

# Upload ePoster

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## 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 the template provided (if one is provided).

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

[View Tutorial on how to 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.

## 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).

### **Preview Your ePoster (highly recommended)**

**Previewing is important to ensure the best quality**

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: Create/Edit ePoster Slides

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".

[View Tutorial on how to Create Interactive Slides](#)

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

## **Upload Video File (optional)**

Videos can be captured on a phone or computer and can be viewed by attendees when they access your poster through the app or website.

1. Open the Uploader.
2. Select "Video" from the dropdown.
3. Browse for your video file. NOTE: Videos must be .mp4 files. Other types will need to be converted to .mp4 before they can be uploaded.
4. Click "Save".

The size limit is [KB/MB LIMIT].

## **Recording Your Presentation**

- Each presentation should be 2-10 minutes long.
- Presentations should be either a shoulders up view of the person presenting or a video recording with your camera blocked out (to create a back screen with audio only)
- This short video should detail enough that the audience gets a good idea of what your poster is about, including a brief introduction with an explanation of various sections of your poster. Within our eposter editor you can select sections to highlight and zoom in as you speak that can be synced to the times in your video.

[View Tutorial on how to Sync your Slides to your Video](#)