



## PRESENTER GUIDELINES – ELECTRONIC POSTERS

The following guidelines will provide you with valuable information about preparing and uploading your electronic poster file. Please read these carefully, as poster presentations not complying with the guidelines may not play properly.

**All posters must be prepared in German and uploaded to the IROS upload portal in PowerPoint format (.pptx). Access details will be sent to the presenter by email.**

We ask for your understanding that **posters sent by email cannot be accommodated in the system** and will not be considered as submitted. It is the responsibility of the presenter to upload their poster by the deadline. Kindly note that there will be no poster upload facilities at the congress centre. Please do **not** bring any **printed posters** to the congress centre, as no poster boards will be available.

After their release, electronic posters will be **viewable onsite and online as on demand content** for the attendees.

Onsite, an area with dedicated PCs will be at the attendees' disposal. All posters can be viewed from each computer throughout the congress. **Consequently, there is no specific time for poster authors to be available to present their posters.**

All posters will be made available in the **CIRSE Library**, [library.cirse.org](http://library.cirse.org), after the congress. If you do not agree with the publication of your poster, please notify the IROS office in writing ([scientific@oegir.at](mailto:scientific@oegir.at)). In any event, you retain the copyright of the electronic poster.

Should you require assistance, please contact [scientific@oegir.at](mailto:scientific@oegir.at).



## PREPARING YOUR POSTER

### Formal and technical requirements

1. **File size:** The **maximum file size** per poster is **15 MB**.
2. **Format:** Electronic posters will be accepted in MS PowerPoint (\*.pptx) format only. Macintosh presentations (i.e. Keynote) cannot be accommodated.
3. **Videos:** If your poster contains videos, always remember to embed them directly into the PowerPoint file and save it as **.pptx**. Videos cannot be embedded in .ppt files.
4. **Language:** As the official congress language is German, all electronic poster presentations must be in **German**.
5. **Advertising:** Advertising of products is **prohibited**. Please make sure that your presentation provides objective information based on scientific methods generally accepted in the medical community, and is free of commercial bias.
6. **Patient anonymity:** Please make sure that no patient names or other information allowing the identification of a patient appears in your presentation material. **Patient anonymity must be ensured** at all times.
7. Presenters at IROS meetings must be sensitive to diversity and ensure that their presentations are **free from any content that may be perceived as discriminatory or derogatory**. ÖGIR reserves the right to exclude non-compliant speakers from presenting at future meetings.
8. **Copyright reserved material:** It is the author's responsibility to ensure that any part of the slideshow (figures, tables, images, etc.) is free of any third party right and/or cited correctly.
9. **Conflicts of interest:** According to the IROS disclosure policy, all **poster presenters must disclose potential conflicts of interest** on the cover slide of their poster.
10. **Please note that macros should not be used** and **flash-animations are not supported**.
11. **File name:** The name of the presentation file should include the presenter's name and the paper number (max. 50 characters). To avoid any compatibility problems, please do not use special characters (e.g. «, Ö, Ø, ñ, ε, ®, ý, }, { etc.).

### Slide design

1. **Template:** There is no required template for poster presentations. Please see the [IROS promo materials](#) should you wish to use them in the presentation.
2. **Aspect ratio** of your presentation should be **16:9 (landscape orientation)**.
3. **Fonts:** Do not use special fonts that are not standard in the PowerPoint package, as this will cause problems while uploading your file.
4. **Text:** Your guiding principle should be "**As much as necessary, as little as possible**". The text should be concise and to the point, key facts should be highlighted.
5. **Colours:** Colours should be used sparingly. Choose colour combinations that make your text easy to read (preferably dark background – light fonts; avoid red and green).



6. **Layout:** Keep data simple. Ensure a logical order of the content. A clear and well-structured arrangement is the most attractive and the easiest to read on the monitor.
7. Please don't exceed the below number of slides per poster type.

	Total number of slides	Mandatory / optional	Recommended number of slides per section
<b>Scientific Poster</b>			
Title & Authors (incl. financial disclosure)	max. 12	m	1
Purpose		m	1
Methods and Materials		m	2
Results		m	3-4
Conclusion		m	1-2
References		o	1-2
<b>Educational Poster</b>			
Title & Authors (incl. financial disclosure)	max. 12	m	1
Learning Objectives		m	1
Background		m	2
Clinical Findings / Procedure Details		m	3-4
Conclusion		m	1-2
References		o	1-2
<b>Case Report</b>			
Title & Authors (incl. financial disclosure)	max. 8	m	1
Clinical History/Pre-treatment Imaging		m	1-2
Treatment Options/Results		m	2-3
Discussion		m	1
Take-home Points		m	1