



Uploading an ePoster in Confex

Instructions

Steps and Specifications to Create Your ePoster

These instructions are written for PowerPoint, but are applicable to any other software you may wish to use. If you use PowerPoint, please use PowerPoint 2007 or newer.

Creating an ePoster Upload

1. Number of pages (slides): one (1)
2. Max file size accepted: 200MB
3. Set the dimensions of your poster to 43.6" (110.7 cm) width x 24.5" (62.2 cm) height in landscape orientation, or start with [this template](#). (VIRTUAL)

Note: You need not feel restricted to the colors shown in the template. The intent of the template is merely to ensure the dimensions are appropriate for the display screens that will be used at the meeting.

To set your slide dimensions:

- Select the "Design" tab in PowerPoint
 - Click "Slide Size" and select "Custom Slide Size"
 - Set the width and height as outlined above
4. Fill in the abstract title, author names, and institutional affiliations of the authors at the top of the poster.
 5. Fill in content as appropriate.
 6. **Before submitting, save your poster as a PDF file. All recent versions of PowerPoint and most other software applications allow you to save your poster as a PDF file from the "File > Save as" menu.**

PLEASE NOTE: Using the "File > Print > as .PDF" option may make your poster blurry. If you created the pdf this way and are seeing blurriness, please try using the "File > Save as" option.

Requirements & Guidelines

Following these guidelines will ensure that your ePoster is readable and effective.

- Make sure your text and background have a **large contrast** (dark lettering on a light background or the reverse).
- A **minimum 24-28 point size (or bigger)** for body text is used to ensure optimal legibility from the usual distance of 3-5 ft.
 - A little larger text (e.g.: up to 32 pt size) might also be a good idea, as it will provide comfortable reading from an even larger distance, up to 8 ft.
- **For embedded images we recommend** using .jpg or .png file formats in a resolution of 72 or 96 dpi.
- **Do not use animated effects, "animations," or videos.**

Preview Your ePoster (highly recommended)

Previewing is important to ensure the best quality

1. A new window will open where you can preview your poster and **make sure that:**
 - It is what you expected.
 - Text is readable.
 - Embedded images are sufficiently clean.
2. Here you may also create sections for your poster.

Edit to Create Interactive Sections (optional)

Creating Interactive Sections

Open the Editor: Create/Edit ePoster Sections

1. Click on "ADD A SECTION".
2. Enter the section title.
3. Click "SET AREA".
4. Click and drag your mouse over the area you wish to set for your section. When you release your mouse, the selected area will be gray and identify the number of the section. That's it!
5. Once all sections are added, click on "PREVIEW".

The system saves as you go, so when you're done, you can just close your page and it will be saved for you.

Upload Video File (Optional)

Videos can be captured on a phone or computer and can be viewed by attendees when they access your poster through the app or website.

1. Open the Uploader.
2. Select "Video" from the dropdown.
3. Browse for your video file. NOTE: Videos must be .mp4 files. Other types will need to be converted to .mp4 before they can be uploaded.
4. Click "Save".

The size limit is [KB/MB LIMIT].

Recording a Presentation (Optional)

- Each presentation should be 2-10 minutes long.
- Presentations should be either a shoulders up view of the person presenting or a video recording with your camera blocked out (to create a back screen with audio only).
- This short video should detail enough that the audience gets a good idea of what your poster is about, including a brief introduction with an explanation of various sections of your poster. Within our ePoster editor you can select sections to highlight and zoom in as you speak that can be synced to the times in your video.

To sync your uploaded video file to your interactive slides: Use the Sync to Media Time button which appears to the right of the Set Area button when a video file has been uploaded. The text area between this and the Delete button indicates the timestamp in the video (in seconds) when the video should start on this slide. Example:

Slide 1: Sync to media time: 0 (the very start of the video)

Slide 2: Sync to media time: 37 (37 seconds into the video display slide 2)

Slide 3: Sync to media time: 74 (74 seconds into the video display slide 3)