



## ONLINE UPLOADING PLATFORM:

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The poster presenters are kindly asked to **submit their poster on the upload platform, with no exceptions, by May 20, 2019.**

- An email will be sent to you explaining the process to follow to connect to the submission platform.
- On the platform, please submit your one-page PDF file following the on-screen instructions.
- Then you can select interactive zones. Onsite, the participants will be able to zoom these zones

A technical support service will be pleased to provide any additional information you may require (click on the **“Support”** button on the screen’s top right corner).

To give you a better idea of the interactive e-Poster station, have a look [here](#).

## e-POSTER FORMATTING:

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All e-Posters will be accessible on a touchscreen. In order to ensure an optimal delivery of your poster presentation, please stick to the following guidelines for the preparation of your poster presentation:

### PREPARATION:

- Your poster presentation should be **submitted in PDF (one page only)**
- Your poster presentation should be displayed in **landscape orientation, 16/9 ratio.**
- Use high-contrast lettering and readable fonts (minimum font size of 12).
- Use high-contrast colours (light text on dark background or vice versa).
- Save your poster presentation on a **USB memory stick** (and as a backup, a 2<sup>nd</sup> USB memory Stick or a Laptop) and bring these with you to Lisbon.

### PICTURES AND GRAPHICS:

- Kindly note that company names and logos are not allowed on the e-Posters.
- Save the picture(s) you want to use as a JPG or PNG and set the compression/quality to medium or high.
- Avoid saving your pictures as TIF files (especially MAC poster presentations).
- Save the pictures used in your poster presentation separately or on a USB memory stick.
- Save the graphics or spreadsheets (Excel) used in your poster presentation separately on your USB memory stick.
- In a general manner, be careful to respect author’s rights and persons’ anonymity.



## QR CODES:

QR codes are allowed on all posters for the purpose of disseminating scientific and educational content. The information available using the QR code should be freely accessible and should not require any specific log-in. In agreement with applicable laws, rules regulating restrictions for promotional activities in the context of medical events, QR codes should not give access to company sponsored websites allowing the free access to prescription medicines advertisements.

## BEFORE YOUR POSTER PRESENTATION

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- **Kindly be next to your e-Poster station 10 minutes before** the session starts to familiarise yourself with the technical equipment. Congress staff will be present to assist you. Feel free to ask our staff if you have any questions or need assistance with the e-Poster terminals.
- It will not be possible to link your own laptop directly to the e-Poster terminals or to plug in your own memory stick onto these e-Poster terminals. If you anticipate any technical constraints, please contact a technician in the Speaker Service Centre or our colleagues at the poster help desks. These constraints can be overcome if advanced notice is given to the technical team.

We wish you all the best for the preparation of your poster presentation and look forward to meeting you in Lisbon soon.