

**Rheumatology 2017**

**Tuesday 25 April – Thursday 27 April**

**ePoster guidelines**

**ePoster information**

Congratulations on having your abstract accepted as an **ePoster** at Rheumatology 2017. We have put together some information we think may be helpful to you when preparing your ePoster and answer any frequently asked questions.

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

This year accepted ePosters will be made available to view online and on the conference app, as well as being published in the abstract book with details as to access the ePoster site.

Follow the link to view last year’s ePoster site [Rheumatology 2016 ePoster viewing site](http://www.rheum2016eposters.org/). A similar site will be created for Rheumatology 2017 which is accessed through the event web page.

**How will delegates be able to view my ePoster?**As an accepted ePoster your abstract will be made available on the conference app and through the Rheumatology 2017 website. The author names and title of the ePoster, along with the URL to the e-poster viewing site, will be printed in the abstract book, which will be given to every delegate attending the conference.

If you do not wish for your abstract to appear on the website or on the app before the conference please let us know by Friday, 20 January 2017.

**GUIDELINES  
What specifications do I need to be aware of?**Please prepare your ePoster presentation in accordance with the below specifications before submitting your ePoster. Also, please do not enable document encryption or password protection.

As an ePoster presenter you are asked to prepare a single Microsoft PowerPoint slide, which will be made available to view online and through the conference app.

**What format should I use?**  
The presentation should be in can be either landscape or portrait orientation with a screen ratio of 4:3.

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 (4:3) as well as Landscape/Portrait.

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 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. Please do not use audio in your ePoster.
* **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 a clear font, we recommend Arial, Times New Roman or Calibri. This will make it easier for delegates to read.
* **Font size:** Please use a font which will prove easy to read for delegates on screen. A larger font often works better.
* **Images and tables:** You are welcome to use images and tables in your e-poster. 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. |

**Submitting your ePoster**

You will need to submit your ePoster through our online submission site by Friday 17 February 23.59.

If you are having any trouble uploading your ePoster please contact Jenna Francis on [JFrancis@rheumatology.org.uk](mailto:JFrancis@rheumatology.org.uk)

Last but not least, enjoy the conference! We hope you have a great time in Birmingham.