

ARTWORK GUIDELINES



March 16

April 27

May 18

June 29

August 24

September 28

	VIRTUAL EXHIBIT DEADLINES						
50-words or less company overview	Feb. 16, 2024	March 22, 2024	April 19, 2024	May 31, 2024	July 26, 2024	August 30, 2024	
Vector file (AI or EPS) company logo. To be placed on the NEI Synapse Virtual Half-Day platform							
Link to your virtual exhibit or micro-site							
	VIRTUAL INDUSTRY SYMPOSIUM DEADLINES						
Session title	Feb. 16, 2024	March 22, 2024	April 19, 2024	May 31, 2024	July 26, 2024	August 30, 2024	
Session overview, (50-words or less)							
Presenter names, credentials, titles							
Presenter emails. NEI will send meeting invites with Zoom links.							
ARS/Polling questions (Optional, NEI will use Slido)	March 1, 2024	April 12, 2024	May 3, 2023	June 14, 2024	August 9, 2024	Sept. 13, 2024	
Session handouts, ISI, or PI information (Optional)							
Session recording							
Video specs: 16:9 aspect ratio, resolution full HD (1080p), MP4 container							
Virtual room monitors - full names, emails, roles							
Symposium tech check, dry-run or pre-recording with presenters & moderator. Please provide all your available dates/times and let us know if you are pre-recording or presenting live.	March 4-8, 2024	April 15-19, 2024	May 6-10, 2024	June 17-21, 2024	August 12-16, 2024	Sept. 16-20, 2024	
<i>Note: Symposia time slots are only allocated 60 minutes in total, please plan for 40-45 minutes of presentation and 15-20 minutes of Q&A.</i>							

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	<u>March 16</u>	<u>April 27</u>	<u>May 18</u>	<u>June 29</u>	<u>August 24</u>	<u>September 28</u>
	VIRTUAL POSTER DEADLINES					
Poster title (required)	Feb 16, 2024	March 22, 2024	April 19, 2024	May 31, 2024	July 26, 2024	August 30, 2024
Session overview, (50-words or less)						
Presenter names, credentials, titles, and headshot						
Presenter emails. NEI will send meeting invite with Zoom links.						
Virtual room monitors (full names, emails, roles)						
Poster Session tech check, dry-run or pre-recording with presenters & moderator. Please provide all your available dates/times and let us know if you are pre-recording or presenting live.	March 4-8, 2024	April 15-19, 2024	May 6-10, 2024	June 17-21, 2024	August 12-16, 2024	Sept. 16-20, 2024
<i>Note: Poster sessions are only allowed 30 minutes in their entirety, please plan for 15-20 minutes of presentation and 10-15 minutes for Q&A.</i>						

NEI Review Policy: All advertisements must be approved by NEI Saturday Morning Live show management. NEI's review process takes 2-3 business days. Materials received after final due dates are not guaranteed to be reviewed or fulfilled