E-poster guidelines

Congratulations on being accepted as an e-poster presenter at Rheumatology 2015. We have put together some information we think may be helpful to you whilst in Manchester. The organising staff will be on hand throughout the conference to deal with any unexpected issues that may arise.

What is an e-poster?

An e-poster is an electronic version/PDF of a poster presentation. The e-poster may include text, figures, charts, tables, images, and artwork but does not include any audio, video, web links or animation.

All e-poster presenters are required to register for at least one day of the conference or their abstract will be withdrawn from the programme.

How and where will they be displayed at the conference?

The e-posters will be in their own area in the exhibition hall, near to our printed poster area. The e-poster area will consist of five large screens. One screen will display a rolling slideshow of all e-posters that specifically apply to the 'categories' of that day. These categories match those of the printed A0 posters that will also be on display at the conference each day. We have arranged this in such a way to avoid overcrowding and to make sure that everyone has the opportunity to view materials of interest to their area of study. The remaining four screens will have interactive menus, with the option to find and view individual posters for a longer amount of time.

This means that each day, any of the e-posters can be viewed on any of the four interactive screens. The fifth and largest screen will be a category-dedicated; meaning only the posters within the chosen categories of the day will be on a rolling display.

We hope this will allow you a bit more flexibility in terms of which day you register for. However we encourage individuals to register to attend on the day your poster is on the rolling screen. We have made every effort for your poster to be displayed on a rolling screen on a day that coincides with the categories shown in our printed posters, though this has not been possible in every instance.

We also advise that either you or a colleague are near the e-poster area for the duration of your poster viewing slot, on the appropriate day, in order to answer questions from fellow delegates. However, please note that specific presentations should not be arranged for this time period.

What specifications do I need to be aware of?

Please prepare your e-poster presentation in accordance with the below specifications before submitting your e-poster. Also, please do not enable document encryption or password protection.

As an e-poster presenter you are asked to prepare a single Microsoft PowerPoint slide that will be displayed on a wide screen monitor between 27"- 32".

What format should I use?

The presentation should be in landscape orientation with a screen ratio of 16:9. As an example, to adjust your slides orientation and ratio in PowerPoint 2007/2010 follow these steps:

1. Select Design from the menu tab

2. Click on Page setup and select On-Screen Show (16:9) as well as Landscape.

The font size depends on the default width and height that is selected according to the above settings. Different values might require a smaller/larger font size. The maximum allowed size is 80x45cm.

The presentation must be in the PPT, PPTX, ODP or PDF format to be accepted (Windows, Mac or Linux). Please note that all uploaded presentations will be converted and published in PDF format.

Limitations: As the poster is treated as a single poster presentation you should not have additional slides – only one. **The file size should not exceed 16 Megabytes**.

Images and animations: Avoid overlapping, animated objects or serial animations. Only the final view/status per slide will be visible as all uploaded presentations will be converted and published in PDF format.

Font type: Please use Times New Roman or Arial.

Font size: The font size should be 14pt or bigger.

Images and tables:

- You are welcome to use images and tables in your presentation
- All graphs and tables must be embedded in your file and have titles
- Avoid animated GIF files and be careful to respect copyright and personal anonymity with your images or photos
- Do not insert or embed any videos in your presentation

A note to Apple Macintosh users: Please **do not** use "drag-and-drop" to insert pictures into Microsoft PowerPoint files, as graphs and images would not be displayed properly. Using the INSERT command from the menu will virtually eliminate these issues.

Restrictions:

- Please do not include audio in your presentation
- Do not include hyperlinks as there will be no internet access on the e-poster screens.

E-poster presentation guidelines 2015

SUMISSION

How do I upload my e-poster and is there a deadline?

To upload your e-poster, please go to our e-poster submission site.

[E-poster submission site](#)

Please note: you will need to include your control number, e-poster number and category, all of which are noted at the beginning of this document. Once you have submitted your e-poster you may log back in and modify your submission as many times as you like until the final deadline date.

All e-posters must be uploaded by Monday 2 March 2015 in order to be included.

REGISTRATION

Do I still receive the early bird discount?

As an accepted poster presenter you are required to register for at least one day of the conference.

Early bird registration rates ended on Friday 30 January 2015 however, as promised; we have extended this deadline until **Wednesday 11th February** for anyone involved in the e-posters who has not been unable to book before the deadline.

When registering, please enter the voucher code (sent to the primary author by email) into the 'voucher code' box to receive the early bird rate. **After the extended deadline of Wednesday 11th February 2015, registration will be charged at the higher rate.**

We understand that sometimes circumstances change. Therefore if you have decided to withdraw your poster, please let us know by emailing the events team at events@rheumatology.org.uk.

If you would like to see the full programme or find out more about the conference, please visit our website www.rheumatology2015.org.uk.

We thank you once again for your patience and look forward to featuring your e-poster at the conference. Please do not hesitate to get in contact if you have any further queries.

Best wishes,

The Events Team

The British Society for Rheumatology

Bride House, 18-20 Bride Lane, London, EC4Y 8EE

T: +44 (0)20 7842 0900 | F: +44 (0)20 7842 0914

E: events@rheumatology.org.uk| W: www.rheumatology2015.org