

ePoster Presentation Instructions

ePoster Format for Virtual Meeting

Poster presentations will be presented in a digital format through the virtual Annual Meeting platform with a real-time chat function (a Chat Box with typed messages) during the poster sessions. We encourage poster presenters and attendees to engage in dialogue during the poster sessions using typed messages via the Chat Box. There is no verbal communication component between the attendee and the presenter. Communication between attendees and poster presenters takes place via typed messages in a Chat Box.

New this year! 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 ePoster pdf file. This audio file is not required; it is strictly optional.

Poster Hall

Poster presentations will be accessed via the Poster Hall on the virtual Annual Meeting platform. The ePoster site 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.

Instructions

During the week of October 25, 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 poster. This 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, November 2, 11:59 pm U.S. Eastern Time.

Recommended Technical Specifications for Preparing a PDF File of Your Poster

File format and recommended aspect ratio	<ul style="list-style-type: none"> ■ 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	<ul style="list-style-type: none"> ■ 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
Font type	<ul style="list-style-type: none"> ■ Arial or Calibri ■ Do not use special fonts which are not part of the standard PowerPoint package.
Resolution for any images or graphics	<ul style="list-style-type: none"> ■ 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.

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 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) 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.

Presentation Schedule

	Poster Session A Thursday, November 18 -Presentation #57 – 404 and Late-Breaker Abstracts	Poster Session B Friday, November 19 -Presentation #489 – 837 and Late-Breaker Abstracts	Poster Session C Saturday, November 20 -Presentation #936 – 1274 and Late-Breaker Abstracts
Presenters in attendance for real-time chat (a Chat Box with typed messages) with attendees	11 am – 12:30 pm U.S. Eastern Time Zone	Noon – 1:30 pm U.S. Eastern Time Zone	11 am – 12:30 pm U.S. Eastern Time Zone
<i>Beginning Wednesday, November 17, registered attendees will have access to all poster presentations through May 1, 2022.</i>			

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.

- Use bullet points to simplify sections like the introduction and conclusions.
- Make effective use of underlines and **boldface**.
- Use graphs and figures whenever possible.
- Make your poster visually pleasing and attractive.

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