

# ePosterBoard Formatting Guidelines

## General Guidelines:

- Recommended font size: 28pt or larger
- Slide/Poster size: 40.97x23.04, which is a 16:9 ratio.
- Single or Multiple pages slides/may be used for poster.
- Multiple slides/pages should be used if there is additional content, images, graphs and videos that needs to be displayed on your poster.
- If multiple pages are used, slides/pages need to either be timed or the “mouse click” option should be chosen for each slide/page to advance.
- Videos, animations, graphs and images can be embedded into your poster.
- Make sure to save all of your multimedia files on your flash drive and bring that with you to the event.
- Embedded video may be displayed in the following formats:
  - .mov, .mp4, .m4v and mpeg
- Layout needs to be in the landscape orientation
- ePoster templates are available for download on our website: <http://eposterboards.com/poster-templates/>
- Any presentations with embedded videos should be saved as a PPTX file and the video files should be submitted along with the presentation.

**IMPORTANT:** Due to difference in operating system standards and character sets, mathematical formulas created in Windows often don't display correctly on MAC OS, even in PowerPoint. Therefore, it's highly recommended that you save formulas as images.

## Presenting From Your Own Device:

You will need to bring your presentation on a flash drive and present it from our machines. Our machines run MAC OS, and support the following presentation formats:

- PowerPoint
- Keynote
- PDF\*
- Standard video files, such as .mov, .mp4, .m4v and mpeg.

\*PDF files have limited capability to loop, therefore they are recommend only for single page presentations, and are generally discouraged. If you only have PDF

available, and it is multiple pages, it is best to import those pages into PowerPoint so the presentation may loop and be navigated.

## **Making the Most of Your Presentation**

ePosters offer a very flexible format, and there are several methods you can use to optimize your presentation. The goal of your presentation should always be readability. You are no longer constrained to a single-page poster, so if you have a lot of information, it's a good idea to split it up across multiple pages. There are a few key methods that can be used in conjunction with multiple pages to make your presentation interactive and flexible.

### **Videos**

Videos can be used to add animation and content density to a presentation. Consider the following use cases:

- Show a rotating molecule or some other scientific model
- Make a looping video of multiple tables or charts
- Show a video of your work in progress
- You may embed a link to a youtube or other internet video, which will launch in a browser.

### **Hyperlinking**

Hyperlinking is a method of navigation within a presentation. You may hyperlink text or images to jump to other slides in your presentation. Common use cases are:

- Having a main page with an overview, and have links to subsequent pages with more detail
- Make it possible to click on a small graph, chart, or image and navigate to another slide with a full-screen version of that image.
  - Add a home button or full-screen object to link back to the page that launched the full-screen image.
- Combine these techniques to make a very interactive and dynamic presentation.
- If you use these methods, it is recommended that you disable "Click to advance to next slide", as this can disrupt the intended flow of your presentation.

### **Looping**

Looping is an important feature to enable with multi-page presentations. Ensure that if the intended use case is to click through each slide, that the presentation loops back to the beginning after the last slide.

Automatic looping may also be set up. You can choose a length of time each

slide should be displayed before advancing to the next, thus giving a hands-free or unmanned presentation.

## **Transitions**

Transitions are PowerPoint and Keynote concepts that allow for animation of objects in a presentation. Consider adding them to slowly introduce content so as not to overwhelm the viewer. They can also be used to fade content in and out, creating a dynamic or context-sensitive environment.

## **Qr Tag Creation**

If you wish to include a QR tag in your poster with embedded information, you can easily find a free website to create one. These sites take text input, and generate a QR tag image that you can download and import into your presentation.

Here are a few website that we have used:

<http://www.qrstuff.com/>

<https://www.the-qr-code-generator.com/>

<http://goqr.me/>