Digital Poster Presentation Instructions

Digital ePoster Format for ePoster Hall Gallery
Digital ePosters (pdf file) will be available for On-Demand viewing in the ePoster Hall Gallery and can be accessed through the Livestream Portal. The ePoster Hall Gallery will feature a chat function (typed messages into a chat box) whereby presenters and attendees can communicate when their schedules permit. As such, most chats will take place on an asynchronous basis rather than in real time. There is no live verbal communication between the attendee and the presenter.

Poster presenters have the option of submitting an audio file (must be an .mp3 file) with a maximum of a 3-minute narration to accompany the digital ePoster pdf file. This audio file is not required; it is strictly optional.

Navigating the ePoster Hall Gallery
The ePoster Hall Gallery will allow attendees to scroll through a screen of thumbnail views of the posters. Attendees then "click" on posters of interest to view the poster in full screen. Attendees will have the ability to magnify a selected poster.

Recommended Technical Specifications for Preparing a PDF File of Your Digital Poster

File format and recommended aspect ratio	■ **File format**: All ePosters must be uploaded as a one-page PDF (.pdf) file ■ **Aspect ratio**: We suggest an aspect ratio of 16:9 (this is the default aspect ratio in newer versions of PowerPoint; convert PowerPoint file to a PDF file before upload)
Page count	One-page PDF file
Maximum file size	■ There is no maximum file size, but we recommend not to exceed 10 MB. ■ The larger the file, the greater amount of time required to download when an attendee accesses your poster presentation.
Orientation	Landscape
Minimum pixel dimensions	1920 width x 1080 height
Minimum font size	16 Point, please note: This font size is only a recommendation. You can use any font size that is suitable for your poster. Your font size will depend on the amount of text on your poster.
Font type	■ We recommend Arial or Calibri, but you can use any font type you prefer ■ Do not use special fonts which are not part of the standard PowerPoint package.
Resolution for any images or graphics	■ 300 dpi ■ Acceptable image file formats within your PowerPoint file include: JPEG, GIF, TIFF, BMP, PNG ■ Avoid stretching images manually as they will lose quality/clarity when magnified.
File name	To avoid any compatibility problems, please do not use special characters (e.g. «, Ö, Ø, ñ, ε, ®, ý, }, {) to name your file.

Submit Your Digital ePoster to the Poster Submission Portal
During the week of October 3, you will receive a link to upload your poster as a one-page PDF file to the Poster Submission Portal. You will be required to provide your Registration Order Number to submit your digital poster. The Registration Order Number can be found on the confirmation letter that you receive once you register.
Deadline: Submit your poster to the Poster Submission Portal by Tuesday, October 11, 11:59 pm U.S. Eastern Time.

Optional: Prepare a maximum 3-minute audio narration to accompany your poster
Poster presenters have the option of submitting an audio file (must be an .mp3 file) with a maximum of a 3-minute narration to accompany the digital ePoster PDF file. This audio file is not required; it is strictly optional. During the Annual Meeting, when attendees select "Poster Hall Gallery View", posters that are accompanied by an audio narration (.mp3 file) on the submission deadline of October 11 will be identified with an audio icon placed in front of the presentation number and abstract title.

You may create your .mp3 file using any software you prefer. Here is an instructional video for recording your presentation with software available at https://online-voice-recorder.com/

Step One	Click here to view an instructional video for recording your presentation with audio-recording software available at https://online-voice-recorder.com/
Step Two	Record your maximum 3-minute audio narration at https://online-voice-recorder.com/
Step Three	The .mp3 file will be available on your computer after you finish the audio recording.

Poster Session Schedule
Beginning Sunday, October 30, digital ePosters (pdf file) will be available for On-Demand viewing in the ePoster Hall Gallery and can be accessed through the Livestream Portal. Digital ePosters will be available to registered attendees for On-Demand viewing through April 30, 2023.

The following timeframes have been designated for Poster Sessions on Monday, October 31, Tuesday, November 1 and Wednesday, November 2. The ePoster Hall Gallery will feature a chat function (typed messages into a chat box) whereby presenters and attendees can communicate when their schedules permit. As such, most chats will take place on an asynchronous basis rather than in real time. There is no live verbal communication between the attendee and the presenter.

Poster Session A Monday, October 31 11 am – 12:45 pm U.S. Pacific Time Zone -Presentation #42 – 550 -Late-Breaker Abstracts	**Poster Session B** Tuesday, November 1 Noon – 1:45 pm U.S. Pacific Time Zone -Presentation #678 – 1166 -Late-Breaker Abstracts	**Poster Session C** Wednesday, November 2 11 am – 12:45 pm U.S. Pacific Time Zone -Presentation #1251 – 1718 -Late-Breaker Abstracts

What is a Poster Presentation?
A poster is a visual presentation of your research or clinical project. Use schematic diagrams, graphs, tables and other strategies to direct the visual attention of the viewer, rather than explaining it using text as you would in a journal article. A poster addresses one central question. State the question or hypothesis clearly in the poster and use your presentation to provide a clear and explicit take-home message.

Content
Posters usually have a similar structure to a research paper or journal article: An **Abstract**, with individual sections for **Introduction** (i.e., brief rationale or review of relevant research), **Methods**, **Results**, and **Discussion,** which includes a summary and conclusions. You may also want to list key **References**. If your poster is more clinically oriented, you may elect to use a different format, but breaking down information into clear sections with headings will help your colleagues understand your poster easily and quickly. In the busy environment of a poster session, most people do not have the ability to read and process long sections of text. Therefore, keep text to the bare essentials and focus on the most important ideas.

Questions? Contact ASTMH at j.deacetis@astmh.org.