

Guidelines for e-Posters

GENERAL INFORMATION

E-posters provide you exceptional flexibility and ease of design, since they can be prepared using Microsoft PowerPoint (or similar applications). The presentation will be displayed on large monitors and not on projection screens or flat panels, so the preparation differs from a presentation into a conference room. For this reason, make sure you make the most out of the new system and avoid overloaded or too minimal presentations.

PREPARATION - DESIGN

The e-poster must be in **.jpg format**.

You can create your presentation by choosing one of the suggested PowerPoint templates of the congress (study or case report), but you must save (or export) it as **jpg** and double-check on a computer other than yours that it is functional.

You are kindly requested to upload your e-poster in **jpg format**.

E-posters are displayed on 55" screens with full HD resolution (1920x1080) pixels and a widescreen ratio of 16:9, so the image files must have 16:9 ratio and at least HD resolution (1280x720) up to full HD (1920x1080) at 100 - 150 dpi.

Regarding which font to use, keep in mind that it is much safer if you use the default fonts, like Arial, Tahoma, Verdana etc.

The required arrangements according to the above settings are the following:

FONTS

Title of the slide:

The recommended size is ≥ 25 pt

Authors & Affiliations

The recommended size is ≥ 9 pt

Main text:

The recommended size is ≥ 6 pt

Text in tables or figures:

The recommended size is ≥ 6 pt

Comments and references:

The recommended size is 4pt to 6pt

STRUCTURE AND CONTENT

The presentation should consist of **1 page (jpg format) using preferably the suggested ppt/pptx template (for a study or a case report accordingly).**

FIGURES AND TABLES (optional)

If you don't wish to include any figures or tables, you may delete the relevant boxes and adjust all the other boxes accordingly using more space and larger fonts for your texts.

Guidelines for uploading the e-poster

Your e-Poster image will need to follow the following standards:

- jpg file at a resolution of at least 1280x720px at 150dpi.
- e-Poster can be created in a ppt file, and then stored in as image.
- To ensure the above dimensions, make sure that in ppt, On-screen Show (16: 9) / Wide Screen (16: 9) is selected in the following path: Design> Page Setup> Slides Size> Transparency Size
- To save the image from a ppt file, you can save it to an image file from File> Save as, selecting .jpg
- Note that e-Posters should be created in an horizontal rather than vertical dimension.
- To post your e-Poster on the system, you should click on the link in the Letter of Acceptance of your abstract.
- By clicking on the "Browse / Browse" button you select the file you want to upload from your computer and press the "Register" button.
- To see the uploaded file, you click on the "Open File" button.
- If you want to replace the e-Poster file, click on "Delete File" and repeat the process.
- You can also make corrections to your e-Poster affiliation details of the authors (Department/Hospital/University/Institution etc.)