



## GUIDELINES FOR DIGITAL POSTERS

In order to ensure that your digital poster is submitted correctly, please take the time to **read these guidelines ahead of time**.

Key deadline:

Poster upload deadline: Friday 2 November 2018

### DIGITAL POSTER PREPARATION

Digital posters will be displayed on TV screens in the exhibition area of the University of Tasmania, Medical Science Precinct 17 Liverpool Street, Hobart.

Digital posters are created as PowerPoint presentations and uploaded into the ePresenter™ system. This system converts your poster presentation into an interactive format for viewing on hand-held devices and digital poster kiosks which are large horizontally oriented TV screens. Delegates can access ePresenter™ onsite to:

- Browse, search and visualise other authors' digital posters.
- Contact authors via ePresenter™ to arrange private presentations or to make comments.
- Download your digital poster at your discretion (you may nominate this when uploading your poster via the online system).

**Digital posters must be submitted using the digital poster template which is available for download from the digital poster submission page via the online portal (further details are below).**

All digital posters must be uploaded to the online portal by **Friday 2 November 2018**.

**When creating your digital poster, please follow these guidelines:**

- Download the digital poster template from the RACS TAS web page [www.surgeons.org/tas](http://www.surgeons.org/tas). The template on the website has been designed to display properly on the poster kiosks that will be used onsite.
- All digital posters must be submitted in either **.PPT or .PPTX format**.
- All digital posters must be submitted in **16:9 landscape orientation** using the digital poster template.
- You are limited to a **maximum of 5 slides** within your digital poster, organised as you wish (e.g. one for Title, Introduction & Methods, two for Results and one for Summary & Acknowledgements). Posters that consist of only a single slide can still have embedded animations and/or multimedia.
- **JPEG or PNG** is the preferred file format for images inserted into the PowerPoint. Please be mindful of any copyright issues of photos used when creating your poster.
- Each submitted poster file in .PPT or .PPTX format must **not be larger than 250MB**.
- Font – Calibri, Verdana, Times New Roman and Arial are recommended

- Font size – **72-80pt for Titles/Headings** and size **24-44pt for text blocks** are recommended.

### Support for multimedia:

- Slide transitions and animation is supported
- Embedded videos are supported. Ensure the video is embedded into the presentation file, as you will be unable to upload the video separately. The following formats are supported:
  - Video: AVI, WMV, MPG, MP4
- Audio is NOT available on digital posters
- Attendees can zoom in or out and swipe to view more slides.

### BENEFITS OF SUBMITTING A DIGITAL POSTER

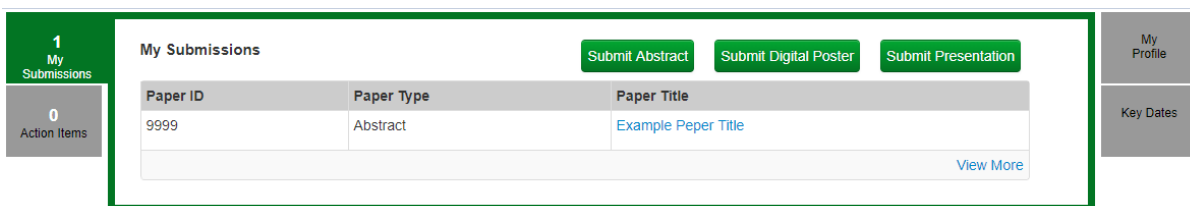
- You can track statistics on the number of views and downloads your digital poster receives.
- Your poster can be easily searched onsite.
- You can be contacted directly by interested delegates and have more tailored discourse with them if you wish.
- Delegates can download your digital poster in PDF format.

### READY TO UPLOAD YOUR DIGITAL POSTER?

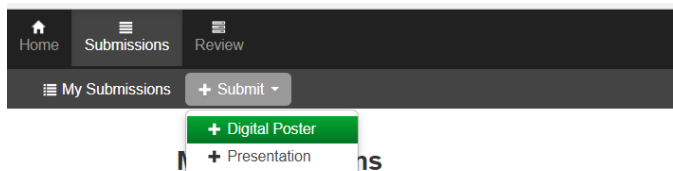
This is done via the [online portal via the RACS TAS web page \[www.surgeons.org/tas\]](http://www.surgeons.org/tas). All digital posters must be uploaded to the online portal by **Friday 2 November 2018**. Please refer to the digital poster guidelines above and follow the steps below to upload your digital poster to the online portal:

#### Please follow the below steps to upload your digital poster to the online portal

1. Log into the online portal, via the RACS TAS webpage [www.surgeons.org/tas](http://www.surgeons.org/tas) using your author login details (previously provided to you in an email).
2. From the home screen select the button “Submit Digital Poster”.



Alternatively, you can click on “Submissions” near the top of the screen and then select “+ Submit” and “+ Digital Poster” as per the screenshot below:



3. Ensure you follow the online guidelines provided within the portal.
4. Upload your digital poster file using the digital poster template in .PPT or .PPTX format.
5. Select whether you allow delegates to download your digital poster in PDF format.

6. When you are ready to submit your digital poster, select the "Submit" button at the bottom of the screen.
7. Once your digital poster has been submitted if you select the "Digital Poster" tab the status will show as "Under Review".
8. You will receive a poster submission confirmation via email once your digital poster has been processed and converted into a display-friendly format. The email confirmation will also contain a link where you can review your digital poster.

### **If you do not have PowerPoint installed**

We recommend downloading a free software such as OpenOffice which will enable you to save or create presentations in .PPT and .PPTX format:

Please [click here](#) to download OpenOffice.

Please [click here](#) for further information on using OpenOffice.

### **ONSITE AT THE EVENT**

If you have any questions, please visit Priscilla Matters, RACS Conferences & Events Management at the registration desk.

### **LANGUAGE**

Please note that the official event language is English. **All presentations must be written in English.**

### **GENERAL ADVICE FOR FIRST TIME PRESENTERS**

- The message that your digital poster contains should be clear and understandable without a requirement for oral explanation. Methods should be presented simply and concisely.
- After the title, the two most important panels are the Introduction and the Conclusion. Based on these two sections, a reader will decide whether to consider the poster details and perhaps talk to the presenter. These sections need to be very clear, concise and visually attractive.
- Results should be presented graphically if possible. Avoid large tables of data.
- Use pictures, symbols and colour. Figure legends are essential and should be short but informative. Each graph should have a short heading. For visual effect, we recommend that graphs be no smaller than 12cm x 18cm.
- Use the space to attract your audience for discussion, not to present complex details of methods and results.

**Thank you for your help in making the 2018 RACS Combined Tasmanian Annual Scientific Meeting & Trauma Symposium a success. For further details or assistance, please contact the event organisers.**

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