



## E-Poster Guidelines

IMPORTANT DATES	
Presenting Author to be registered by	5 July 2021 <b>(note that posters will not appear on the electronic program until the presenting author is registered)</b>
E-Poster PDF submitted via Currinda and E-Poster Powerpoint slide Visa Dropbox upload	15 July 2021

Congratulations on being accepted as a poster presenter at the ANZHNCs/NZAPS Joint Meeting 5-8 August 2021. This year there will be no physical posters, with e-posters displayed electronically on three screens in the trade exhibition area and available to view online. Poster presenters are not required to do any oral presenting.

All e-posters will be attached as a PDF to the electronic program available on the meeting website. We will also require the Powerpoint File to be submitted to be set up on the screens at the venue. This will sit on the Friday program under Electronic Posters and can be accessed by clicking on the author/poster title.

All e-poster presenters are required to register for the meeting (presenters outside of New Zealand may register as virtual attendees) to be included in the program and this must be done by 5 July 2021. E-Posters submitted by 15 July 2021.

## Instructions for Preparation

Link to Template (Microsoft Powerpoint file):

[https://58b0d223-b06f-49c1-8f47-](https://58b0d223-b06f-49c1-8f47-0041e30c28c2.filesusr.com/ugd/53e021_ff6cf9db53e44463ac0434f8974a209d.pptx?dn=ePoster%20Template%20Landscape.pptx)

[0041e30c28c2.filesusr.com/ugd/53e021\\_ff6cf9db53e44463ac0434f8974a209d.pptx?dn=ePoster%20Template%20Landscape.pptx](https://58b0d223-b06f-49c1-8f47-0041e30c28c2.filesusr.com/ugd/53e021_ff6cf9db53e44463ac0434f8974a209d.pptx?dn=ePoster%20Template%20Landscape.pptx)

Download Template	The Microsoft Powerpoint Template above <b>Note: only posters created on this template will be accepted – no other formats will be rejected.</b>
Preparing Your Slide	This template has the required page settings (landscape format, <b>width 122 cm x height 69 cm</b> ) and also includes the Meeting logo should you like to include (not compulsory). Note there is text on

	<p>this template with a small copyright statement where you can insert your authors names or this can be deleted if not required.</p> <p><b>Single slide only</b></p>
Font Size	<b>Do not go smaller than 18</b>
Font Type	Currently Arial (only use Arial or Times New Roman)
Graphs and Tables	Must be embedded in your file and have titles
Images	<p>Note for Apple Mac users: Please do not use “drag-and-drop” to insert pictures into Microsoft PowerPoint files, as graphs and images would not be displayed properly. Using the INSERT command from the menu will virtually eliminate these issues.</p>
Restrictions	<ul style="list-style-type: none"> <li>• Poster is restricted to one single slide</li> <li>• Please do not include audio, animation or videos in your presentation</li> <li>• Do not include hyperlinks as there will be no internet access on the e-poster screens.</li> <li>• Avoid animated GIF files and be careful to respect copyright and personal anonymity with your images or photos</li> <li>• PDF version of the slide will only be accepted via submission via Currinda – no files to be emailed directly.</li> </ul>
Saving and Naming	<p>Save your slide as a PDF (this is the only format the system will accept). Please do not exceed 40 mb. Name the file with your poster ID# and your surname Eg 2041-Boult You should have received your ID# on an email from the organiser, otherwise you can find it on the program on the Meeting website: <a href="http://anzhncsnzaps2020.w.events4you.currinda.com/">http://anzhncsnzaps2020.w.events4you.currinda.com/</a></p>
Submission <b>PART 1</b> – this will add your pdf poster to the electronic program automatically – please note that only presenters who are registered will show up on the program	<p>Once you have saved and named your file. Log into your Currinda Profile: <a href="https://events4you.currinda.com/register/event/1320">https://events4you.currinda.com/register/event/1320</a></p> <p>On your personal dashboard: Click on the Abstracts tab Click on View Submission Click on Upload Presentation Upload and press SAVE</p>
Submission <b>PART 2</b> – This will add your Powerpoint slide to a folder to include in the slideshow at the venue	<p>Please upload your powerpoint slide <b>in .pptx format</b> (again labelled ID#-Surname) to the following Dropbox Upload:  <a href="https://www.dropbox.com/request/kbvDJ0e8hU8FyFXuCeXz">https://www.dropbox.com/request/kbvDJ0e8hU8FyFXuCeXz</a></p>
Completion	<p>Check that you have:</p> <ul style="list-style-type: none"> <li>• Registered</li> <li>• Name both .pdf and .pptx ID#Surname</li> <li>• Submitted .pdf via your Currinda profile</li> <li>• Submitted .pptx via the dropbox link above</li> </ul>
Any Questions?	contact: <a href="mailto:sally@events4you.co.nz">sally@events4you.co.nz</a>