



**Tenth EDCTP Forum**  
**Equity in research for health**  
17-21 October 2021, Maputo, Mozambique & virtual



## Poster preparation guide

Congratulations on being accepted for a poster at the Tenth EDCTP Forum – Equity in research for health, 17-21 October 2021. The Forum is a virtual event; all posters will be electronic and should be submitted in pdf format. The following instructions are provided to help you to prepare your poster. All posters must be submitted to EDCTP by **Monday, 4 October 2021**. Posters will be checked prior to acceptance.

### Poster exhibition and presentation

Posters will be available for consultation in the virtual poster gallery throughout the Forum (from Sunday 17 October to Thursday 21 October). You will also be allocated a timeslot within the 'poster viewing' sessions at which you are expected to be available to discuss your poster with the conference attendees.

Please follow the guidance below for preparing your poster for the poster gallery. If your poster has also been selected for an oral poster presentation, this has been communicated to the individual presenters separately. Follow the guidance below for the poster gallery and refer to the guidance on recording your presentation (oral presenters only).

### Guidance on poster preparation

The poster should be a clear visual presentation of your submitted abstract and should meet the following criteria:

#### Software

All posters will be presented in the gallery as **single-page (A4 or Letter) PDF**

We recommend preparing your poster in **PowerPoint**. However, if you have knowledge of other software such as Microsoft Word, Publisher or Adobe Illustrator/InDesign you can use those. After preparing your poster, **you must convert it to PDF** before submission to EDCTP.

The poster must be:

- A single page PDF (A4/Letter)
- Preferred file size 5MB and not more than 15MB
- Posters may be displayed in Portrait or Landscape layout

#### Font

When choosing fonts for the e-poster, please make sure that they can be read easily. We suggest the "Calibri" font and a size not smaller than 10. Italic and Bold can be used. Kindly use both UPPER and lower case letters for general content as all-capital text is difficult to read.

#### Illustrations

Images and graphics are an important part of the poster and should be used whenever possible. When selecting images, please use good resolution (ideally 300 dpi) and pay attention to size and dimension. For graphics, please pay attention to contrast of colours and font size.

#### Content



Posters should be displayed in English. The top of the poster should display the title, author names and affiliations. Each poster should have the following sections: Background, Methods, Results and Conclusions. Make sure that these sections are easy to locate in the poster. You should also include funding acknowledgements. References are optional.

### **Getting your message across**

The aim of the poster is to grab the attention of your audience and get them interested in your research. Everything within the poster, including all graphics and text, must relate to the research project you are trying to communicate. The main points and conclusions must be clear and concise. Avoid unnecessary details. Use graphics for maximum impact.

### **Layout**

The layout should make the poster easy to read and follow. Using a column layout is considered the best format to get your message across (see below). It is suggested that you structure your poster according to a column format. Most posters are read in the following direction – left to right, top to bottom. We suggest that you structure the sections of your poster [1. Background, 2. Methods, 3. Results, 4. Conclusions, 5. Funding acknowledgements, 6. References (optional)] into 2 columns.

<b>TITLE</b>	
Authors information	
<b>1</b>	<b>2</b>
<b>3</b>	
<b>4</b>	
<b>(6)</b>	<b>5</b>



**Tenth EDCTP Forum**  
**Equity in research for health**  
17-21 October 2021, Maputo, Mozambique & virtual



### **Spacing and readability**

The poster should not be too cluttered or densely packed with text as it makes it hard to read. Leave sufficient spacing between sections to make it easier to read.

Use a balance of images and text across the entire area of the poster. Spread the images across the poster, interspersed with text. You may wish to use short captions underneath the image (e.g. Figure 1: Short title).

Use different sizes of text or Bold text to define section headings. Avoid large paragraphs of text and use short statements that are clear and concise. Consider using bullets and lists. Use the same font throughout.

### **Converting your poster to pdf**

To convert your e-poster to a PDF using PowerPoint:

1. Select option "File."
2. Click "Save as" or "Save as Adobe PDF"
3. In the box "File Name" write your abstract number and surname (for example: 375 - Johnson).
4. In the box "Save file as", select "PDF."
5. Click "Save". **Verify the PDF to ensure that the poster has been converted without any errors or formatting problems.**

### **Submitting your poster**

After converting your poster to pdf, please submit it via e-mail to [forum@edctp.org](mailto:forum@edctp.org). The subject line of the e-mail should state the following: "Poster submission\_abstract number\_surname". The deadline for receipt of all posters is **Monday 4 October 2021**. The poster will be withdrawn if not received in time.

### **Privacy statement**

Posters will be made available to view and download to registered Forum participants via the online conference system for the duration of the Forum. Posters will be stored on EDCTP's secure servers for a period of four months post-Forum. EDCTP will seek your permission for any additional processing such as publication of abstracts and/or promotional activities. Please refer to the EDCTP Association [Privacy Policy](#) for more general information on how EDCTP handles your personal data.

Should you have any questions, please contact us via [forum@edctp.org](mailto:forum@edctp.org) quoting your name and abstract number as the reference.