

# ARTWORK GUIDELINES



Half-Day Dates

Jan. 30

Feb. 27

Mar. 27

Apr. 24

May 22

Jun. 26

Jul. 24

Aug. 28

Sep. 25

Oct. 23

## VIRTUAL EXHIBIT DEADLINES

50-words or less company overview										
Vector file (AI or EPS) company logo. To be placed on the NEI Synapse Virtual Half-Day platform	Jan. 14, 2021	Feb. 8, 2021	Mar. 8, 2021	Apr. 5, 2021	May 3, 2021	Jun. 7, 2021	Jul. 5, 2021	Aug. 9, 2021	Sep. 6, 2021	Oct. 4, 2021
Link to your virtual exhibit or micro-site										

## VIRTUAL INDUSTRY SYMPOSIUM DEADLINES

Session title (required)										
Session overview, optional (50-words or less)										
Presenter names, credentials, titles, and headshot										
Presenter emails. NEI will send meeting invites with Zoom links.										
ARS/Polling questions (if any), optional (NEI will use Slido)	Jan. 14, 2021	Feb. 8, 2021	Mar. 8, 2021	Apr. 5, 2021	May 3, 2021	Jun. 7, 2021	Jul. 5, 2021	Aug. 9, 2021	Sep. 6, 2021	Oct. 4, 2021
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.	Jan. 18-22, 2021	Feb. 15-19, 2021	Mar. 15-19, 2021	Apr. 12-16, 2021	May 10-14, 2021	Jun. 14-18, 2021	Jul. 12-16, 2021	Aug. 16-20, 2021	Sep. 13-17, 2021	Oct. 11-15, 2021
<i>Note: Symposia time slots are only allocated 45 minutes in total, please plan for 30 minutes of presentation and 15 minutes of Q&amp;A.</i>										

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VIRTUAL POSTER DEADLINES										
Poster title (required)										
Presenter names, credentials, titles, and headshot	Jan. 14, 2021	Feb. 8, 2021	Mar. 8, 2021	Apr. 5, 2021	May 3, 2021	Jun. 7, 2021	Jul. 5, 2021	Aug. 9, 2021	Sep. 6, 2021	Oct. 4, 2021
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.	Jan. 18-22, 2021	Feb. 15-19, 2021	Mar. 15-19, 2021	Apr. 12-16, 2021	May 10-14, 2021	Jun. 14-18, 2021	Jul. 12-16, 2021	Aug. 16-20, 2021	Sep. 13-17, 2021	Oct. 11-15, 2021
<i>Note: Poster sessions are only allowed 30 minutes in their entirety, please plan for 20 minutes of presentation and 10 minutes for Q&amp;A.</i>										

**NEI Review Policy:** All advertisements must be approved by NEI Synapse 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

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