Instructions for e-Poster Presenters

Thank you for presenting at ATTD 2024

This page is designed to prepare you for your e-Poster presentation at ATTD 2024. Please visit the page regularly for updates on technical requirements, deadlines and general information.

e-Poster Viewing

e-Poster presentations, in this category, 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.

e-Poster Discussion

Certain abstracts have been selected for e-Poster Discussion Presentations. These presentations will be given at designated times during the conference. Each presenter will be allocated 3 minutes to present their e-Poster, plus 2 minutes for discussion. These discussion sessions will take place at the e-Poster stations during the breaks. All participants are invited to the e-Poster stations to hear the short presentations and to ask questions. Each session will be guided by one moderator. Presenters should be at the e-Poster stations 10 minutes before the start of the session and remain there until the session has finished. Presenters are requested to prepare an e-Poster.

Information regarding e-Posters

- 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, the 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.
- **NOTE:** 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.
- **e-Poster presenters** have received a link to upload their e-Poster (+optional audio file). Only registered presenters will have their e-Posters included in the conference materials.

Upload e-Poster System is now open! Deadline: Thursday 15 February 2024

For questions, please e-mail **attd_abstracts@kenes.com**

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**.

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 be not function
- QR Codes may be included but cannot link to any promotional or marketing material
- **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 <u>and</u> 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 2024.

For questions, please e-mail **[attd_abstracts@kenes.com]**