

CHICAGO 2023

JUNE 22-25, 2023

25TH ANNUAL CONFERENCE OF
THE INTERNATIONAL
SOCIETY FOR BIPOLAR
DISORDERS

isbd2023.org

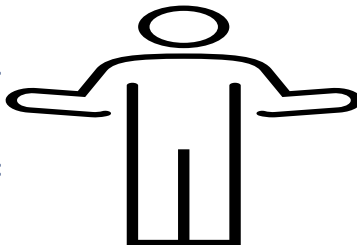


ISBD In-Person Poster Printing and Mounting Guidelines

45 inches wide



The maximum poster size is 45 inches wide by 45 inches tall (or approximately 1.14 meters wide by 1.14 meters tall)



- Place the poster title at the top of the poster in large letters.
- Please indicate the presenting author in the author block (bold, underline, asterisk, etc.)
- All disclosures relevant to this study must be listed on the poster.
- Remember, illustrations may be read by interested scientists from distances of about 1 meter/3 feet or more. Keep them simple. Charts, drawings, and illustrations should be large.
- Do not mount materials on heavy board because it will be difficult to affix the materials to the poster board. Keep presentation as lightweight as possible.
- Presenters will be able to mount their poster the morning of their scheduled poster presentation.
- Each poster board will have a number in the top left corner of the board. Please do not cover the poster number when mounting your poster.
- Presenters will be required to take down their poster immediately following the poster session.

Poster Printing in Chicago

(The maximum poster size is 45 inches wide by 45 inches tall (or approximately 1.14 meters wide by 1.14 meters tall))

Presenters can order a printed poster at these local print shops

[FedEx Print Shop](#) - The closest FedEx is located on 111 E Wacker Dr, Suite LI09, Chicago, Illinois 60601. They are open 9 AM – 7 PM CST Monday – Friday and 10 AM – 6 PM CST on Saturday.

[Concorde Print Media](#) – This print shop is next door to the Hyatt and will deliver for free. Please email Kim Earley, kim@concordeprintmedia.com for more details regarding pricing.

Shipping Your Poster to Chicago

Presenters can ship their posters to the conference site for a small fee.

The labeling on your packages should include:

ISBD/ Your Name/ June 22 – 25, 2023

Hyatt Regency Chicago

151 East Wacker Dr.

Chicago, IL 60601

Please do not put hotel contact name on package.

ANY PACKAGES ADDRESSED TO EXHIBITION COMPANIES WILL BE REJECTED BY Encore.

Arrange to have your packages arrive to the hotel at least 2-3 days prior to your event to allow for necessary processing time. Your packages will be held in the Package Room until pickup.

Inbound | Receiving

Packages up to 5 lbs \$5.00

Packages 6- 20 lbs \$15.00

Outbound | Shipping

Packages up to 5 lbs \$15.00

Packages 6- 20 lbs \$15.00

The normal business staffing hours of the Business Center are:

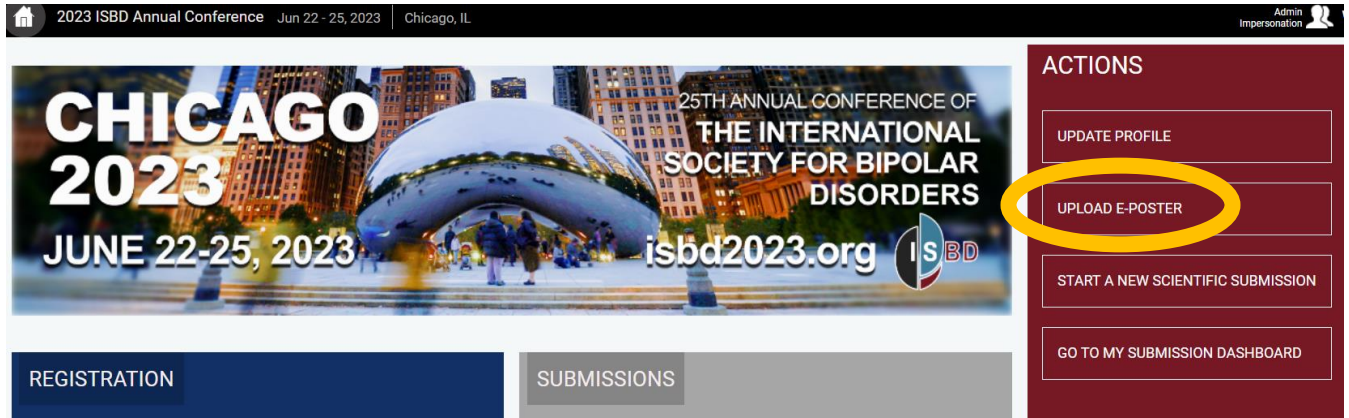
Monday through Friday - 6:00am - 7:00pm

Saturday & Sunday - 7:00am - 4:00pm

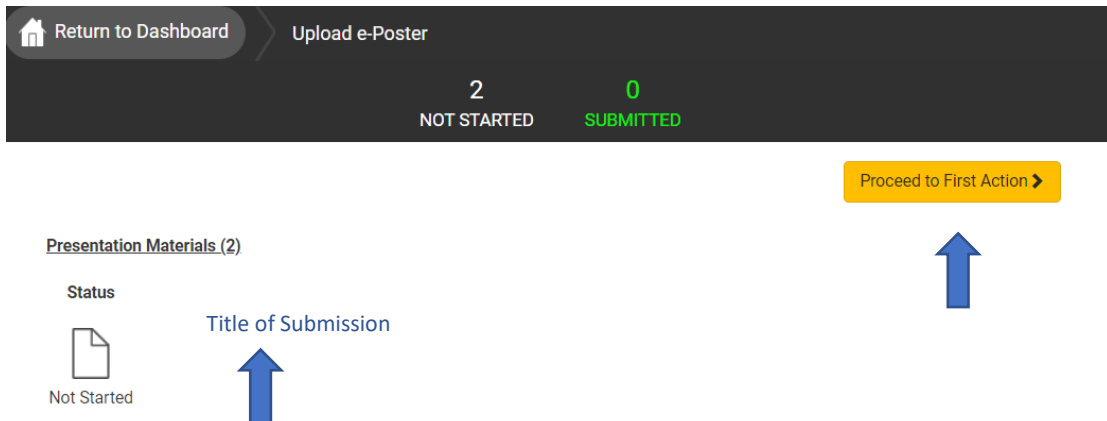
Uploading Your E-Poster

Log on to the ISBD Website: <https://isbd.societyconference.com/>

Once Logged In – click on “Upload Poster”



You will see your poster(s) listed on this page. To upload your materials you can click on “Proceed to First Action” or click on the “Title of Submission”.



On this page you can upload your poster and any supplemental materials including a recorded voice presentation or handouts. Once complete click “Submit E-Poster” to finish your uploads. It could take up to 24 hours for your poster to appear in the poster gallery. Please submit your E-Poster by **June 16th**

Submit E-Poster

Supported poster file types are: pdf, png, jpg, jpeg. For .ppt files, first convert to .pdf by Saving as pdf or by using the Print to pdf function.

Please note: By uploading your e-Poster you are acknowledging that you are aware of the public accessibility of your ePoster through the e-Poster Gallery. Viewing of the ePosters in the online ePoster Gallery is fully restricted to only 2023 ISBD Meeting attendees.

1

Upload Presentation Materials *

Available file types to upload include: PNG, JPG, JPEG, or GIF. High-quality JPG or PNG files work best, at a maximum resolution of 3000 x 2000 and a file size less than 3 MB.

Landscape layout is recommended, as most computer screens are widescreen. Images will be interactive and allow the user to zoom in/out.

After uploading your e-Poster it may be viewed within 24 hours in the Online E-Poster Gallery when launched. If you would like to update your E-Poster after uploading, click "remove" and then upload a new file. The new upload takes **24 hours** to display in the poster gallery.

Upload [2023-4-8 Poster ISBD.png](#) remove

max file size: 8 MB

2

Upload voice poster file

Voice poster files must be in mp3 or AAV format and cannot exceed 8MB.

Upload an audio recording of a 1-3 minute presentation summary of your poster. When attendees view your e-poster they will be able to listen to your audio presentation.

To audio record your presentation, you can utilize an online audio recording site (example: <https://online-voice-recorder.com/>) or use a voice recording app on your smart phone then upload the file.

Upload [2023-4-14-Poster-ISBD_recording.mp3](#) remove

max file size: 8 MB

3

Supplemental Material (optional)

Upload a supplemental document to your main poster image. This can be a PDF or PPT upload. **NOTE: if uploaded, attendees can download the file types in PDF form**

Upload 

max file size: 8 MB

