



## ePoster Preparation Guidelines

For the 2021 eSymposia Series, two items are requested to be submitted, which together will be a presenter's "ePoster".

- 1) *Required*: PDF file of your Poster
  - In other words, the pdf file of what you would create for an in-person meeting. See preparation details below.
- 2) *Recommended*: Video file
  - Overview of your research, specifically mentioning:
    - Why you did the research
    - The impact it has had
    - Where you are going next
  - This video must be no longer than 3 minutes.

### Submission of Presentation

Upload Instructions:

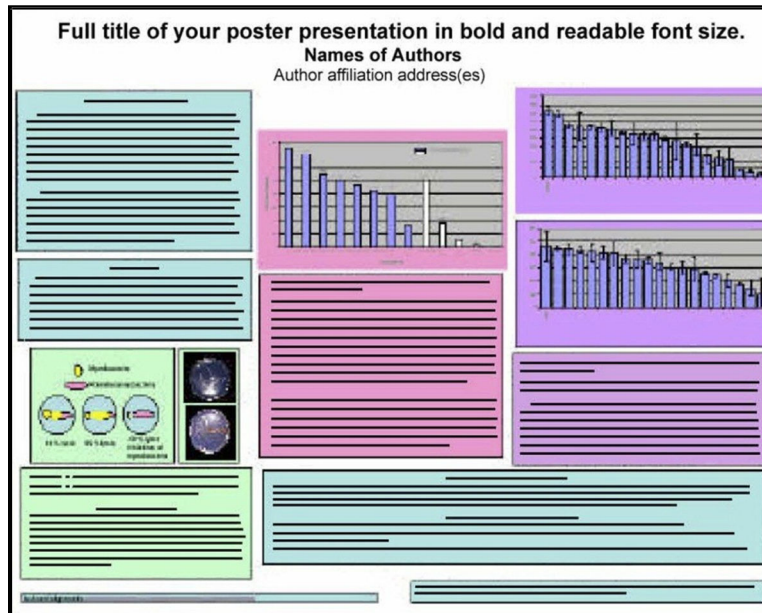
1. Save your Poster as a PDF file type with "poster" and last name (ex. poster\_Smith.pdf)
2. Save your video as an .MP4 or .MOV file type with "poster" and last name (ex. poster\_Smith.mp4)
3. Access your unique Speaker's Corner by clicking this link:  
<https://ismpmi.confex.com/ismpmi/2021/gateway.cgi>
4. Select "Upload Presentation" next to your applicable Poster title.
5. Select the brown "Upload ePoster" button near the bottom of the screen. \*You will select this button for each of your items – the PDF file and then the video file.

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### Preparation of PDF ePoster

- The official language for the ePosters is English.
- Your poster should be self-explanatory so that you are free to supplement and discuss particular points raised by inquiry. It may include diagrams and charts, reaction schemes, table recordings, graphs, photographs, or written text, such as abstract summary, introduction, methods, results and conclusions.
- See below on complete instructions on how to build a poster.

## Sample Poster Layout



## ePoster Layout

- Avoid overcrowding figures into tables. Legends and titles should accompany all figures, tables, photographs, etc. in order to allow their immediate identification.
- If you are not familiar with this form of presentation, we recommend that you plan the layout of the poster with an art/design consultant and consider having the artwork professionally drawn.
- No commercial activities nor any advertising may be displayed on the posters. Not complying with this rule will result in the poster being removed.

## Recommendations

- Font styles: Arial, Verdana, Times or Times New Roman, Garamond, Georgia, Symbols (math equations only)
- Font sizes:
  - Title: sans serif, 48 pt
  - Subtitles and Section Titles: sans serif, 36 pt
  - Main Text: serif font, 24 recommended, no smaller than 12 pt
- Text design:
  - Avoid shadow, emboss, engrave, or underline formats for text
  - Keep text horizontal
  - Use several columns
  - Use lines or reasonable gutter spaces between columns
- Image format: .wmf; .jpg; .bmp; .gif; or .tif.
- Image resolution: 300 pixels per inch