025 approaches, we would like to provide you with some general information and instructions for poster presentations. Please read them carefully!

### General Information

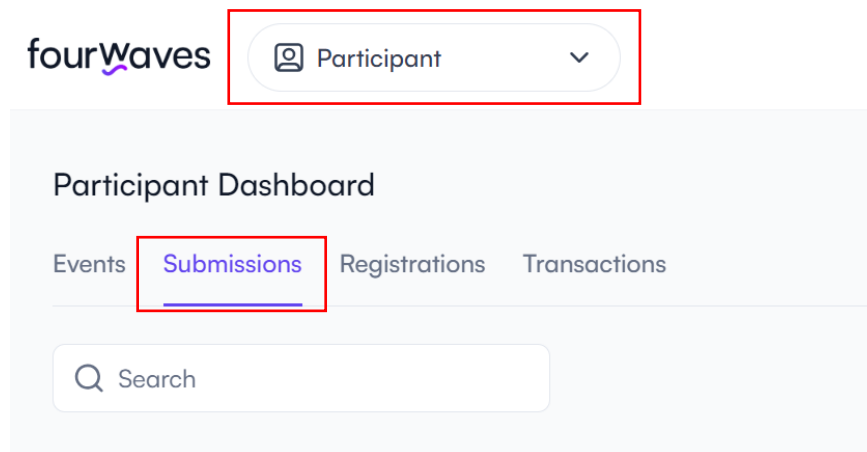
- Poster presentations will only take place on-site at the workshop venue in Hasselt. Therefore, it is mandatory for all presenters to register for on-site participation. If you have not already done so, please make sure to complete your [registration](#) by **April 14**.
- The official language of the event is „English“, so all posters should be prepared and presented in English.
- The poster must cover the same content as the submitted abstract!
- **Poster Size and Format**

There is no official poster template for the tandemPV Workshop 2025. However, the posters should be in **portrait/vertical format** according to the **DIN A0** standard (**841 mm wide x 1189 cm high**).

- Among all the poster presenters in the sessions, the best poster presentation in the categories of „**Design**“ and „**Scientific Content**“ will be selected. The awards will be presented at the end of the workshop on Thursday, May 15, 2025.
- Poster presenters are invited to upload an ePoster of their poster as a PDF file (.pdf) to the Fourwaves platform by **May 12, 2025**, which will be available to the registered workshop participants in the password-protected Internal Area.

To upload,

- [Log in to Fourwaves](#)
- In your dashboard, select the **Participant** role from the top menu and go to the **Submissions** tab.



- Click on your submission.
- From the side menu on the right, click **Edit Submission**. You will be redirected to your submission form.
- In the submission form you can upload the presentation in the section **Upload Presentation**.
- After uploading, save the form.

## Tips for preparing your poster presentation

- Posters should stimulate discussion, not give a long presentation. Therefore, keep text to a minimum, emphasize graphics, and make sure every item included in your poster is necessary: **Goal: 20% text, 40% graphics, 40% space.**
- Important information should be readable from a distance of 1.5–2.0 m.
- Use of bullets, numbering, and headlines make it easy to read.
- Be sure to include the abstract title, author and co-author names, and the institution(s) where research is underway.

## Poster Set-up

- It will not be possible to print posters on-site. Therefore, all poster presenters are responsible for printing their poster in advance and bringing it with them.

**Please be aware that the instructions for the poster set-up have changed.**

All poster presentations will take place on-site at the workshop **for one day only**. Please refer to the program to confirm the specific session for your poster. Note the following guidelines:

- ➔ Posters scheduled for Tuesday must be mounted on Tuesday morning and removed on Tuesday evening.
- ➔ Posters scheduled for Wednesday must be mounted on Wednesday morning and removed on Wednesday evening.

Ensure that your poster is displayed during your designated session time.

- **How to find where your poster should be hung?**

In the Poster Hall you will find a sign on each poster board with the author's name, the poster title and the poster ID number. **Your poster ID number is the one assigned to your submission (e.g. ID 2).** Please refer to your submission on your [Participant dashboard](#) for the ID number of your poster. If you have difficulties finding your assigned poster boards, please seek out one of our staff member. We will be happy to assist.

- Please note that the poster boards are not supplied with electricity or audiovisual equipment.

## During the poster session

- Poster presenters are asked to stand by their poster during the scheduled duration of the poster session to discuss it and answer questions from attendees.
- Please do not remove your poster before the end of the workshop. Posters are an important part of the program and should be displayed during all workshop days.
- **Important:** Please remove your poster during lunch break on **Thursday, May 15, 2025**. Posters that have not been removed during this time will be removed and discarded.

Thank you for your valuable contribution to the tandemPV Workshop 2025.

We are looking forward to your presentation.

With kind regards,

The tandemPV Workshop Organizing Team