



POSTER PRESENTATION AND SUBMISSION INSTRUCTIONS

1. Preparation

Posters must adhere to a single mandatory size of **0.80 m wide by 1.20 m high** (vertical/portrait orientation). Only one poster may be prepared per accepted paper.

- **Typography:** Font sizes must be large enough to be easily read from a distance of **1.50 meters**.
- **Important Note:** Under no circumstances should the poster be replaced by simply pinning up a printed copy of the paper prepared for the conference proceedings.

2. Content

The poster must strictly align with the theme, title, and content of the accepted paper. It must be clear, explicit, concise, and visually engaging.

- **Style:** The content must be written in the third person, ensuring rigorous grammar and spelling.
- **Visual Elements:** Authors are encouraged to include self-explanatory tables, figures, and graphs to facilitate quick and easy understanding.
- **Author Details:** Beneath the title, please include **only** the full names of the authors and their respective institutions. Do not include physical or email addresses, job titles, bibliographic references, or acknowledgments, as this information will already be published in the conference proceedings.
- **Core Structure:** The layout must prominently feature an introduction (or brief overview of the work) and the conclusions.
- **Visual Balance:** The final design must strictly comply with a **70/30 ratio**, where 70% of the space is dedicated to visual/graphical elements and the remaining 30% to text.

3. Production

The final production and printing of the posters will be fully managed by the Forum's Organizing Committee. The Committee reserves the right to make technical adjustments to the files to ensure compliance with the standard layout. Posters that fail to meet the preparation and content criteria will be returned to the authors.

4. Submission Format and Guidelines

The poster file should preferably be submitted in **Adobe Illustrator (*.ai) format**, or the native format of the design application used, and it **must always be accompanied** by an identical copy in **PDF format**. All

embedded images must be of high resolution and quality.

- **File Naming Convention:** Both files must be named exclusively using the **submission paper code (ID)** (e.g., 4178.ai and 4178.pdf).
- **Submission Methods:** Files must be transmitted digitally using one of the following procedures:

✦ **OPTION 1 (Recommended)** Send the files via www.wetransfer.com (a free platform designed for large file transfers).

- **Recipient Email:** weef2026@acofi.edu.co
- **Procedure:** Enter your email address, upload both files, and, if desired, add a short message indicating your paper's ID code.

✉ **OPTION 2** Send both files directly as attachments to weef2026@acofi.edu.co. Please note that this option is subject to the attachment size limits of your email provider, as high-quality poster files tend to be very large.

- **Confirmation:** The Organizing Committee will acknowledge receipt and validation of the files as they are processed.
- **Strict Restriction:** Cloud storage links (such as **Google Drive, Microsoft OneDrive, Dropbox, or similar**) will **not be accepted under any circumstances**. Submissions will only be processed through the two options listed above.
- **Submission Deadline:** All files must be submitted no later than **June 27, 2026**.

5. Installation and Removal

The printing, on-site installation onto the display panels, and subsequent removal of the posters will be entirely handled by the Forum's organizing team.

6. Additional Remarks

- Authors are kindly requested to submit their files well in advance of the deadline to avoid network congestion.
- Only one poster will be accepted per approved submission.
- Posters that do not comply with the specifications outlined in this guide will not be accepted.
- **Printing Condition:** The poster will be produced and printed **only if at least one of the authors is officially registered and has completed the registration payment** for the event before **August 5, 2026**.

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