



EPOSTER PREPARATION GUIDELINES

August 2024

Subject: ISHA Annual Scientific Meeting - EPoster Upload Instructions

Dear Eposter Presenter,

Congratulations on the acceptance of your work to be presented as an Eposter at the **ISHA 2024 Annual Scientific Meeting**, which will be taking place in Washington DC from 17 - 19 October 2024.

ISHA in Washington will incorporate Eposters which will be accessible via

- Viewing screens in the exhibition area
- Via a secure area of the conference website
- Via the member area of the Society website
- Via the conference app

The ISHA Secretariat team will be able to help you with any questions you have relating to the preparation of your Eposters and upload onto the platform.

This year, there are some extra features relating to Eposter submission:

1. We are asking submitters to produce Eposter using one of the PowerPoint templates provided

There is the ability to add your organisational logos to the templates, change the colour scheme and graphics in the mater slide template if you wish but we ask that you try and adopt one of the two layouts proposed.

Guidance is given below on how to produce your EPoster.

2. We are also encouraging in the preparation of the PPT Template that you also include audio narration, which will enable you to provide more animated content.
3. Similarly, if you have video content that you would like to embed in the Eposter, this is also the possible within your Eposter.

ISHA Secretariat Office

T: +44 (0)20 3519 9427 (Mon - Fri Business Hours BST)

www.ishasoc.com

E: abstract@ishaconference.com

EPOSTER AUTHORS - INSTRUCTIONS FOR PPT TEMPLATE SUBMISSION

To be submitted by Email or File Transfer to ISHA Secretariat

Instructions for the preparation of your ePoster

- PowerPoint file or MP4 file - landscape format (ratio of 16/9 ideal)
- Not password-protected
- One (1) Slide only
- ISHA encourages you to use the ePoster templates – these are attached. Nevertheless, the use of templates is not mandatory and presenters are free to submit their own designs and color schemes.

Instructions for adding audio narration to your ePoster – strongly encouraged

Tell your audience about your research and outcomes in your own words. You can add audio narration to your ePoster making the content more engaging.

Using PowerPoint

To learn more about how to add narration in PowerPoint to use this feature, see this Microsoft tutorial: [Adding audio narration to a PowerPoint presentation](#).

Some other useful video tutorials can be viewed at: <https://www.youtube.com/watch?v=Z0gQ98RYZOs>

Using Keynote

Similarly if you are preparing your ePoster in Keynote, similar audio narration can be added, information on how record audio in Keynote can be found at <https://support.apple.com/en-gb/guide/keynote/tan8a5df9cc5/mac>

Instructions for embedding video in your ePoster

Depending on the nature of your research you may feel that including video content in your ePoster will help to better explain the process our outcomes, or for authors who submitted abstracts with a preference for Technical video presentation, but who have instead been offered an Eposter, there is also the ability for you to embed video content within your Eposter. If this is something you would like to do, follow the instructions below.

Using PowerPoint

The following YouTube video provides a step by step tutorial explaining how to add video in PowerPoint <https://www.youtube.com/watch?v=UJBCanWJD0k>. Once added resize and position the video where you want the video to display in your ePoster template. Don't worry if it looks small, the viewer will have the option to expand the video to full screen when viewing. Written instructions to embed video can be found on [Microsoft's website](#).

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Using Keynote

The following YouTube video provides a step by step tutorial explaining how to add video in Keynote <https://www.youtube.com/watch?v=TRIEmbh4LqI> . Once added resize and position the video where you want the video to display in your ePoster template. Don't worry if it looks small, the viewer will have the option to expand the video to full screen when viewing. Written instructions to embed video can be found on [Apple's website](#).

If you are having any difficulties in adding video, audio narration (if desired) or any other preparation issues, please contact the ePoster support team to assist with set up at email abstract@ishaconference.com.

Instructions for the saving of your ePoster

Once you are happy with the final ePoster slide preparation, please save either as a PowerPoint or MP4 file as these file types can be opened by the abstract support team when submitted. Please do not save the file for submission as a Keynote file as we will not be able to open this.

If you have prepared your slide in Keynote, you can export the final draft as a PowerPoint or MP4 file before submitting. Instructions on how to do this can be found on [Apple's website](#).

Instructions for the submission of your ePoster

- Please ensure you have saved your ePoster slide as either a PowerPoint or MP4 file.
- Please email your ePoster to abstract@ishaconference.com
- Please state the paper number and paper reference ID in the Subject line (both can be found on your abstract acceptance notification).
- If your file is too large to email due to image, audio or video embeds, then use the free file transfer platform, www.wetransfer.com to abstract@ishaconference.com, paper number and paper reference ID in the description box.
- Deadline for poster submission is: **22nd Sept, 2024**

If you have any questions regarding your preparation of your ePoster, contact the ISHA Secretariat team on the abstract email, or tel: +44 (0)203 519 9427.

Should you decide to withdraw and not submit your ePoster, please advise the secretariat team to ensure that the programme and abstract book can be updated accordingly.

ISHA Secretariat Team

ISHA Secretariat Office

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