



GUIDELINES FOR POSTER PRESENTATIONS

PREPARING YOUR PRESENTATION:

Poster presentations should be prepared as **E-Posters** (electronic posters):

- The **E-Poster** format will be horizontal (landscape shape).
- Prepare your poster texts and images as usual. You may use *PowerPoint* (.ppt or .pptx).
- **Poster size:** Landscape **16:9**; approximately **80,01cm HIGH x 142,24cm WIDE** or **31,5inch high x 56inch wide**.
- Please use the template provided to prepare your Poster. In case that you cannot use it, you will need to set up your slide size. If you are using *PowerPoint* just click on the tab "**Design**" choosing the option "**Page Setup**". Then select "**Slides Sized for**", and then "**Custom**", choose "**panoramic - landscape**" and include the appropriate size (see previous point above).
- We recommend a **minimum** font size of 24 points. Between 28 and 40 points is ideal to guarantee a good readability and enough space for your content. Please notice that E-Posters will be displayed in devices such as PCs or even tablets, so we would recommend a higher font size than you would use for paper posters.
- Please, do not include your abstract reference number nor your Presentation Code in the Poster. It will appear on the Virtual Congress Platform.
- **IMPORTANT:** Once you have finished your poster, you must save a copy as a **PDF file**. You must **upload the PDF file**, instead of the *PowerPoint* file.

POSTER PRESENTATION:

In addition to your poster, you should prepare a **2.5 minutes audio file presenting your poster**. Try to record your audio file using a standard audio format such as **.mp3 or .m4a**.

- If you are using *Windows OS* you will have a voice recorder by default which may be used to record your audio presentation.
- Before you start your recording, we recommend you to take a test using a microphone or trying to direct your voice during all the speech towards the microphone integrated in your PC or digital device.
- We know it isn't fun listening to your own voice – but please check your recordings to ensure clarity and to avoid extraneous noise. Please remember many in your audience will not speak English as their first or second language.

There will be live sessions with poster discussion, but in order to engage interactivity during the congress the Scientific Committee ask the authors to **include in the bottom margin of the poster the email of the presenting author or corresponding author**. Participants will be able to send doubts to this email and the authors should answer these emails during the Congress days.

If you have any queries please contact the congress secretariat at.....