Instructions for e-Posters

Thank you for presenting at ATTD-ASIA 2024

This page is designed to prepare you for your e-Poster presentation at ATTD-ASIA 2024. Please visit the page regularly for updates on technical requirements, deadlines and general information.

e-Poster Viewing

e-Poster will be available for viewing onsite on-screen stations in the Exhibition area at the Bencoolen Foyer during exhibition opening hours and through the e-Poster gallery on the conference website and the mobile app.

Exhibition Opening Hours:

- Monday, 18 November – 14:45 – end of Networking Reception
- Tuesday, 19 November – 09:00 -16:00
- Wednesday, 20 November – 09:00 -15:00

Information regarding e-Posters

- Each e-Poster will consist of a 1-page pdf file. The conference participants will be able to contact the e-Poster presenter through the virtual platform.
- **Only e-Posters of registered participants will be part of the Conference, displayed in the e-Poster Gallery on** the mobile app, and will also be available at the e-Poster Stations at the venue.
  - All e-Poster presenters are required to register for the Conference. If you have not yet done so,

- you may find information regarding registration by clicking **here**.
  - **If you do wish to attend the Conference and upload your e-Poster, but have yet to register, please notify us at** **attda_abstracts@kenes.com**.
- Please see below for further guidelines on how to prepare your e-Poster.
- **NOTE:** By uploading your e-Poster, you agree to having it published in the official ATTD-ASIA publications, and mobile app.
- **e-Poster registered presenters** will receive a link to upload their e-Poster in due course.

Upload e-Poster System is now closed!

If you are a registered and paid e-Poster presenter and have not uploaded your e-Poster, please contact **attda_abstracts@kenes.com**.

e-Poster Guidelines

Technical specification for e-Poster preparation

Please prepare your e-Poster as a 1-page **PDF file in landscape orientation.**

If you wish, you may use a template that can be downloaded **here.**

- **Language:** All e-Posters should be prepared in English
- **File Format:** PDF format – 1 page
- **Orientation:** Please create your document in PowerPoint in **Landscape layout 16×9** and save it as a **PDF file**
- **Font types:** Arial, Calibri, Verdana, Times New Roman or Helvetica
- **Font size:** 11 points or larger

- Hyperlinks, animated images, animations and embedded videos are **not** permitted and will be not function
- QR Codes may be included but cannot link to any promotional or marketing material
- **Images and tables:** At least 200 dpi — good picture quality is essential
- When inserting images, photos, tables, etc., please use simple copy-paste and do **not** use embedded documents — the system does not support embedded files — audio or video
- Avoid overlapping objects and layers — only the final view/status will be visible
- When saving your PDF please do **not** use symbols or special characters (ie. +/@/ü) in the file name
- Please do not use headers and footers
- **File size:** Less than 5 MB

Please note, there will not be paper posters at ATTD-ASIA 2024.

For questions, please e-mail **attda_abstracts@kenes.com**

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- Each e-Poster will consist of a 1-page pdf file (and an optional audio file, see details and conditions below). The conference participants will be able to contact the e-Poster presenter through the virtual platform.
- **Only e-Posters of registered participants will be displayed in the e-Poster Gallery** on the Conference virtual platform, the mobile app, and will also be available at the e-Poster Stations at the venue. Please see below for further guidelines on how to prepare your e-Poster.
- **NOTE:** By uploading your e-Poster (and audio file), you agree to having it published in the official ATTD-ASIA publications, and on the virtual platform and mobile app.

- **e-Poster <u>registered</u> presenters** will receive a link to upload their e-Poster in due course.

<p style="text-align:center">Upload e-Poster System will open soon!</p>

Recording your MP3 audio file for your e-Poster

e-Poster presenters are encouraged to record a 3-5-minute MP3 audio file to accompany their e-Poster. The recording will be accessible from the e-Poster gallery within the virtual platform but not at the e-Poster station onsite nor on the conference app. For instructions on how to record a short audio file for your e-Poster **[click here](#)**.

**_Please note that you may NOT save the file name with any characters or symbols – only letters and numbers <u>and</u> no spaces in the file name._

By following the guidelines, you will ensure your e-Poster is displayed correctly. Without following these instructions your e-Poster will not be uploaded correctly.

Messaging e-Poster Presenters

Within the virtual platform, there is a messaging service to facilitate scientific exchange. Messages can be sent by participants directly to the presenter's email (without seeing the presenter's email address). Please note: the message is sent without displaying your details, so if you wish the presenter to have your email address, you will need to include it in your message body text.

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