



**LIVES
2019**

**32ND ANNUAL
CONGRESS
BERLIN 28 02
CITYCUBE**



The Intensive Connection

e-Poster Guidelines

ONLINE UPLOAD PLATFORM:

The poster presenters are kindly asked to [submit their e-Poster on the upload platform, with no exceptions, by September 20, 2019.](#)

- An email will be sent to you explaining the process to follow to connect to the submission platform.
- On the platform, please submit your **Power-Point file** following the on-screen instructions.
- Then you can validate your e-Poster (Poster Corner/Face-to-Face)

A technical support service will be pleased to provide any additional information you may require (click on the **“Support”** button on the screen’s top right corner).

e-POSTER FORMATTING:

All e-Posters will be accessible on a PC with Windows 7 and PowerPoint 2016. In order to ensure an optimal delivery of your poster presentation, please stick to the following guidelines for the preparation of your poster presentation:

PREPARATION:

- Your poster presentation should be prepared in **Microsoft PowerPoint (max 6 slides)**. As a general rule, it is better to use pptx format (compatible PowerPoint 2007/2010/2013/2016)
- Your poster presentation should be displayed in **landscape orientation, 16/9 ratio**.
- Use high-contrast lettering and readable fonts (minimum font size of 24).
- Use high-contrast colours (light text on dark background or vice versa).
- Use standard Windows fonts only.
- A maximum of 7 lines per slide and 5 words per line will improve the communication value of your slide.
- Save your poster presentation on a **USB memory stick** (and as a backup, a second USB memory stick or a laptop) and bring these with you to Berlin.

PICTURES AND GRAPHICS:

- **Save the picture(s)** you want to use as a JPG or PNG and set the compression/quality to medium or high.



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- Avoid saving your pictures as TIF files (especially MAC poster presentations).
- Save the pictures, graphics or spreadsheets (Excel) used in your poster presentation separately or on a USB memory stick.
- In a general manner, be careful to respect author's rights and persons' anonymity.

VIDEO:

- AVI, WMV, MP4 or MOV are the only acceptable video formats.
- If this is not the case, or if the size of the file exceeds the capacity of a standard memory stick, then the presenter is kindly requested to ask for assistance at the Speaker Service Centre. Please note that this process takes time and should therefore be completed well before the start of the session to allow the technical team to work on the files if necessary.
- Save the videos used in your presentation separately on your USB memory stick.

APPLE:

- Check your presentation on a Windows-operated computer (preferably Win7) before you bring it to the congress.
- Image: Do not copy and paste the images from another application, please use the "insert image from a file" functionality from PowerPoint (format JPG or PNG).
- Please save your presentation as ".PPTX" (PowerPoint 2010/2016), it will guarantee a better compatibility with the system.

BEFORE YOUR ABSTRACT PRESENTATION:

- **Kindly be next to your station 10 minutes before the session starts** to familiarise yourself with the technical equipment. Congress staff will be present to assist you.
- It will not be possible to link your own laptop directly in the session room or to plug in your own memory stick onto the computer set-up in the room. If you anticipate any technical constraints, please contact a technician in the Speaker Service Centre. These constraints can be overcome if advanced notice is given to the technical team.

A Check-in Desk (Level 1, in the Speaker Service Centre) will be available, should you have any questions about your abstract presentation, or to modify slides, **if absolutely necessary.**

Check-in Desk opening hours:

| | |
|----------------------------|---------------------|
| Saturday 28 September 2019 | 07:30 – 18:00 hours |
| Sunday 29 September 2019 | 07:00 – 18:00 hours |
| Monday 30 September 2019 | 07:00 – 18:00 hours |
| Tuesday 01 October 2019 | 07:00 – 18:00 hours |
| Wednesday 02 October 2019 | 07:00 – 14:00 hours |