

Instructions for poster presenters

E-Poster Viewing

Presenters will receive a dedicated link to upload their e-posters via email in May 2022.

Abstracts allocated to E-Poster Viewing will upload their E-Poster to be available for viewing, from the start of the congress, in the E-Poster gallery on the virtual platform (no dedicated session time).

Only posters of registered participants will be displayed in the E-Poster Gallery or be available to present onsite.

Deadline for uploading your E-Poster: 20 July, 2022

Prepare your E-Poster

Technical specification for E-Poster preparation

Please submit your E-Poster as a PDF file in landscape orientation.

- **File Format: PDF file** – 1 page is recommended
- **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
- 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**
- If you wish, you may use a template that can be downloaded [HERE](#)

Recording your MP3 (MP3 only)

For instructions on how to record a short 5min or less audio file for your E-Poster, please [click here](#).

*****Please note that you may NOT save the file name with any characters or symbols – only letters and numbers and no spaces in the file name.***

By following the guidelines, you will ensure your e-poster is displayed correctly. Without following these instructions your E-Poster will be unable to be uploaded.

Messaging E-Poster presenters

Within the platform, there is a messaging service to facilitate scientific exchange. Messages can be sent by participants directly to the presenter's email (without seeing the presenters email address) by clicking the envelope icon.

Interaction with E-Poster Presenters

E-Poster presenters have the option to include a URL link to their own online personal e-meeting rooms (via Zoom, GoToMeeting, WebEx, Microsoft Teams, etc.) or institutional e-meeting rooms together with their availability, where they can then meet other delegates for interaction and discussion. You can create free zoom meeting rooms here: <https://zoom.us/>. The presenter takes responsibility for these third-party links and the Organizers are unable to monitor them

Publication Consent

By uploading your E-Poster and audio file, you agree to having it published in the official Congress publications and on the Congress website, virtual platform and society website for the

duration of 3 months following the hybrid congress.
For questions please e-mail **abstracts@kenes.com**