



The ACM Conference Series on **Recommender Systems**

Poster Presenter Instructions for RecSys Conference 2026

General Instructions for Poster Presentations

- All posters will be presented in-person in Minneapolis, Minnesota, USA. If you are not able to attend in-person, you can have a co-author or colleague present on your behalf.
- Posters will be assigned one full conference day (Tuesday September 29, Wednesday September 30, or Thursday October 1) during which you will present during the AM **and** PM breaks as outlined in the schedule below
- You are responsible for printing your own poster. See specifications below.
- Posters not removed after your poster session will be given to the registration desk and held until Thursday, October 1 at 5:00 pm
- Please review the accessibility guidelines below to ensure everyone can participate comfortably and fully

Poster Set Up/Tear Down

- Poster set up times are as follows:
 - Tuesday authors: Set up Tuesday between 9:00 am and 10:00 am
 - Wednesday authors: Set up Wednesday between 8:00 am and 10:00 am
 - Thursday authors: Set up Thursday between 8:00 am and 10:00 am
- Poster tear down times are as follows:
 - Tuesday authors: Tear down Tuesday at 4:00 pm
 - Wednesday authors: Tear down Wednesday at 4:00 pm
 - Thursday authors: Tear down Thursday at 4:00 pm
- Push pins will be provided
- Posters will be assigned a number in the online program that matches a number on the poster board. Please be sure to set up in your designated poster spot.

Poster Specifications

- Posters should be set up in **portrait orientation**
 - You are sharing a board with another poster and we want to ensure everyone has space
- Recommended poster size is A1 (in A-series poster size) or 24" x 36" (in U.S. standard printing size)

On-Site Poster Printing

Below is a list of nearby locations where you can print your poster. Please note, you are responsible for organizing and paying for the printing and pick up of your poster. These are just suggestions, you may print anywhere you choose.

FedEx Office Print & Ship Center

Open weekdays 8 am – 6 pm, Saturdays 10 am – 6 pm

(612) 343-8000

80 South 8th St.

[FedEx Minneapolis Website](#)

AlphaGraphics

Open weekdays, 8 am – 4:30 pm

(651) 333-6082

811 Lasalle Avenue Skyway Level

[AlphaGraphics Minneapolis Website](#)

FASTSIGNS of Downtown Minneapolis

Open weekdays, 8 am – 4:30 pm

(612) 400-7956

110 South 8th St. Suite 101

[FASTSIGNS Minneapolis Website](#)

Accessibility Presentation Guidelines for Presenters

- We ask all poster presenters to help make RecSys welcoming and accessible to everyone:
- **Be prepared to describe key visual content aloud**, including figures, diagrams, and results.
- **Keep posters visually clear and readable.** Avoid overcrowding, do not rely on color alone to communicate information, and use text that is readable for attendees with low vision. Provide clear captions or labels for images, figures, and diagrams.
- **Keep the space around your poster clear** so that attendees using wheelchairs, scooters, or other mobility aids can approach easily.
- **Speak clearly and at a natural pace** when discussing your work.
- Where possible, **make an electronic version of your poster or related materials available** for attendees who may benefit from accessing them digitally. We suggest providing a short URL and QR code linking to an accessible digital version of the poster or a text summary.
- Keep tacks and push pins off the floor; they can puncture wheelchair and scooter tires, and injure the feet of service animals.
- If you have the option, opt for matte/non-glossy finish when printing as glossy or laminated posters can create substantial glare for people with low vision.

These small practices can make a significant difference in ensuring that everyone can participate comfortably and fully.

Questions

If you have any questions, please contact RecSys event management at RecSys@executiveevents.com.