

ePoster Guidelines

General Considerations

- Use PowerPoint 2003 or later to create the presentation; PP 2007 or 2010 is preferred. Ensure videos are saved with the PPT file when using '03 or '07 versions
- Use the default aspect ratio
- Consider a dark background with light text
- Set up your Slide Master to include the following items on every slide
 - Title of the ePoster
 - Title of the slide or section in the presentation
 - Reference to yourself or your institution
 - Slide number and total number of slides

Navigation and Timing

- Add action buttons to your slides to facilitate navigation through the poster
 - Home
 - End
 - Prior slide
 - Next slide
 - Hyperlinks to other slides as needed
 - Do not use links to external web sites because there will be no web connectivity
- Adjust your presentation to allow someone to navigate it in 10 minutes or less
 - Edit content to the essential information

Multimedia

- Optimize your images
 - Remove all patient identifiers *prior* to inserting image into slide
 - Crop
 - Adjust contrast
 - Size accordingly
- Insert movies when appropriate
 - Use standard avi or wmv files for PP '03 and '07

ePoster Preparation

- Embed fonts to guarantee consistent text size
- Save as “Package for CD” to ensure fonts and colors are unchanged
- Test your ePoster on someone else’s PC prior to final submission