

Guidelines for e-posters

GENERAL INFORMATION

E-posters provide you exceptional flexibility and ease of design, given that they can be prepared using Microsoft PowerPoint (or similar applications). Since the presentation is on large monitors and not on projection screens or flat panels, preparation differs from a presentation into a conference room. For this reason, make sure you make the most out of the new system and avoid overloaded or too minimal presentations.

PREPARATION - DESIGN

The e-poster must be in .pptx/ppsx format.

You can create your presentation by choosing the suggested PowerPoint template of the congress.

Please send you e-poster in pptx format in no later than Friday 7 June 2019 to Anne Taft (admin@europeanvenousforum.org)

E-posters are displayed on screens with full HD resolution (720 or 1080 pixels) and screen ratio of 16:9 (these settings are already incorporated into the provided PowerPoint templates).

Regarding which font to use, keep in mind that it is much safer if you prefer the default fonts, like Arial, Tahoma, Verdana etc.

The required arrangements according to the above settings are the following:

FONTS

Title of the slide:

The recommended size is ≥ 25 pt

Authors & Affiliations

The recommended size is ≥ 9 pt

Main text:

The recommended size is ≥ 6 pt

Text in tables or figures:

The recommended size is ≥ 6 pt

Comments and references:

The recommended size is 4pt to 6pt

STRUCTURE AND CONTENT

You may also include animations, timelines or videos. In case you would like to use a video you are advised to embed it in your pptx file.

FIGURES AND TABLES (optional)

If you wish not to include any figures or tables, you may delete the relevant boxes and adjust all the other boxes accordingly using more space and larger fonts for your texts.