EPOSTER PREPARATION GUIDELINES

July 2023

Subject: ISHA Annual Scientific Meeting - EPoster Upload Instructions

Dear Eposter Presenter,

Congratulations on the acceptance of your work to be presented as an Eposter at the **ISHA 2023 Annual Scientific Meeting**, which will be taking place in Cape Town from 5 - 7 October 2023.

ISHA in Cape Town will incorporate Eposters which will be accessible via

- Viewing screens in the exhibition area
- Via a secure area of the conference website
- Via the member are of the Society website
- Via the conference app

The ISHA Secretariat team will be able to help you with any questions you have relating to the preparation of your Eposters and upload onto the platform.

This year, there are some extra features relating to Eposter submission:

1. We are asking submitters to produce Eposter using one of the PowerPoint templates provided

   There is the ability to add your organisational logos to the templates, change the colour scheme and graphics in the master slide template if you wish, but we ask that you try and adopt one of the two layouts proposed.

Guidance is given below on how to produce your EPoster.

2. We highly encourage you to upload your audio and video files to their designated area in the system, along with your PPT or PDF EPoster files. This will allow you to incorporate more animated content.

EPOSTER AUTHORS - INSTRUCTIONS FOR PPT TEMPLATE SUBMISSION

To submit your EPoster, please login in to the ePoster system using your login email invitation.

Instructions for the preparation of your ePoster

You can upload your poster as a PowerPoint or PDF file. ISHA encourages you to use the ePoster templates. Nevertheless, the use of templates is not mandatory, and presenters are free to submit their own designs and color schemes. We are also encouraging all authors to upload a 3 minute audio narration and a 5 minute Video file in their designated area of the system.

General Specifications

- Language: All e-Posters should be prepared in English.
- Font types: Arial, Calibri.
- Font size: 11 points or larger.
- Orientation: Please create your document in PowerPoint or Keynote slide in Landscape Layout . Ratio 16/9 (140 cm width x 90 cm height).
- Do Not password-protect your file or encrypt it.
- Create your ePoster as a One (1) Slide only.
- When saving your PPT file please do not use symbols or special characters (ie. , / + / @ / ü) in the file name.
- When inserting images, photos, tables, etc., use copy-paste. Do not use embedded documents.
- Images and tables: at least 200 dpi. Good picture quality is essential.
- QR codes, animated images, animations and embedded videos are <u>not</u> permitted.
- Do not overlap layers or objects . Only the final view will be visible.
- Apple Macintosh users: Please refrain from using "drag-and-drop" to insert pictures into Microsoft PowerPoint files. Instead, use the INSERT command from the menu bar.

ePoster PPT

- File Format: Please ensure that your presentation is in PPT, PPTX or PDF format.
- File Size: Please ensure your file size does not exceed 16 Megabytes.

Audio File

- File Format: MP3.
- Length: 3 minutes.

Video File

- File Format: MOV, MP4, MPG, AVI.
- Length: 5 minutes.

Submit your ePoster in three steps

Please use the login credentials that was emailed to you to access the system and upload your file (s)

Step 1 (Upload):

- **ePoster upload:** Locate the designated ePoster upload area, click on the upload icon. Browse your files, chose your ePoster file. A progress bar will appear, indicating the ongoing upload process. Please refrain from interrupting the upload until the file has been completely uploaded (100%) and verified by the system.
- **Audio file upload:** If desired, you may include a 3-minute audio clip that highlights the key messages from the study. Please record the audio separately and proceed to upload it in the audio upload section. Kindly note Most smartphones offer voice recording capabilities in MP3 or M4A that you can utilize for your narration. Please make sure your audio is in MP3 format. If you have a different audio file format than MP3, you can use a free converting tool such as cloud convert (https://cloudconvert.com)
- **Video file upload:** If desired, you may include a 5-minute video. Please record the video separately and proceed to upload it in the video upload section.

    Once the upload is complete, you will be able to preview your ePoster. To continue, click on "Next".

Step 2 (Consent):

- Please make sure to read and agree to all points in this page to proceed with the final submission of your ePoster. Click on Save or Next to continue.

Step 3 (Submit):

- On this page you will be able to submit your ePoster by selecting the "Submit" button.

    NOTE: You can still change your submitted ePoster by clicking on the EDIT button. This will reset your ePoster status back to draft and you will be able to re-upload your ePoster, audio or video file (s).

Instructions for the submission of your ePoster

- Please ensure you have saved your ePoster slide as either a PowerPoint or PDF file in the system.
- Please upload your ePoster via the ePoster submission system using your login information
- Deadline for poster submission is: **21st Sept, 2023**

If you have any questions regarding your preparation of your ePoster, contact the ISHA2023 ePoster team at isha.abstracts@abstractserver.com or the ISHA Secretariat team via email at abstract@ishaconference.com, or tel: +44 (0)203 519 9427.

Should you decide to withdraw and not submit your ePoster, please advise the secretariat team to ensure that the programme and abstract book can be updated accordingly.

ISHA Secretariat Team