

This email concerns **ONLY authors** who have **posters** but is send throughout the database of the Congress for everyone to know. If it is NOT relevant to you please ignore this message.

Thank you

Dear authors,

Some of us have found over the years difficult to bring the A0 size posters to the conferences, especially when our trip includes air travel. To facilitate this, we arranged for those who want t to do so to have the poster printed in Alexandroupoli and delivered to the hotel for the author to collect there.

The cost per poster is 28, 00€ including all Legal Taxes and VAT 24%.

Guidelines and information to have your poster printed

1. Log in to the registration form, <https://www.globalevents.gr/regform/icem2018/>,
 - a. Fill in all mandatory fields (they may well be already there),
 - b. Select option “already registered”
 - c. Go to “print my poster” service under additional services
 - d. Select the number of posters you wish to print (1, 2, 3 etc.)
 - e. Check the box for “Cancellation & Payment Policy”
 - f. Credit card payment is the only method available at the moment
 - g. Once you reach the Bank page and after you enter your card details , in the field “reason for submission” please enter the **paper number(s)** you are paying for i.e. AF-1234, AF-5468, etc. and not your name so the payment can be directly linked to your paper(s)
2. Prepare your Poster using as guideline the template at:
<http://www.icem.cc/2018/documents/Paper-Poster-A0Template.ppt>
3. *Convert* the PPT file to PDF, embedding the fonts and the A0 dimensions.
No changes can be made by the Congress Secretariat or the Organizing Committee, so please make sure your poster is in its **final form**.
4. **Name the PDF with your paper number, e.g. AF-1234** and do not use your name or title of the paper
5. Email your poster in PDF format to web@globalevents.gr

Please note:

1. The file and payment **must be submitted by August 28th**.
After this date the Congress Secretariat cannot guarantee delivery of the poster.
2. All posters will be **delivered** at the Ramada Plaza Hotel on **Monday, September 3rd** morning for you to pick up.
Please consult with the Conference Secretariat upon your registration on site as to where you can pick up your poster.