

# Instructions for e-Poster Presenters

Thank you for presenting at ATTD 2023

This page is designed to prepare you for your e-Poster presentation at ATTD 2023. Please visit the page regularly for updates on technical requirements, deadlines and general information.

## e-Poster Viewing

e-Poster presentations will not have a dedicated session time but will be available for viewing through the e-Poster gallery on the conference virtual platform and the mobile app, and during Exhibition opening hours onsite near the Exhibition area.

Each e-Poster will consist of a 1-page pdf file (and an optional audio file, see details and conditions below). The conference participants will be able to contact the e-Poster presenter through the virtual platform.

**Only e-Posters of registered participants will be displayed in the e-Poster Gallery** on the Conference virtual platform and mobile app, and will also be available at the e-Poster Stations at the venue. Please see below for further guidelines on how to prepare your e-Poster.

e-Poster registered **presenters** should have received a link to upload their e-Poster.

By uploading your e-Poster (and audio file), you agree to having it published in the official ATTD publications, and on the virtual platform and mobile app for the duration of 3

months following the ATTD 2023 Conference.

**Deadline for uploading your e-Poster: Tuesday, 7 February 2023**

**As an e-Poster Presenter you will need to:**

## **Register for the Conference**

All e-Poster presenters are required to register for the Conference. If you have not yet done so, you may find information regarding registration by clicking [here](#).

**IMPORTANT:** Abstract presenters who have not completed their registration or have not emailed the ATTD abstract department ([attd\\_abstracts@kenes.com](mailto:attd_abstracts@kenes.com)) to confirm any possible special circumstances **by 5 December 2022** will be removed from the Conference's scientific program.

## **e-Poster Guidelines**

### **Technical specification for E-Poster preparation**

Please prepare 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](#).

- **Language:** All e-Posters should be prepared in English
- **File Format:** PDF format – 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 Helvetica
- **Font size:** 11 points or larger

- Hyperlinks, animated images, animations and embedded videos are **not** permitted and will not function
- **Images and tables:** At least 200 dpi – good picture quality is essential
- When inserting images, photos, tables, etc., please use simple copy-paste and do **not** use embedded documents – the system does not support embedded files – audio or video
- 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
- Please do not use headers and footers
- **File size:** Less than 5 MB

## 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 virtual platform but not at the e-Poster station onsite nor on the conference app. For instructions on how to record a short audio file for your e-Poster [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 not be uploaded correctly.

## Messaging e-Poster Presenters

Within the virtual 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 presenter's email address). Please note: the message is sent without displaying your details, so if you wish the presenter to have your email address, you will need to include it in your message body text.

***Please note, there will not be paper posters at ATTD 2023.***

For questions, please e-mail [attd\\_abstracts@kenes.com](mailto:attd_abstracts@kenes.com)