

Guidelines for moderated poster presentation

These guidelines include:

1. Mandatory declaration of conflicts of interest (COI)
2. Format and e-poster upload
3. Tips and tricks for preparing an effective presentation
4. On-site presentation

1. Declaration of conflicting interests (COI)

Please make sure to insert a declaration of conflicting interests at the bottom of the e-poster.

This is mandatory for all speakers, even if there are no COIs 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](#).

Find more information on COI [here](#).

2. Format and upload

Instructions for uploading your e-poster and recording will be sent to the presenting author in a separate email in mid-August.

E-poster upload

- Your e-poster must consist of a single page.
- Submit your e-poster in landscape orientation (26.66" width × 15" height).
- Maintain a 16:9 aspect ratio.
- **Use only the following fonts: Arial, Helvetica, Calibri, Verdana, Symbol, or Times New Roman; other or external (non-Microsoft) fonts may cause display errors!**
- Images and tables may be included but must be embedded in the file.
- Avoid animated graphics and ensure compliance with copyright and personal anonymity.
- Do not use animated objects or serial animations; only the final static view will be displayed.
- Do not insert images using drag-and-drop in PowerPoint.
- Use the INSERT command to ensure proper display of graphs and images.

Audio/Video upload (optional)

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

- The maximum length of the audio/video presentation is 3 minutes.
- Formats: mp3, mp4, wav, m4a.
- Clean cut at the beginning and at the end of your presentation.

Make sure the sound quality is good. Your audio will not be revised and/or edited!

3. Tips and tricks for preparing an effective presentation

E-poster description

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

The content of the e-poster presentation should be clear, focused, and concise!

Furthermore, it shall contain eye-catching illustrations, diagrams, graphs and/or photographs with clear and attractive layouts.

Content and layout

Generally, an e-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.

Readability of the e-poster

- E-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.
- Do not overfill a page with information, as the result can often appear difficult to read.
- When showing results, present only those that illustrate the main findings of the project.
- Use high-contrast colours to ensure readability.
- Choose a simple, clear typeface and limit yourself to two font families.
- Use at least 6 pt for body text and about 11 pt for headings; medium or bold weight is recommended.
- Avoid using ALL UPPER CASE for long text, as it reduces readability; reserve it for brief emphasis
- Use underlining, bold, italics, or combinations for emphasis, but avoid underlining when using bold italics.
- Use colour for emphasis, but limit it to two colours and ensure it supports comprehension rather than decoration.

Visual elements

Present numerical data in the form of graphs, rather than tables. If data must be presented in table form, keep it simple.

- 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.
- Diagrams and drawings should be labelled, large and clear. Do not cram labelling into your diagram. Use “arrows” and “callouts” instead.

- 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.
- Equations should be kept to a minimum, large enough and accompanied by nomenclature to explain each variable.
- QR code: limit it to one and ensure it fits the e-poster template without distracting from the main content.

Ensure your e-poster is clear and coherent by keeping text concise, maintaining a consistent style, checking spelling carefully, and reviewing draft versions for readability and layout.

4. On-site presentation

Be on time at your designated poster stage, get to know your fellow presenters and the faculty.

For better e-poster navigation:

- Use the Zoom Button on the screen to zoom into your poster when presenting it to ensure high resolution on the screen.
- Be mindful of the timing of your presentation (3-minute presentation followed by 3-minute Q&A)
- All moderated poster sessions will be operated with headphones.
Chairs, speakers and participants will be wearing headphones to be able to hear the presentation with minimal disturbance from outside.

Need further help?

For further content-related questions, please contact Sabina Turcanu at s.turcanu@ueg.eu

For questions regarding the e-poster system or the upload procedure, please contact our Abstract Management Technical Support at uegweek.abstract@abstractserver.com.