

19th International Conference on Motivation (ICM) 2026

Poster Session Guidelines

- ✓ The poster session will take place on all the days of the conference (22-24 June), from 16:10 to 17:10 and will be coordinated by the designated session chair. Posters will be organized into 4-5 parallel sessions, each featuring up to seven posters grouped according to related themes.
- ✓ Each session will begin with brief poster pitches of up to 3 minutes per presenter, during which authors will introduce the topic and key findings of their work. Following these short presentations, participants will have the opportunity to move around the room, engage with presenters, ask questions, and discuss the posters in greater detail.
- ✓ Materials for mounting posters on the boards or walls will be available on site. The following recommendations are intended to support the preparation of clear, concise, and visually appealing posters. Your poster should be designed to communicate your work as independently and effectively as possible.

For those who have subscribed to the **poster printing service**, please upload your poster using this form: <https://app.youform.com/forms/5cdxgsxx> by June 7th. You will be able to collect your printed poster at the registration desk during the conference.

For Presenters

As a presenter, you are responsible for preparing and displaying your poster. Please follow the guidelines below to ensure a successful presentation experience.

1. **Poster Format**

- ✓ Please prepare your poster as a single page in portrait orientation. Posters should follow the ISO A0 size standard (841 mm × 1189 mm / 84.1 cm × 118.9 cm / 33.1 in × 46.8 in).
- ✓ You may also include a QR code linking to an online version of your poster for attendees who would like to review it later.

2. **Poster Structure**

- ✓ The title, author names, and institutional affiliations should appear at the top of the poster. Similar to a scientific paper abstract, the poster should clearly present the background and aims of the study, methodology, results, implications, conclusions, and references.
- ✓ Where appropriate, visual elements such as graphs, diagrams, and tables are encouraged to effectively present findings.

3. **Conciseness**

- ✓ Focus on presenting the most essential information and avoid overcrowding the poster with excessive text or data. Ensure that the main message of your research is clearly communicated

and easy to identify. While maintaining brevity, include enough theoretical context to help viewers understand your work.

4. **Visual Design and Readability**

- ✓ Text and visual materials should be large and clear enough to be read comfortably from approximately 1.5 meters away. We recommend the following font sizes:

Main title: 78 pt

Author names: 72 pt

Affiliations: 48 pt

Subheadings: 36 pt

Main text: 24 pt

References and acknowledgements: approximately 18 pt

- ✓ For optimal readability, we suggest using clean sans-serif fonts such as Arial, Helvetica, or Calibri. Bold formatting should be used selectively to highlight key points.
- ✓ Ensure sufficient spacing between lines of text. You may use non-distracting background colours and organize information into columns or rows to visually connect related content and guide viewers through the poster.

5. **Timing and Presentation**

- ✓ Each poster pitch is limited to 3 minutes. After the introductory pitches, attendees will circulate among the posters for more detailed discussion with presenters.
- ✓ Please rehearse your presentation carefully to remain within the allotted time. Presenters should arrive at the assigned room at least 10 minutes before the session begins to mount their poster. A room assistant will be available to provide support if needed.

6. **Mounting Your Poster**

- ✓ Presenters are responsible for mounting their own posters before the session begins. Posters may be mounted at any time before the session, but no later than 10 minutes before the official start time. Presenters who have asked the organization to print their poster should collect it from the Welcome Desk.
- ✓ Please consult the conference programme for information about the room where your poster presentation will take place. Exact locations within the room will be communicated at a later stage. Each poster display area will be identified by the poster number listed in the programme.
- ✓ Please ensure that your poster is attached to the correct place corresponding to your assigned session number.
- ✓ All required mounting materials will be provided on site, and conference staff members will be available to assist if necessary.

For Poster Session Chairs

The session chair plays an essential role in ensuring that the poster session is engaging and well organized. Responsibilities include opening and closing the session, introducing presenters according to the program schedule, managing timing, and moderating the poster pitches. Up to seven presenters may participate in each session. Please follow the recommendations below to facilitate an effective session.

1. *Arrival Before the Session*

- ✓ Please arrive at the meeting room at least 10 minutes before the poster session begins. A room assistant will be present to provide support if needed.

2. *Managing Time During the Session*

- ✓ Monitor the timing carefully to ensure that each presenter has an equal opportunity to present. Speakers should be given a maximum of 3 minutes for their poster pitch.
- ✓ Please notify presenters shortly before their time expires (for example, when 1-minute remains). One or two brief clarification questions may follow each presentation.

3. *Facilitating Discussion*

- ✓ After all poster pitches have been completed, presenters and attendees will participate in a more extensive discussion period. As chair, your role is to facilitate this interaction and encourage active engagement among participants.

Water

As part of our sustainability efforts, bottled water will not be provided in the session rooms. Participants are encouraged to bring a reusable water bottle, which can be refilled at the venue.

If you require any additional information, please contact us at icm2026@ispa.pt

The ICM 2026 Local Organizing Committee

(Adapted from the 2024 ICM Conference guidelines)