ePoster & Poster Guidelines

** *Please note that Paper Posters are Portrait and ePosters are Landscape*

GUIDELINES FOR PAPER POSTERS ON BOARDS

- Designated **paper poster board numbers** will be sent to all participants registered closer to the congress date
- These paper poster board numbers will also be available on the congress App
- Paper poster boards will be located in the Exhibition Area
- Paper posters will be presented in 3 shifts — please DO NOT hang your paper poster on a date that is not your shift (paper posters that are hung incorrectly will be removed)

Please mount your paper poster according to the below schedule:

- **Shift 1 — Mounting:** Wednesday, 23 October from 08:00 onwards
- **Shift 1 — Removing:** Wednesday, 23 October from 18:55 *(until after the Welcome Reception)*
- **Shift 2 — Mounting:** Thursday, 24 October from 08:00 onwards
- **Shift 2 — Removing:** Thursday, 24 October from 17:55 *(until after the last session of the day)*
- **Shift 3 — Mounting:** Friday, 25 October from 08:00 onwards
- **Shift 3 — Removing:** Friday, 25 October from 16:15 onwards *(until after the last session of the day)*

**Paper posters not removed at the end of your shift will be removed by the onsite staff (we do not take responsibility for

these paper posters)

You are welcome to remove your poster earlier if you wish or need to leave the congress centre

**Paper posters remaining after 17:45 on October 25th will be discarded

TECHNICAL SPECIFICATION FOR PREPARING PAPER POSTERS

Please prepare your paper poster to fit the dimensions below.

- It is recommended that paper posters are prepared on **one sheet** of material.
- The dimensions of the paper poster should not exceed **90cm wide x 120cm high**.
- Allocate the top of the paper poster for the title and authors as stated on the submitted abstract.
- The text, illustrations, etc. should be bold enough to be read from a distance of two meters (six feet).
- Double-sided tape and technical equipment will be available for the mounting of paper posters. Staff will also be available to assist you at the designated *Paper Poster Helpdesk*
- **Please note that you are required to print and bring your own paper poster.**

E-POSTER DISCUSSION GUIDELINES

Parallel E-Poster Presentations will be given at the E-Poster Area in the Exhibition during all breaks. All participants are invited to the E-Poster Stations to hear the short presentations and to ask questions. Each E-Poster Presentation will be guided by a moderator.

Presenters should be at the E-Poster viewing stations **10**

minutes before the start of the E-Poster Presentation and remain there until the session has finished. Each presenter has been allocated 3 minutes to present his/her E-Poster, plus 2 minutes for discussion. E-Poster Discussion presenters are requested to prepare **ONLY** an E-Poster.

TO VIEW THE E-POSTER MODERATOR GUIDELINES —— please [CLICK HERE](#)

E-POSTER VIEWING

E-Poster Viewing abstracts will have **no specific presentation date and time**.

Electronic Posters or E-Posters are similar to traditional paper posters, but displayed on-site on a large LCD television screen and are available for electronic viewing at all times for participants.

E-Posters will be available at the E-Posters stations in the Exhibition Area at the Congress. Viewers will be able to easily find and browse E-Posters.

These posters do not require printing or production of materials – as your work will be available for viewing electronically.

INSTRUCTIONS FOR THE PREPARATION OF E-POSTERS

Presenters will receive a dedicated link to upload their E-Posters via email in due course

DEADLINE TO UPLOAD E-POSTERS IS OCTOBER 15th, 2024 -MIDNIGHT CET

Technical specification for E-Poster preparation. Please submit your E-Poster as a 1-page PDF file in landscape orientation

If you wish, you may use a **template that can be downloaded** [HERE](#)

- **Language:** All E-Posters should be prepared in English
- File Format: PDF file – 1 page
- Orientation: Please create your document in PowerPoint in Landscape Layout 16×9 and save it as a PDF file
- Font types: Arial, Calibri, Verdana Times New Roman or Helvetica
- Font size: 11 points or larger
- Hyperlinks, animated images, animations and embedded videos are not permitted
- QR Codes may be included
- Images and tables: at least 200 dpi. Good picture quality is essential
- When inserting images, photos, tables, etc., use copy-paste. Do not use embedded documents
- Avoid overlapping objects and layers. Only the final view/status will be visible
- When saving your PDF please do not use symbols or special characters (ie. +/@/ü) in the file name
- **File size:** Less than 5 MB

Please note: *By uploading your E-Poster, you agree to having it published in the official Congress publications (APP) and on the Congress website.*

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