



GUIDELINES AND UPLOAD INSTRUCTIONS FOR E-POSTER PRESENTATION

Deadline for uploading your E-poster: Friday, 10 January

*Instructions for uploading your E-poster PDF will be sent on or before Monday, 6 January.
ALL poster presenters must submit an E-poster for the conference app.*

GUIDELINES:

Ensure you create your poster graphic for on screen viewing with sufficiently large text, easily legible fonts, and clear graphics.

Please refer to the [Program](#) on the conference website for your assigned date, time, and poster number. We recommend that you search this document by your paper title.

Your E-Poster PDF file **MUST** follow these seven (7) requirements:

1. Must be a **single** page
2. Final resolution of 300 dpi
3. Must be 80 mb or **LESS** (the system will not be able to display files larger than 80 mb)
4. Must **NOT** be password protected or Read-Only
5. Must be saved to open to “fit page” size (Acrobat: Preferences-Page Display-Page Layout-Zoom-Fit Page)
6. Must **NOT** have multimedia content (video/animation) included in the PDF poster as the online platform will convert your file into an image.
7. Must have your poster number in the top right corner of your poster in minimum 25-point font bold

You can create your file in either 3:4 screen ratio or wide screen 16:9 ratio. Portrait or landscape.

Ensure you create your poster graphic for on-screen viewing with sufficiently large text, easily legible fonts, and clear graphics. Use text sparingly, and use pictures, cartoons, and figures wherever possible. Make your poster as self-explanatory as possible, keep text to a necessary minimum, emphasize graphics, and make sure every item is necessary.

We recommend the following when creating your poster:

- do NOT use font sizes smaller than 18-point
- create your poster as you normally would and then reduce the size down to 72 dpi

There is not a template. You have the freedom to design the poster and you may use any program to create it. This article will provide additional information for creating your poster please read it before creating your E-poster file.

<https://support-eventpilot.ativsoftware.com/support/solutions/articles/24000059424-how-do-i-create-an-eposter-or-virtual-poster-how-should-i-size-my-poster-my-pdf-looks-fuzzy-or-bl>