

# **Abstract Poster Formatting Guidelines**

**IMPORTANT:** Due to differences in operating system standards and character sets, **mathematical formulas** created in Windows often do not 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: any large size font, so long as it fits the slide/poster ratio below
- Slide/Poster size: 40 x 22.5, which is a 16:9 ratio.
- Single or multiple pages slides/may be used for poster (max 10 Slides)
- Graphs and images can be embedded into your poster.
- Videos and audio: you will need to upload the video or audio files as a separate file. Actual files, no YouTube links. No more than 5 minutes of videos should be included with your presentation.
  - Video should not be embedded in your pdf or ppt
  - Video may be displayed in the following formats:
    - .mp4 files and .mov files encoded with the H264 codec
- The poster layout should be landscape orientation.
- Poster PPT templates are available for download on the UHMS Annual Scientific Meeting website: <https://www.uhms.org/poster-instructions.html>

## **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**

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

- Videos must be sent as a separate file. Actual files, no YouTube links. No more than 5 minutes of videos should be included with your presentation.
  - Video should not be embedded in your pdf or ppt
  - Video may be displayed in the following formats:
    - .mp4 files and .mov files encoded with the H264 codec
- 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

**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/>