

E-Poster Design & Submission Guide

How to design and submit your E-Poster

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Document Type

Please submit your e-poster as a **PDF** document. Document size is limited to **15MB** per file.

We recommend that your e-poster is **A4** size and **horizontal** (landscape) orientation.

Selecting a Font

- Sans serif fonts such as **Arial** or **Helvetica** are commonly used for the **title** and **headings**.
- Fonts such as **Times** or **Calibri** are commonly used for the text.
- Use easy to read professional fonts and select no more than two or three different, yet complimentary fonts.

General Size Guidelines:

- **40 - 45pt** for the **title/header**
- **26 - 30pt** for the **sub titles/headers**
- **22 -24pt** for the **body text**

How to name your document

The names of uploaded documents will be visible in the e-poster gallery. **Please follow the file naming protocol below:**

Paper number. Presenter Surname - Initial of First Name – e-poster – Abstract Title

EXAMPLE

1. Smith J – e-poster – Falls Prevention in Aged Residential Care

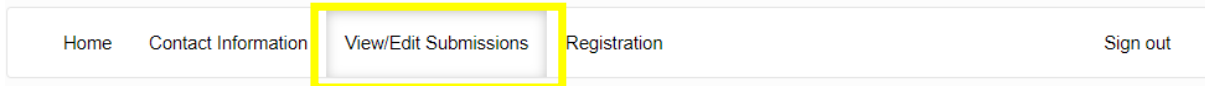
Poster Design

1. A poster is a unique form of communication and should be designed accordingly. It should not be laid out like a scientific paper (Introduction, Methods, Results etc.). Good posters minimise text and clutter. They avoid complex colour combinations and jargon. Visual presentation of methods and results are encouraged, e.g., a photograph of field methods or sampling location, a flow diagram of methods and analysis, graphs of relationships. Details of methods, results, related literature, acknowledgements, institutional logos, should be secondary (or left for readers to ask the author).
2. The key message should be immediately obvious within 5 seconds by stating it in the title and/or near the top of the poster. This communicates what the poster about and determines whether the readers will read further. The rest of the poster then shows the evidence to support the key message.
3. The presenting authors contact details and affiliation should be provided.
4. The poster will be displayed on readers laptops, computer screens, and perhaps mobile phones. Thus generally 'landscape' is preferred over 'portrait' shape.
5. Posters may be prepared using PowerPoint and other software.
6. You may include the conference logo on your poster if you wish.

Submitting your E-Poster

Once you have created E-Poster, you will need to submit the PDF version via the Submission Portal. This will allow us to list your poster in the Poster Gallery on the Virtual Conference Platform.

1. Sign-in to the **Submission Portal** and go into the **View/Edit Submissions** Tab.



2. Select **Edit** next to **E-Poster**.

Title	Status	Document
TEST	02a. Abstract Accepted - e-poster	<input checked="" type="checkbox"/> Document Upload View <input type="checkbox"/> E-Poster Edit

3. A pop-up box will appear. Select **Browse** and find the location on your computer where you have saved the PDF version of your E-Poster. Select **Update**.

