

# Poster Formatting Guidelines

**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. **Please convert formulas to images.**

## **General Guidelines:**

- Recommended fonts: Calibri, Arial, Times New Roman
- **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 **(Max 5 Slides)**
- 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 be set for "mouse click" for each slide/page to advance.**
- Videos, animations, graphs and images can be embedded into your poster- **No more than 5 minutes of videos to be included in your presentation.**
- Embedded video may be displayed in the following formats:
  - .mov, .mp4, .m4v and mpeg
- The poster layout should be landscape orientation.
- Poster ppt templates are available for download through the conference website.
- Any presentations with embedded videos should be saved as a PPTX file and the video files should be submitted along with the presentation

## Kiosk Guidelines

Your poster sessions will be done 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's easy to swap between different posters that are on the same screen. There are some things to consider:

- We will disable the 'click to advance' feature, and instead place navigation buttons in the upper-right corner of the presentation.
- Due to not being able to 'click to advance', please make all **animations** work on a timer, instead of on mouse-click.
- 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 5 slides. 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.

**NOTE: No more than 5 minutes of videos to be included in your presentation.**

### 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.

### **Animations & 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/>