Requirements & Guidelines

Following these guidelines will ensure that your ePoster is readable and effective.

✓ Make sure your text and background have a **large contrast** (dark lettering on a light background or the reverse).

✓ A **minimum 24-28 point size (or bigger)** for body text is used to ensure optimal legibility from the usual distance of 3-5 ft.
  ● A little larger text (e.g.: up to 32 pt size) might also be a good idea, as it will provide comfortable reading from an even larger distance, up to 8 ft.

✓ **For embedded images we recommend** using .jpg or .png file formats in a resolution of 72 or 96 dpi.

✓ **Do not use animated effects, "animations," or videos.**

✓ **Save space for controls**: When the full-size ePoster is displayed at the meeting, there will be some controls covering a small area in the lower right-hand corner, and some additional information will be displayed in a small area in the upper right-hand corner. We recommend leaving those areas blank (as shown on the template).

Enhanced Poster: Instructions

Steps and Specifications to Create Your ePoster

These instructions are written for PowerPoint, but are applicable to any other software you may wish to use. If you use PowerPoint, please use PowerPoint 2007 or newer.

Creating an ePoster Upload
1. Number of pages (slides): one (1)
2. Max file size accepted: 200MB
3. Set the dimensions of your poster to 43.6" (110.7 cm) width x 24.5" (62.2 cm) height in landscape orientation, or start with THIS TEMPLATE.
   Note: You need not feel restricted to the colors shown in the template. The intent of the template is merely to ensure the dimensions are appropriate for the display screens that will be used at the meeting.

   To Set Your Slide Dimensions:
   ○ Select the "Design" tab in PowerPoint
   ○ Click "Slide Size" and select "Custom Slide Size"
   ○ Set the width and height as outlined above

   Tutorial 1: Set slide dimensions

4. Fill in the abstract title, author names, and institutional affiliations of the authors at the top of the poster.
5. Fill in content as appropriate.
6. **Before submitting, save your poster as a PDF file. All recent versions of PowerPoint and most other software applications allow you to save your poster as a PDF file from the "File > Save as" menu.**
   PLEASE NOTE: Using the "File > Print > as .PDF" option may make your poster blurry. If you created the pdf this way and are seeing blurriness, please try using the "File > Save as" option.

Preview Your ePoster (REQUIRED)

Previewing is important to ensure the best quality

Open the Editor:

1. A new window will open where you can preview your poster and **make sure that**:
    - ✓ It is what you expected.
    - ✓ Text is readable.
    - ✓ Embedded images are sufficiently clean.
2. Here you may also create sections for your poster.

Edit to Create Interactive Sections (OPTIONAL)

Creating Interactive Sections

Open the Editor:

1. Click on "ADD A SECTION".
2. Enter the section title.
3. Click "SET AREA".
4. Click and drag your mouse over the area you wish to set for your section. When you release your mouse, the selected area will be gray and identify the number of the section. That's it!
5. Once all sections are added, click on "PREVIEW".

The system saves as you go, so when you're done, you can just close your page and it will be saved for you.

Tutorial 2: Creating interactive sections

Creating Interactive Sections (with audio/visual syncing)

Open the Editor:

- Click on "ADD A SECTION".
- Enter the section title.
- Click "SET AREA".
- Click and drag your mouse over the area you wish to set for your section. When you release your mouse, the selected area will be gray and identify the number of the section. That's it!
- Repeat with next section. Click "ADD A SECTION".
- Here are two easy ways to sync the video to the sections:
    - Click the play button in the video player at the top right of the page. If you want to see the video for 15 seconds over your fist section, then set the first section to '0' (enter to the right of the 'Sync to media time' button) and the second section to 15. Once the video is 15 seconds in, the section will change from the first section to the second.
    - Click the play button in the video player at the top right of the page and click the 'Sync to media time' button next to the first section when you want to see that first section animate in the video. Then on the second section repeat this action. If you would like to see the second section when your video is 20 seconds in, click on the 'Sync to media time' button when the video time is 20 seconds in.
- Once all sections are added, click on "PREVIEW".

The system saves as you go, so when you're done, you can just close your page and it will be saved for you.

Tutorial 3: Creating interactive sections (with audio/visual syncing)