

How to upload your e-poster: Step-by-step instructions

These instructions include:

1. Mandatory e-poster format and upload
2. Optional audio/video upload
3. Technical instructions for e-poster upload

1. Mandatory e-poster upload

Presenting authors will receive e-poster system access and login credentials in a separate email in mid-August.

Deadline for e-poster upload is October 2, 2026, 10:00 AM CEST!

Please make sure to insert a declaration of conflicting interests at the bottom of the 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](#).

E-poster content

- 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.

E-poster format

- 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.

E-poster upload

- Upload e-poster in PDF or PPTX format, with the size not exceeding 10 Megabytes.

2. Optional audio/video upload

Audio/Video upload

In addition to your "static" 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. Technical instructions for e-poster upload

Use the login details you received via email to enter the e-poster system to upload your e-poster.



Step 1: Upload

Click the upload icon 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 the last step. Click "Save" or "Next" to continue.



Step 3: Submit

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 must resubmit your e-Poster after replacing it!

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.