

THE MENTAL HEALTH SERVICES 2024

ePOSTER GUIDELINES

GENERAL INFORMATION

ePosters provide you exceptional flexibility and ease of design since they can be prepared using Microsoft PowerPoint (or similar applications). The presentation will be displayed on large monitors and not on projection screens or flat panels, so the preparation differs from a presentation in a conference room.

To assist in your preparation of your ePoster refer to the below documents:

- [BEING ePoster](#) - this is an example of a high quality ePoster from TheMHS Conference 2023
- [Chisholm ePoster](#) - this is an example of a high quality ePoster from TheMHS Conference 2023
- [TheMHS ePoster PPT Template](#)

FOR EPOSTERS, PLEASE DO NOT CREATE THESE UNTIL AFTER THE ABSTRACT HAS BEEN ACCEPTED. AUTHORS WILL BE GIVEN TIME TO CREATE THE CONTENT AND SUBMIT FOR FINAL REVIEW BY THEMHS IN JULY 2024. IF YOUR ABSTRACT IS ACCEPTED, YOU WILL BE SENT FURTHER INFORMATION ABOUT HOW TO SUBMIT YOUR EPOSTER.

PREPARATION - DESIGN

The e-poster must be submitted in .jpg format. Once your ePoster abstract submission is accepted you will be asked to send the ePoster to us on info@themhs.org.

You can create your ePoster by using TheMHS PPT template or another of your choosing, but you must save (or export) it as .jpg and double-check on a computer other than yours that it is functional.

ePosters are displayed on 55' screens with full HD resolution (1920x1080) pixels and a widescreen ratio of 16:9, so the image files must have 16:9 ratio and at least HD resolution (1280x720) up to full HD (1920x1080) at 100 - 150 dpi. This is the equivalent of size is 52.3 cm x 93.3 cm (in portrait orientation).

FONTS

Regarding which font to use, keep in mind that it is much safer if you use the default fonts, like Arial, Tahoma, Verdana etc.

To make sure the text is easily legible the below font sizes are suggested.

- **Title of the slide:** The recommended size is ≥ 26 pt
- **Authors & affiliations:** The recommended size is ≥ 24 pt
- **Main text:** The recommended size is ≥ 24 pt
- **Text in tables or figures:** The recommended size is ≥ 24 pt
- **Comments and references:** The recommended size is ≥ 20 pt

STRUCTURE AND CONTENT

The presentation should consist of 1 page (.jpg format), preferably using the suggested PPT template.

FIGURES AND TABLES (OPTIONAL)

If you don't wish to include any figures or tables, you may delete the relevant boxes and adjust all the other boxes accordingly using more space and larger fonts for your texts.

PPT TIPS

As is true of printed posters, many different software packages can be used to create ePosters. These instructions below are written for PowerPoint but are applicable to any other software you may wish to use.

- To ensure the following dimensions are set in PPT: On-screen Show (16: 9) / Wide Screen (16: 9) is selected by the following path - [Design](#) > [Page Setup](#) > [Slides Size](#) > [Transparency Size](#).
- Use only one slide. ePosters should be created in portrait orientation rather than horizontal.

- Make sure your text and background have a large contrast (dark lettering on a light background or the reverse).
- For embedded graphs and images, .jpeg or .png file formats are preferred in a resolution of at least 72 or 96 dpi.
- **Do not** use animated effects, including animations and videos. Video content is not permitted in the poster hall.
- 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 or through the [File > Print > as .PDF](#) option.
- To save the image from a PPT file, you can save it to an image file from [File > Save as](#), selecting .jpg
- Due to differences in operating system standards, formulas created on a Mac do not always translate correctly to a PC, so it's highly recommended that you save formulas as images from a Mac before inserting them into your ePoster and saving them as a PDF.

HOW TO TELL IF YOUR EPOSTER WILL DISPLAY WELL

- View the presentation on a monitor or TV that is 1920×1080 pixels (1080p). Even if the screen size is different, you'll see how large things are in relation to each other. Keep in mind that a smaller screen with the same resolution will have a higher pixel density than a large screen, so lines and images may not look quite as smooth on our monitors.
- Make sure you follow our guidelines for font size. Even if a small font looks good on a monitor, it may not on a bigger screen. A larger font ensures that the text will be smooth and easily readable.

ABSTRACT SUBMISSIONS IS OPEN FROM 16 JANUARY TO 1 MARCH 2024. IF YOU WOULD LIKE TO ENQUIRE ABOUT THE SUBMISSION PROCESS, PLEASE CONTACT US AT INFO@THEMHS.ORG.
