Abstract Poster Formatting Guidelines

IMPORTANT: Due to difference in operating system standards and character sets, <mark>mathematical formulas created in Windows often do not display correctly on MAC OS, even in PowerPoint.</mark> **Please convert formulas to images.**

General Guidelines:

- **Slide/Poster size: 40 x 22.5 inches, which is a 16:9 ratio**. If you use a 4:3 aspect ratio you are limiting the space you have available for content on your poster, and it will display with black bars on each side of your poster.
- **Leave a ½ inch margin around all sides** to help ensure that the content of your poster does not get cut off on the TVs used for the poster kiosks.
- **The poster layout should be landscape orientation – i.e., horizontal.**
- **Recommended max 10 slides** for better viewing. There is no need to put the content of your poster on just one page. You can have up to 10 pages for your poster, so use them. It will make your poster easier to read for everyone viewing it.
- Recommended fonts: Calibri, Arial, Times New Roman; any large size font, if it fits the slide/poster ratio above.
- **Graphs and images *can* be embedded into your poster.**
- **Do NOT embed any video or audio in your poster**. Any video or audio embedded in your poster will not be accessible on the poster kiosks. If you want video or audio to accompany your poster, please submit them as separate files. Also please note that we can display your poster or video/audio, but we cannot display both at the same time, so keep in mind that people will be switching from your poster to the video or audio and then back to your poster.
    - Videos and audio: You will need to upload the video and audio files each as a separate file. Use actual files: no YouTube links. No more than 5 minutes of videos should be included with your presentation.
        - Video may be displayed in the following formats:
            - .mp4 files and .mov files encoded with the H264 codec
        - No more than 5 minutes of videos should be included with your presentation
- **Do NOT build in navigation buttons within your poster**. Those navigation buttons will not be accessible within the poster kiosk, so there is no need to spend time creating them.
- **Do NOT add links to your poster**. If you have links to sources on the internet, use a QR code instead of a link in your poster. Links are not clickable within the poster system, but a QR code is easily scannable by those viewing your poster. See the QR Tag Creation paragraph below.
- **Poster PPT templates** are available for download on the ASM website.

Kiosk Guidelines:

Your poster sessions will be handled in Kiosk Mode. Kiosk mode means that we receive the presentation ahead of time, then combine multiple presentations into a single presentation with a menu and navigation buttons. This ensures that it is easy to swap between different posters that are on the same screen. There are some things to consider:

- All navigation is done on the iPads
- Please ensure that your poster is the correct size. If not, it will be forced into the correct size, and the poster may be distorted.

Making the Most of Your Presentation:

Posters 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. You may not have more than 10 slides. There are a few key methods that can be used in conjunction with multiple pages to make your presentation interactive and flexible.

Videos

- **Do NOT embed any video or audio in your poster**. Any video or audio embedded in your poster will not be accessible on the poster kiosks. If you want video or audio to accompany your poster, please submit them as separate files. Also please note that we can display your poster or video/audio, but we cannot display both at the same time, so keep in mind that people will be switching from your poster to the video or audio and then back to your poster.
  - Videos and audio: You will need to upload the video and audio files as a separate file. Use actual files: no YouTube links. No more than 5 minutes of videos should be included with your presentation.
    - Video may be displayed in the following formats:
      - .mp4 files and .mov files encoded with the H264 codec

NOTE: No more than 5 minutes of videos should be included with your presentation.

QR Tag Creation

If you wish to include a quick-response 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 websites we have used:
http://www.qrstuff.com/
https://www.the-qrcode-generator.com/
http://goqr.me/