



E-POSTER PREPARATION GUIDE

PLEASE USE THE TEMPLATE. IT HELPS WITH PREPARATION.

To prepare your e-poster, we suggest using the PowerPoint template provided to you in the email in which you received this document. Please insert your poster ID/code for identification purposes when saving the template.

WE WILL HELP YOU VERIFY YOUR E-POSTER

Your e-poster will be verified to ensure that the regulations are being complied with and to confirm the visualization quality.

If by any chance the technical services find that an aspect must be revised, then we will contact you. Due to the large number of abstracts, **we will only contact those who need to amend their e-poster.**

DO NOT FORGET

The deadline to upload your e-poster is **June 2, 2023.**

E-POSTER PRESENTATION

For the duration of the Conference, the e-posters will be available for review on the 5 e-Poster station monitors. Additionally, there are specific timeslots in the conference program for e-Poster presentations. **Your specific e-poster presentation time will be communicated to you by May 19, 2023. All e-posters will be presented during the e-poster session on Monday, June 12 from 2:00-3:00PM AST.**

Please be present for the duration of your allocated e-Poster Session as the order of presentations may change.

FAQ

WHICH PROGRAM SHOULD I USE?

Most people use **PowerPoint**. However, if you have knowledge of other software such as Microsoft Word, Publisher, or Adobe Illustrator you can use those. Nevertheless, please note that **in the end you will always have to convert your e-poster to PDF** before submitting it to the platform.

WHAT ARE THE CORRECT DIMENSIONS TO USE?

The presentation format is landscape/horizontal. Width: 1920 pixels Height: 1080 pixels

WHICH FONT SHOULD I USE?

When choosing fonts for the e-poster, please make sure that they can be read easily. We suggest the “Calibri” font and a size **not smaller than 8**. Italic and Bold can be used.

WHAT QUALITY SHOULD THE IMAGES HAVE THAT I WOULD LIKE TO USE?

When selecting images, try using ones with good resolution, ideally with 300 dpi. When using images, please pay attention between the size and the dimension. Images with insufficient resolution should be avoided or used in a smaller size.

ADDITIONAL INFORMATION AND GUIDELINES

GRAPHICS

Verify the font size used for graphics caption.

CONTENT

You should follow the rules regarding the make-up of your e-poster. Each e-poster should have the following sections: Objectives, Methods, Results. and Conclusions or Introduction, Description, Lessons Learned, and Recommendations. You should also include Funding acknowledgements. References are optional.

GETTING YOUR MESSAGE ACROSS IN A POSTER

The aim of the poster is to attract the attention of your audience and make them interested in your research. Everything within the poster, including all graphics and text, must relate to the research project you are trying to communicate.

- The main points and conclusions must be clear and concise.
- Avoid unnecessary details.
- Use graphics for maximum impact.

LAYOUT

The layout should make the poster easy to read and follow. Using a landscape format is required due to the monitors that will be used to display the e-posters.

SPACING AND READABILITY

The poster should not be too cluttered or densely packed with text as it makes it hard to read. Leave sufficient spacing between sections to make it easier to read.

- Use a balance of images and text across the entire area of the poster.
- Spread images across the poster, interspersed with text. You may wish to use short captions underneath of images.
- Use different sizes of text or Bold text to define section headings.
- Avoid large paragraphs of text and use short statements that are clear and concise.
- Consider using bullets and lists.
- Use the same font throughout.

HOW TO CONVERT YOUR E-POSTER TO A PDF

To convert your e-poster to a PDF using PowerPoint (version 2010):

1. Select option "File."
2. Click "Save as" or "Save as Adobe PDF"
3. In the box "File Name" write your e-poster code and surname (for example: 8413 - Johnson).
4. In the box "Save file as", select "PDF".
5. Click "Save". **Verify the PDF to ensure that the document was converted without any error.**

SUBMIT YOUR E-POSTER

After converting your e-poster into a PDF file, the file must be submitted via the following link:

<https://www.dropbox.com/request/KBcJnuCLCWpp9qvf9hki>

****Please save your file as presenting author last name and abstract ID. E.G., Hess 1234****