

# Instructions for Poster Presenters

## E-POSTER

Each Poster presenter must prepare an e-Poster that will consist of a **1-page pdf file** and upload it via our online system.

e-Poster presentations will not have a dedicated session time. All e-Posters will be available on the conference platform during the entire conference until 3 months after the conference.

**Only e-Posters of registered participants will be displayed in the e-Poster Gallery.**

The participants will be able to contact the poster presenter through the virtual platform.

e-Poster registered presenters will receive a dedicated link to upload their e-Posters by email by September.

**Deadline for uploading your e-Poster: Wednesday, 27 September, 2023**

## e-Poster Guidelines

**Technical specifications for e-Poster preparation**

Please submit your e-Poster as a **1-page PDF file in Portrait orientation.**

**Language:** All e-Posters should be prepared in English.

**File Format:** PDF file – 1 page is recommended

**Orientation:** Please create your document in PowerPoint in **Portrait Layout** and Save it as a **PDF file**. You can use this [template e-poster](#)

**Font types:** Arial, Calibri, Verdana Times New Roman or Helvetica

**Font size:** 11 points or larger

Hyperlinks, animated images, animations and embedded videos are **not permitted**

**Images and tables: at least 200 dpi.** Good picture quality is essential.

When inserting images, photos, tables, etc., use copy-paste. Do not use **embedded documents**

Avoid overlapping objects and layers. Only the final view/status will be visible

When saving your PDF please do not use symbols or special characters (**ie. +/@/ü**) in the file name.

QR codes are not to be used on the e-Poster.

**File size:** Less than 5 MB

## **Recording your MP3 audio file for your e-Poster**

For instructions on how to record a short audio file for your e-Poster [click here.](#)

You are encouraged to include a short 3-5 minutes audio recording to accompany your e-Poster.

## **Publication Consent**

By uploading your e-Poster and audio file, you agree to having

it published in the official Conference publications and on the virtual platform for the duration of 3 months following the MNF 2023 Conference.

## Interaction with e-Poster Presenters

E-Poster submitters have the option to include an URL link to their own online personal e-meeting rooms (via Zoom, GoToMeeting, WebEx, Microsoft Teams, etc.) or institutional e-meeting rooms together with their availability, where they can then meet other delegates for interaction and discussion. You can create free zoom meeting rooms here: <https://zoom.us/>. The presenter takes responsibility for these third-party links and the Organizers are unable to monitor them.

## Messaging e-Poster Presenters

Within the virtual platform, there is a messaging service to facilitate scientific exchange. Messages can be sent by participants directly to the presenter's email (without seeing the presenter's email address) by clicking the envelope icon.

## PRINTED POSTER

Poster presenters that registered to participate onsite in The Hague are asked to print a one-page Poster in **Portrait** format.

Please note: We do not offer printing services at MNF 2023.

Please note that printed posters will be presented in 2 shifts in the Poster area. Poster sessions are scheduled from 12:30 p.m. to 1:30 p.m. CET on Tuesday, October 17, and Thursday, October 19.

It is requested that you stand at your Poster during designated poster session.

The Organisers are not responsible for loss of any posters that have not been removed by the end of the Congress, Friday,

October 20.

Please check the Poster Helpdesk upon registration to the conference for the number of the poster board allocated to you. Please use the board with the same number.

### **Technical Specs**

Please prepare your poster on one sheet of cardboard (or fabric). Alternatively presenters may display their material on several smaller sheets.

- The dimensions of the poster should **not exceed 90 cm wide x 200 cm high**
- Allocate the top of the poster for the title and authors as stated on the submitted abstract
- The text, illustrations, etc. should be bold enough to be read from a distance of two meters (six feet)
- QR codes are not to be used on the Poster
- Pins, tacks and technical equipment will be available for the mounting of posters. Staff will also be in the poster area to assist you.

For queries, please don't hesitate to contact [mnf\\_abstracts@kenes.com](mailto:mnf_abstracts@kenes.com).