



ePoster Upload Guidelines

Deadline: 8 June 2023

Prepare your ePoster presentation in accordance with the ePoster guidelines.
Do not enable document encryption or password protection.

- **Disclosure Slide:** All presenters are required to provide a declaration of “Conflict of Interest” to comply with CME requirements.
- **PowerPoint template:** Posters can be uploaded as a PowerPoint or PDF file. Please use the ePoster template provided which can be [downloaded here](#). This template includes a slide for your “Conflict of Interest” declaration.
- **Page setup:** Your ePoster must be in **landscape** orientation with a screen ratio of **16:9**. If this is not the case when you download the template, please adjust your slides orientation and ratio:
 - Select Design from the menu tab
 - Click on Page setup and select On-Screen Show (16:9) as well as Landscape.
- **Limitations:** You may use a maximum of **10 slides** including the opening and disclosure slide in the template. The file size should not exceed 16 Megabytes.
- **File format:** This presentation must be in PPT, PPTX or PDF format.
- **Font Type:** Fonts permitted are: Arial, Helvetica, Calibri, Verdana, Symbol, or Times New Roman. Other fonts will lead to an error message.
- **Animations:** Do not use animated objects or serial animations. Only the final view/status per slide/poster will be visible.
- **Images and tables:** You are welcome to use images and tables in your ePoster presentation, they must be embedded in your file. Do not use animated graphics and be careful to respect copyright and personal anonymity with your images or photos. Do not insert or embed videos in your presentation.
- **Apple Macintosh users:** Please do not use “drag-and-drop” to insert pictures into Microsoft PowerPoint files as graphs and images will not display correctly. Using the INSERT command from the menu will virtually eliminate these issues. Do NOT use the INSERT command for videos (see above).

Three easy steps to submit your ePoster

Please use the login details you received via email to enter the ePoster system to upload your file(s).



Step 1 (Upload): Click the upload icon and click on “browse file” or drag and drop your ePoster file into the upload area. The upload process bar will appear. Please do not interrupt the upload process until the file has been fully uploaded (100%) and verified by the system. The presenting author may wish to provide a **2-3 minute audio clip** highlighting the primary take-home messages from your study and poster. Please record the audio separately and upload it here. Most smartphones have a voice recorder you can use to record your narration.

You will see a preview of your ePoster once the upload has been completed. Click “Save” or “Next” to continue.



Step 2 (Consent): Please respond to all questions on this page to be able to submit your ePoster in the last step. Click “Save” or “Next” to continue.



Step 3 (Submit): On this page you may submit your ePoster by clicking the “Submit Button”.
NOTE: You may replace an uploaded or published ePoster by clicking on the EDIT button, even after you have submitted your ePoster.

For questions please contact soe2023@abstractserver.com