

## **POSTER DISCUSSION GUIDELINES**

### **POSTER DISCUSSION INFORMATION**

Posters (in digital version) with a 3-minute pre-recorded presentation are to be uploaded to the poster gallery. These posters, with their recorded presentation, will be accessible to all delegates from the very start of the congress via the online platform.

#### **ONLINE UPLOADING PLATFORM**

We kindly ask authors to submit their digital poster via the online uploading platform. <u>The deadline for</u> <u>uploading is Wednesday 11 August 2021 at 23:59 CEST.</u>

After uploading a digital poster, authors should receive a confirmation email. If they do not receive a confirmation email, they should check their junk folder and/or contact us as soon as possible via email (support@cyimhelp.zendesk.com).

An email will be sent to authors with a link to connect to the platform where they can:

- Submit a one-page PDF file;
- Select interactive zones on their PDF. Viewers will be able to zoom in on these zones.
- For each zone, **create a voice recording directly in the platform**.
  - Ensure the recording relates to the content of the selected zone.
  - o In total, the voice recording must not exceed 3 minutes.

# <u>IMPORTANT!</u> During the voice recording, we recommend that authors click on the interactive zones to illustrate their talk.

These clicks are recorded and embedded in the recording file. Thus, when delegates play the recording, the zoom zones will be activated automatically.

We recommend for an optimal result:

- To use a headset with a microphone
- Have a good internet connection AND use the browser Chrome (DOWNLOAD CHROME)
- Record the presentation in a quiet room with no background noise
- Prepare the speech in advance if needed

#### **DIGITAL POSTER FORMATTING**

To ensure an optimal delivery of the digital poster, please follow these guidelines:

• The digital poster should be **submitted as a one-page PDF** and displayed in **landscape orientation**, **16/9 ratio**.





• A **PowerPoint template** to create content and then export it as a PDF can be used: <u>DOWNLOAD</u> <u>POSTER TEMPLATE</u>

For technical support, we will be pleased to help you: <a href="mailto:support@cyimhelp.zendesk.com">support@cyimhelp.zendesk.com</a>