

Poster preparation guidelines

All authors that are attending in person or virtually are requested to prepare a **poster**. You are kindly requested to prepare a poster for your abstract {abstract title}.

As a reminder, make sure you have registered for NeurIPS as detailed in our [FAQ](#) (“I want to attend the WiML 2022 NeurIPS workshop. What shall I do?”). We won’t be able to grant access to attendees without a NeurIPS ticket. You should hold the right NeurIPS ticket for in-person or virtual.

In what follows, we assume that:

- Authors that are presenting in-person have registered for NeurIPS using the “Conference” OR “Workshops” registration type.
- Authors that are presenting virtually have registered for NeurIPS using at least the “*Virtual Pass Only*” ticket. Moreover, any physical (in-person) registration includes the NeurIPS “Virtual Pass Only” and as such provides a pass to our virtual component too.

As we are approaching the date(s) of the workshop, please complete the following:

(1) Register whether you will be presenting in person, virtually or both in this [form](#). Authors that won’t be attending the event at all, please indicate accordingly in the form. If your availability changes, please fill in the form again and update accordingly. We will consider the most recent entry.

(2) Prepare your poster.

(a) **[in-person: November 28th]**

Poster dimensions: The dimension of the workshop posters should be *no larger than 24 inches wide x 36 inches high* as asked by NeurIPS [here](#).

Printing: Authors have two options:

- Print their poster themselves and bring it to the event

OR

- For authors that may not want to carry the poster while traveling, they may request printing service provided by the main conference: see [here](#).

~~**The deadline for printing service provided by NeurIPS is October 31, 2022. [The deadline has now passed]**~~

Authors that are receiving WiML funding support should keep the receipt of the printing for reimbursement.

[optional] Authors (presenting in-person) may **upload** their poster, as explained in the “**Poster FAQ**” section at the end of this email. All authors attending in-person are invited to also present their poster during the virtual event on

Monday, December 5th if they wish: the in-person NeurIPS registration grants access to the virtual event too. If they do wish to present their poster virtually too, they should upload it.

For more details about poster templates you may use, see the Poster FAQ section at the end of this email.

(b) **[virtual: December 5th]**

Authors that will be presenting virtually are requested to upload their posters online (see “Poster FAQ” section below). This is a requirement, if you are presenting your work in the virtual event. We will be using the *topia* platform during the virtual poster session.

Poster FAQ:

Can I get a template for my poster?

NeurIPS provided some templates (suggestions) for authors to use [here](#). **These are provided as suggestions.** Feel free to be creative. We also encourage authors to use our logo which can be found [here](#)

How can I upload my poster?

Make sure you are using the *same* email you used to submit your poster to [CMT](#). This **should** be the same email you registered at NeurIPS with.

Login to your NeurIPS account [here](#) on the top left (sign in option). After doing so, go to <https://neurips.cc/PosterUpload>. We suggest that you already login to neurips.cc and ensure that you can find your abstract in the list. If not, please contact us.

On top of the page, you will find suggested templates you may use to prepare your poster. For more information about uploading posters, including current size limits, format and what to do if you don't see your paper on the website, see [here](#): please read carefully before uploading your poster. Digital uploads of posters may occur until the start of the conference but we strongly encourage authors to upload their posters *at least two days* before the event to accommodate any unforeseen technical issues.

!!! NOTE !!! the difference (**of interest to authors presenting both in-person and virtually**): for the physical copy (that you will print if presenting in-person) the dimensions should not be larger than *24 inches wide x 36 inches high*. For the digital version that will be uploaded to the site (to be use in Topia), the requirements as seen [here](#) indicate a difference format; landscape. Please take note of this.

For the most up-to-date information, make sure you check our [website](#). For any queries please email us at workshop@wimlworkshop.org.

Best Regards,

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