

SUBMISSION INSTRUCTIONS

Forum Section: "Present Your Project"

Those interested in submitting a project as part of the Forum at the 2nd Participatory design Conference are kindly requested to adhere to the following submission guidelines:

A. Poster Guidelines

Posters to be presented at the conference can be formatted in two different ways. Participants are provided with the option to either follow the common poster layout or opt for a more artistic/schematic expression to represent their project.

For posters following the common layout, the suggested indicative content includes:

- **Project's Title, Person(s) or Group(s) engaged, and Affiliations:** The title of the project should be prominently displayed at the top of the poster using the largest font size and capital letters. Below the title, in a smaller font size, the full names of the engaged persons should be listed. Following the persons' names, usually in an even smaller font, the affiliations of the engaged persons should be provided. In case the participants belong to different organizations, all affiliations should be listed, with appropriate indexing (e.g., numerical, alphabetical, or asterisks).
- **Short Description / Abstract:** Concisely outline the project's scope, approach, and main elements. The word limit for the abstract is 250 words.
- **Long Description:** It might encompass a more detailed explanation of the project's background, goals, and characteristics as well as the description of the procedure and the possible materials and methods that were employed.
- Inclusion of **relevant pictures, drawings, tables, and diagrams.**
- **References and supporting institutions.**

In case bibliography is included, it is recommended to utilize the APA reference style.

Posters should be oriented vertically and adhere to the standard dimensions of 59.4 x 84.1 cm (A1 paper size). Depending on the conference's theme, the following guided templates can be employed for this category:

https://drive.google.com/drive/folders/1hvpJwQJu4fdGDDLJ-lrewCvD0X_16xPf

For an alternative representation of your project, we suggest employing a blank template that aligns with the conference's aesthetics and relevant themes. The suggested dimension remains 59.4 x 84.1 cm (A1 paper size). Access the blank templates at the following link:

<https://drive.google.com/drive/folders/1HX8rsZ65PpLQE9zOxyAKYmXLvvECoShk>

General Guidelines:

- Ensure that all elements on the poster (fonts, shapes, images) are of an appropriate size for readability.
- Avoid excessive text on the poster.
- For Greek poster submissions, it is recommended to include a brief abstract of the paper in English. The word limit for the abstract is 400 words.
- Images incorporated within the poster should be of high resolution (300-600 dpi).
- Each figure/image should be numbered and accompanied by a caption.
- Any images or third-party material used must either be licensed under a Creative Commons license or credited to the source. If the material is not covered by the Creative Commons license and your intended use exceeds the permitted bounds or violates copyright laws, direct permission must be obtained from the copyright holder.

B. Instructions for audiovisual material (video)

Alternatively, participants have the option to present their research through audiovisual material. When preparing such material, please take into consideration the following:

- Video duration: Up to 3 minutes
- Recommended resolution: At least 720p
- Video file size: Up to 100 MB

Presentation:

During the conference, you will be invited to present your poster or audiovisual material. The allotted time for the presentation is a maximum of 10 minutes, followed by a discussion period.