

Instructions for Poster Presenters

Please note that everyone with an accepted ePoster may present a paper poster Onsite aswell as upload an ePoster to the Virtual Platform.

In order to facilitate the correct numbers of board onsite, there will be a **very strict deadline** to confirm that you are able to travel to Lisbon and present a paper poster onsite. Poster Presenters will be send an e-mail about this at the beginning of January 2023.

***Please note: Onsite Posters are Portrait and ePosters are Landscape*

Online ePoster Guidelines

E-Poster Viewing

Presenters will receive a dedicated link to upload their e-posters via email in December 2023.

Abstracts allocated to E-Poster Viewing will upload their E-Poster to be available for viewing, from the start of the meeting, 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: Mid-February 2024

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**
- 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 ePoster, 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 ePoster Presenters

ePoster 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 Conference publications and on the Conference website, virtual platform and society website for the duration of 3 months following the Virtual Conference. For questions please e-mail adpd_abstracts@kenes.com

Onsite Paper Poster Guidelines

Posters will be presented in 2 shifts:

- **Poster Shift 1:** Wednesday, March 6, 2024 (**mounting from 09:00am**) - Thursday, March 7, 2024 (**dismounting by 18:00pm**)
- **Poster Shift 2:** Friday, March 8, 2024 (**mounting from 09:00am**) - Saturday, March 9, 2024 (**dismounting by 18:00pm**)
- It is recommended that you stand at your Poster during the coffee and lunch breaks.
- **You will be sent an e-mail a few days before the congress with your Poster Board #. In addition there will be a Poster Helpdesk onsite to check your board #.**
- **Please ensure your Poster is removed by the end of your shift - we will not be responsible for posters not removed on time.**

Technical Specs

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.

Double sided tape, tacks and technical equipment will be available for the mounting of posters. Staff will also be in the poster area to assist you.