GUIDELINES FOR POSTER UPLOAD

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These guidelines include:
1. **Format and upload Step 1: e-poster upload MANDATORY**
2. **Format and upload Step 2: audio/video upload**
3. **Three easy steps to submit**

1. Format and upload

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

- Your poster must be in **landscape orientation**.
- Number of pages: **1 slide/page only**
- File format: **PDF, PPT or PPTX**
- Poster ratio: **16:9**
- Poster size in inches: **26.66" width x 15" height – landscape orientation**
- The file size **must not exceed 10 Megabytes**.

The UEG Week 2024 poster template can be downloaded **here.**
(you are accessing a template available for everyone, therefore in order to be able to work in it, you need to download it first)

If you don't use the official template, please adjust your slides orientation and ratio:
- Select Design from the menu tab
- Click on Page setup and select On-Screen Show (16:9) as well as Landscape and enter the correct size(26.66" width x 15" height)
- Make sure to include the CoI statement

General guidelines:
- **Font type:** Fonts that are allowed: Arial, Helvetica, Calibri, Verdana, Symbol, or Times New Roman. Other fonts may lead to an error message. For special or corporate fonts we recommend to upload the e-poster in PDF (with the fonts embedded).
- **Animations:** Do not use animated objects or serial animations. Only the final view/status per slide will be visible.
- **Images and tables:** You are welcome to use images and tables in your e-poster, they must be embedded in your file. Don't use animated graphics and be careful to respect copyright and personal anonymity with your images or photos.
- **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. Do NOT use the INSERT command for videos (see above).

2. Format and upload STEP 2: audio upload

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

- Maximum length of the video/audio presentation: 3 minutes
- 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 file will NOT be revised and/or edited.

3. Three easy steps to submit your poster

Please use the login details you received via email to enter the e-poster system to upload your file(s).

Step 1 - Upload: Click the upload icon to and click on "browse file" or drag and drop your e-poster file into the upload area. The upload progress bar will appear. Please do not interrupt the upload process until the file has been fully uploaded (100%) and verified by the system. You will see a preview of your e-poster once the upload has been completed. Click "Save" or "Next" to continue.

Step 2 - Affirmations: Please respond to all questions on this page to be able to submit your e-poster in a last step. Click "Save" or "Next" to continue.

Step 3 – Submit: On this page you may submit your e-poster by clicking the "Submit" button. NOTE: You may replace your uploaded published e-poster by clicking on the EDIT button, even after you submitted your e-poster. You have to re-submit your e-Poster after replacing it!

You will receive a confirmation email after your e-poster has been uploaded.
Please upload your e-poster before September 27, 2024

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.
If you have any content related questions, please contact Verena Hartl at v.hartl@ueg.eu.