

# Instructions for poster presenters

Onsite posters will be printed posters.

You will also have the opportunity to upload an E-Poster version of your printed poster, that will appear in the Congress mobile app and to record a short MP3 audio file to explain your E-Poster. For more guidelines on E-Posters please check the online presenters instructions below on this page.

Your poster is either scheduled for poster viewing or poster discussion.

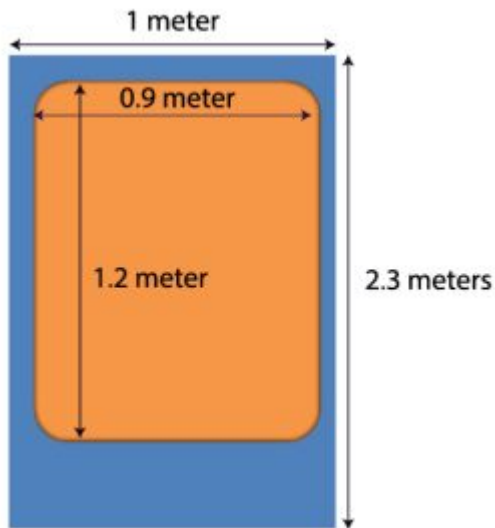
**Poster viewing:** Your poster does not have a specific presentation time. It will remain in the poster area for participants to view throughout the Congress. Participants will visit the poster area to view the posters during the congress breaks.

**Poster discussion:** Your poster has been scheduled for a 5 minute presentation at a specific date and time (3 minutes for the talk and 2 minutes for discussion). All participants are invited to come and listen to the poster discussion talks.

## **Preparing your printed poster:**

Onsite poster presenters should prepare their poster according to the following instructions:

- Please prepare your poster on one sheet of cardboard. Alternatively presenters may display their material on several smaller sheets. It is not recommend to print the posters on fabric as the fabric does not stick well to the poster boards.
- The dimensions of the poster board are PORTRAIT style. It is suggested that your poster will be 90 cm wide by 120 cm tall.



- Allocate the top of the 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).
- Technical equipment will be available for the mounting of posters.
- Each presenter will be emailed their specific poster board number. Please use the board with the same number.

### **Poster mounting:**

Thursday, 17 October – 09:00 – 16:30

Friday, 18 October – 08:00 – 10:00

### **Poster dismantling:**

Sunday, 20 October – 16:30 – 18:30

The organisers will not be responsible for any posters that are not dismantled until the designated hour specified above. **Online presenters (and onsite presenters who wish to upload an E-Poster) please follow these guidelines.**

**The deadline for upload of E-Posters is extended to 16 October 2024**

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

- 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](#)
- 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 Helvetic
- 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 and on the Congress website, hybrid platform and society website for the duration of 3 months following the EAPS 2024 Congress.

## **Recording your MP3 audio file for your E-Poster**

E-Poster presenters are encouraged to record a 3-5-minute MP3 audio file to accompany their E-Poster. The recording will be accessible from the E-Poster gallery within the hybrid platform but not from the Congress mobile app. For instructions on how to record a short audio file for your E-Poster [click here](#).

## **Messaging E-Poster Presenters**

Within the hybrid 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. If you wish, you may include your email address in your message so the presenter can reply to you.