

## GUIDELINES FOR MODERATED POSTER PRESENTATION

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These guidelines include:

1. **Mandatory declaration of conflicts of interests (COI)**
2. **Format and upload**
3. **Tips and tricks for preparing an effective presentation**

### 1. Declaration of conflicting interests (**MANDATORY**)

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- ✓ **Please make sure to insert a declaration of conflicting interests at the bottom of the poster. This is mandatory for all speakers and for each poster, even if there are no COI to declare. If there is no conflict, the following statement needs to be used: All authors have declared no conflict of interest**
- ✓ **Download the UEG e-poster template [here](#).**

UEG is committed to ensuring scientific rigour and objectivity in all of its educational activities. These include all aspects of the educational programme at UEG Week including those that are directly and jointly sponsored activities.

All presenters, whether invited faculty (speaker, chair and expert) or abstract (oral or poster) presenters at the UEG Week (hereinafter "Presenter(s)") are required to disclose to those organising and attending meetings any relevant financial or other relationship that may lead to a potential bias. UEG reserves the right to review the information disclosed for potential conflicts of interest. Please note that the sole responsibility for the content of each presentation lies with the Presenter.

UEG requires all Presenters to disclose any financial relationship with or any advisory or consultancy roles in the Biomedical Industry and the Biomedical Technology Industry during the past three years. These and any other potential conflicts of interest should be disclosed during introductory comments to the presentation. All Presenters are requested to disclose potential conflicts of interest on a PowerPoint slide to be shown immediately at the beginning of the presentation. Poster Presenters are required to disclose potential conflicts of interest at the bottom of their poster.

Conflicts of interest may exist through a financial relationship or when the individual has the opportunity to influence the content of a presentation, and can involve grants, honoraria, shares, paid positions on advisory boards, etc. Conflicts of interest are frequent and expected, and do not preclude an individual from making a presentation, provided the conflict is disclosed. If there is any doubt about the relevance of a potential conflict of interest, UEG requires all Presenters to act responsibly and to disclose such potential conflicts of interest.

### 2. Format and upload

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You will soon receive a separate email containing the upload link!

#### 1. STEP 1: e-poster upload (**MANDATORY**)

- Please submit your poster in landscape orientation.
- Number of pages: 1
- File format: PDF or PPTX
- Poster ratio: 16:9
- Poster size in cm: 33,867 width x 19,05 height – landscape orientation

In case you wish to add a video to your e-poster, please keep these requirements in mind:

- File format: .pptx only
- Video formats: .mp4, .mpg, .avi
- Max. number: 5 videos
- Sound: not supported

## 2. STEP 2: Audio Upload (optional)

In addition to your "static" e-poster, you are kindly invited to record and upload a presentation of your poster. This audio will be available as a part of your poster in the virtual poster exhibition to enhance your poster presentation.

- Maximum length of the video presentation is: 3 minutes
- Audio formats: mp3, mp4, wav, m4a
- Clean cut at the beginning and at the end of your presentation

**Please make sure that the sound quality is sufficient. Your audio will NOT be revised and/or edited.**

## 3. Tips and tricks for preparing an effective presentation

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**Your presentation is a fast-paced oral presentation of your e-poster, make sure you can include all major points within the 3minute talk time and be prepared for the Q&A.**

### Poster Description

A poster is simply a static, visual medium that you use to communicate scientific data and other messages. The difference between poster and oral presentations is that you should let your poster do most of the 'communication'.

The content of an effective poster presentation should be clear, focused, and concise. Furthermore, it usually contains eye-catching illustrations, diagrams, graphs and/or photographs with clear and attractive layouts.

### Content and Layout

Generally a poster should contain:

- **Title**; describing the project and mentioning the people involved in the work
- **Introduction**; informing about the aim and objectives of the research
- **Methodology** section; explaining the basis of the techniques which were used
- **Results** section; showing illustrative examples of the main results
- **Summary and Conclusions**; listing the main findings of your investigations

Make it obvious to the viewer how to 'navigate' through the poster. Posters should be read from left to right and from top to bottom. It is also possible to guide by numbering the individual panels or connecting them with arrows. Leave some open space in the design. An open layout is less tiring for the eye and mind.

#### 1) Keep the material simple

- a. Make full use of the space, but do not overfill a page with information, as the result can often appear unattractive and difficult to read.
- b. Be concise. Use only pertinent information to convey your message.
- c. When showing results, present only those that illustrate the main findings of the project.

#### 2) Readability of the poster

- a. Please keep in mind that contrast is key when choosing your colours and shades.
- b. Use a typeface (design of type) that is particularly simple and clear. Do not use more than 2 font types as too many types distract.
- c. The minimum font size should be at least 6 pt for your text and approx. 11 pt for your head title. The thickness of each letter can be medium or bold.
- d. Do not use all UPPER CASE type in your posters. It makes the material difficult to read, therefore only use it for emphasising.
- e. Do use underlined text, bold face or italics or combinations to highlight words and phrases. If you use bold italicised print to emphasise, then underlining is not necessary as this draws too much attention to it.
- f. As an alternative, you can also use colours to emphasise but restrict to a maximum of two colours. Use colour to enhance comprehension and not for decoration.

### **3) A picture is worth a thousand words...**

...but only if it is drawn properly and used in an appropriate way! Present numerical data in the form of graphs, rather than tables. If data must be presented in table-form, keep it simple.

- a. Graphs: Annotations should be large enough and the lines of line-graphs should be thick enough. Instead of using lines of different thickness, use contrasting coloured lines or different line styles.
- b. Diagrams and drawings should be labelled, large and clear. Do not cramp labelling into your diagram. Use "arrows" and "callouts" instead.
- c. Clipart should only be used if it adds interest to the display and complements the subject matter. Watch out as you may spend more time fiddling about with images and searching for appropriate cartoons than concentrating on the content.
- d. Equations should be kept to a minimum, large enough and accompanied by nomenclature to explain each variable.

### **4) Keep the text brief**

Paragraphs of text should not exceed 3 paragraphs as viewers will not bother to read more than that.

### **5) Maintain a consistent style**

Otherwise it gives the impression of disharmony and can interrupt the fluency and flow of your messages. The way you arrange the sections should follow the "storyline".

### **6) Check your spelling**

Nothing is more annoying than spelling mistakes on public display. Spelling mistakes give the impression that you did not put full effort into your work.

### **7) Review**

Make draft versions of your poster and check them for mistakes, legibility and consistency in style. Try different layout arrangements and ask your partner, friends, colleagues or supervisor for their honest opinions.

If you have any questions regarding the e-poster system or the upload procedure, please contact our Support Team directly via [uegweek.abstract@abstractserver.com](mailto:uegweek.abstract@abstractserver.com).

If you have any content related questions, please contact Maresa Wiener at [mw@ueg.eu](mailto:mw@ueg.eu).