

ePoster Best Practices

#eposters



DO use colors that compliment each other

- If you choose to use a darker background for your ePoster, make sure your text is a lighter color.
- If you choose to use a lighter background for your ePoster, make sure your text is a darker color.
- For example, white text on a black background will look great, verses dark blue text on a black background.

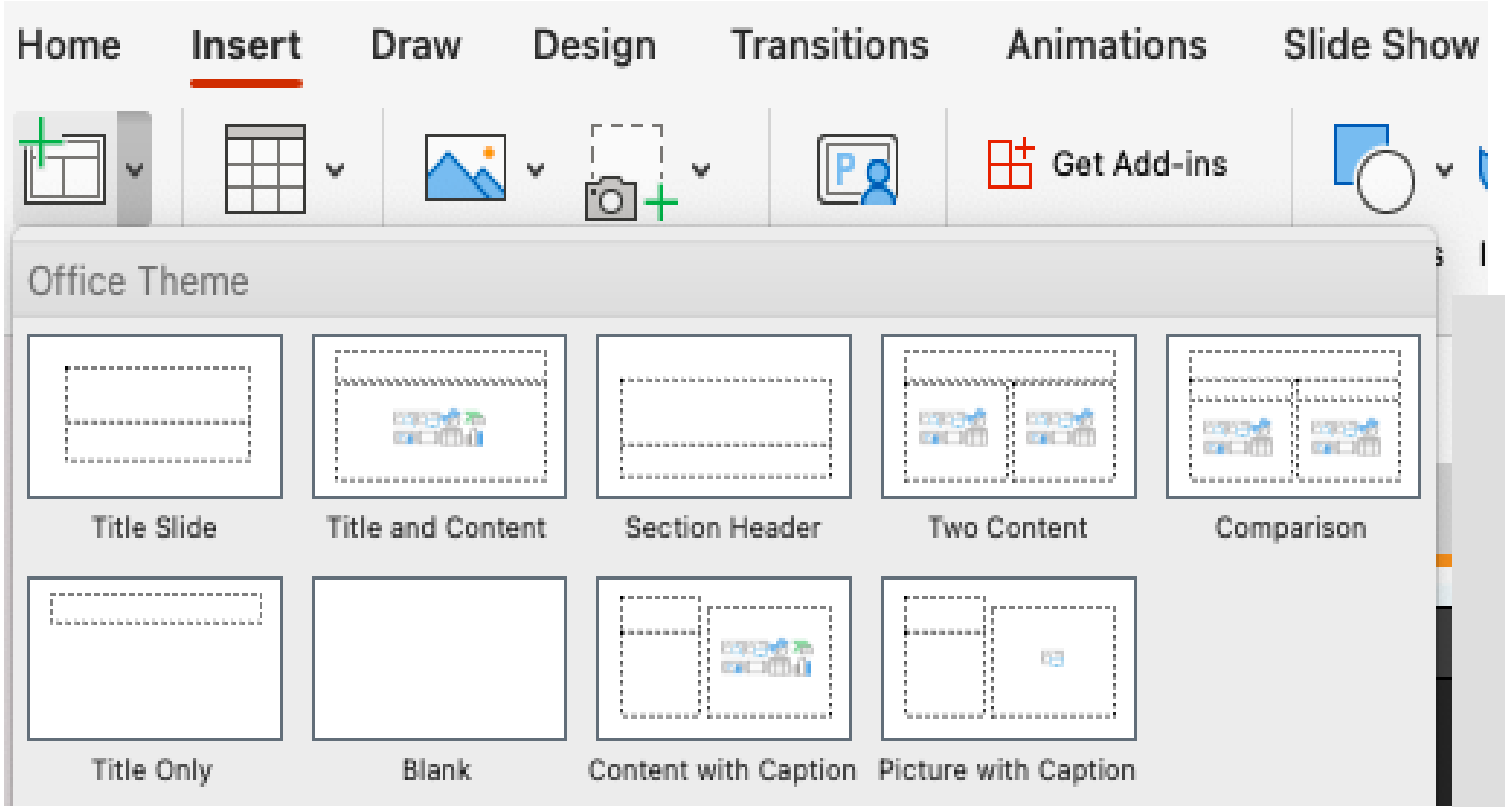
DO make sure your poster size and orientation are correct

- Please manually change the size of your slides to **WIDTH 40.97 inches** by **HEIGHT 23.04 inches**. This will allow for optimum viewing on our monitors and make sure that there is enough space to meet the font size requirements.
- You can update this by going to the “design” tab in PowerPoint, then clicking the down arrow next to “slide size,” and then click “page setup.” Please make sure 40.97 inches is the width, and 23.04 inches is the height.
- Posters that are setup in portrait mode will automatically be declined.

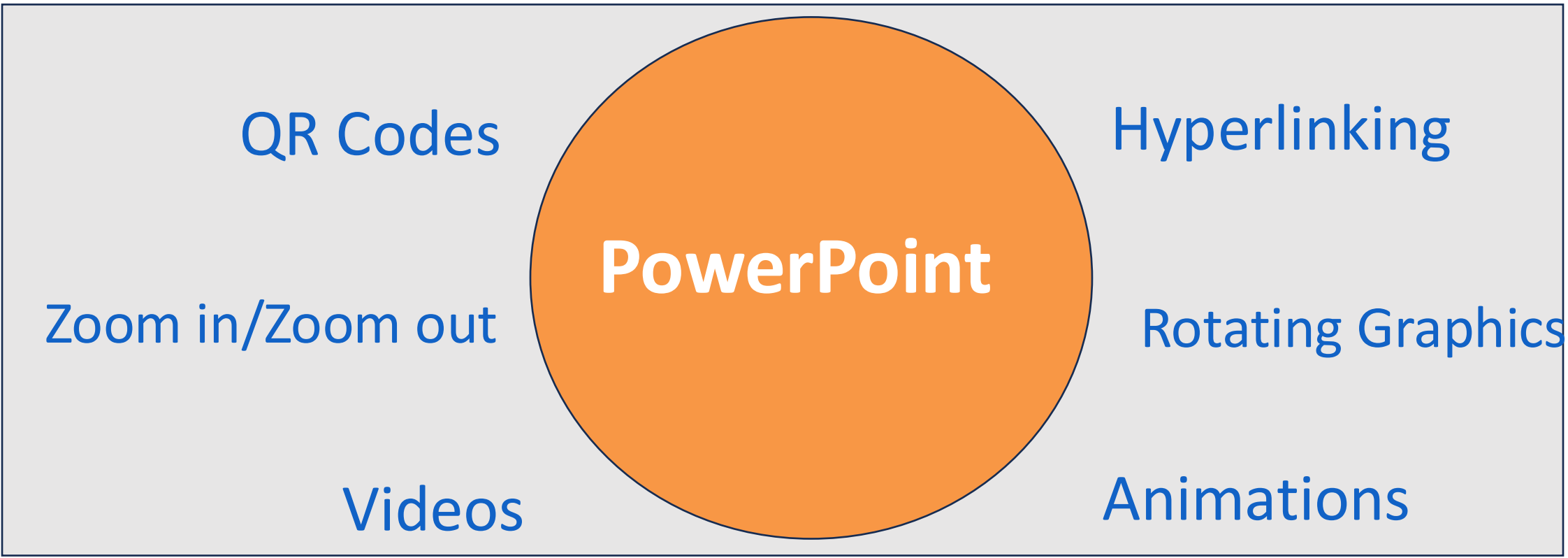


DO utilize multiple slides and QR Codes for extra information

- If you are having trouble fitting all of your research on one slide, please utilize multiple slides. This will ensure your poster will not look crammed.
- To add a second slide to your presentation, click “new slide” on the “home” tab in PowerPoint. QR Code Generator is a good website to generate a QR code for references, acknowledgements, or contact information.



DO take advantage of PowerPoint’s other features



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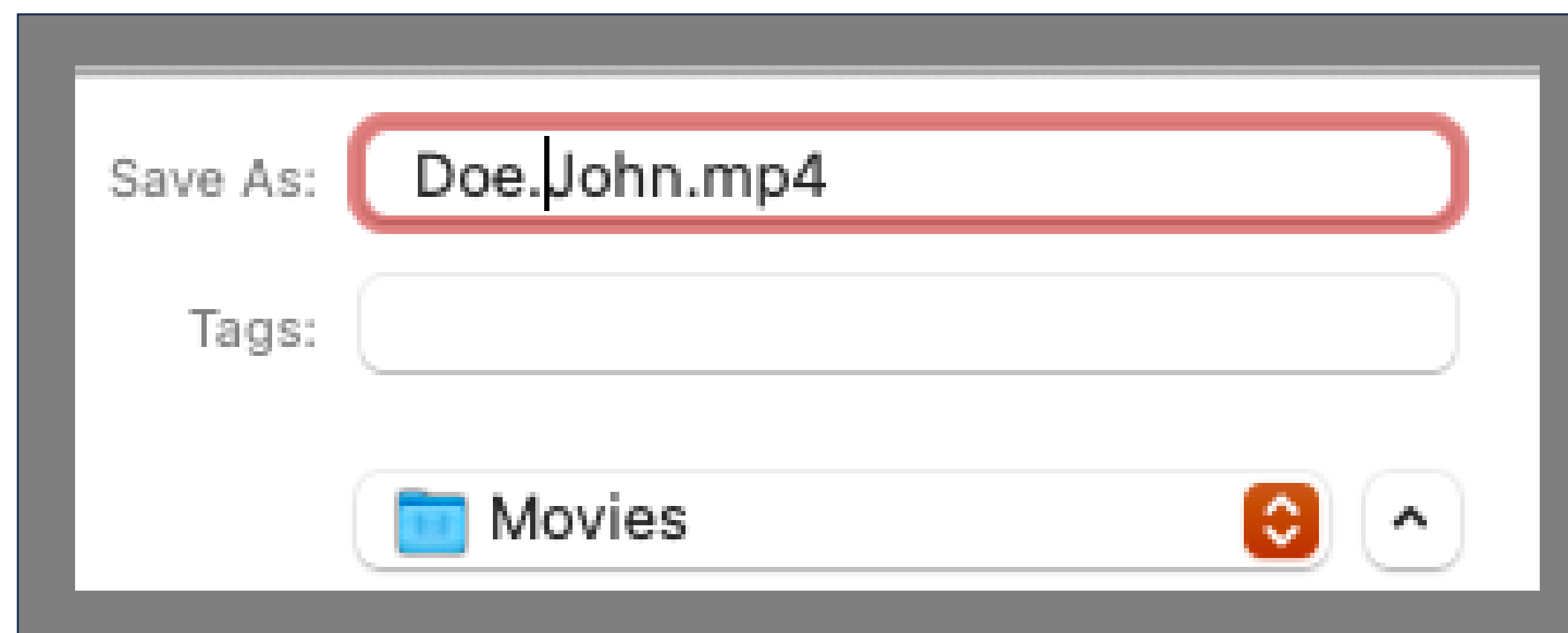
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DO click “Loop Continuously Until Escape”

- Before submitting your ePoster (PowerPoint files only), please navigate to the “Slide Show” tab, select “Set Up Slide Show”, then check “Loop Continuously Until Escape”.
- This will make sure you don’t accidentally exit out of your PowerPoint during your presentation.

DO save embedded videos separately

- Before submitting, please save any video files as an MP4 or MOV file on a flash drive. Please submit those to us separately, when you are submitting your presentation.



DO make sure your font size is easily readable

- Having your font size be at least 28 pts, will ensure the best user-friendly experience.
- Please use common and easy to read fonts, such as Calibri, Arial, or Times New Roman. Fonts like “Aptos” may not transfer well from your device to our tablets.



This is how a poster that is formatted correctly will look on our boards.

DO double-check hyperlinking

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

- Be sure to check that all of your links are going to the right place. **If you used one of our hyperlink templates, please still double-check.**

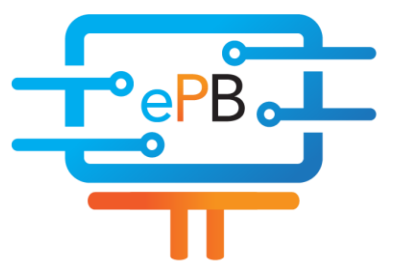
DO save charts and formulas as PNG's or JPEG's

- To save a chart or formula as a PNG or a JPEG, simply right click on the chart or formula, and select “save as picture.”
- **Imported charts pull the data from excel spreadsheets that will not be available on a device other than your own.**
- **Due to differences in character sets, mathematical formulas and equations should be converted to PNG images as well.**

DO save your presentation on a flash drive

- After you’ve submitted your file, please be sure to save your presentation on a flash drive. This will come in handy as a backup, or if you wish to reupload your file onsite.
- **After you save your file on your flash drive, please be sure to properly eject your flash drive from your computer.** This will make sure your file will not end up being corrupted. On a Mac, drag the USB Drive icon on the desktop and drag it to the Trash icon. On a Windows Computer, right-click the drive icon and select “Eject” from the context menu. You could also click the drive icon and then press the “Eject” button in the toolbar.

ePoster Worst Practices



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DON'T submit your poster in a file type other than PPT, PPTX or PDF

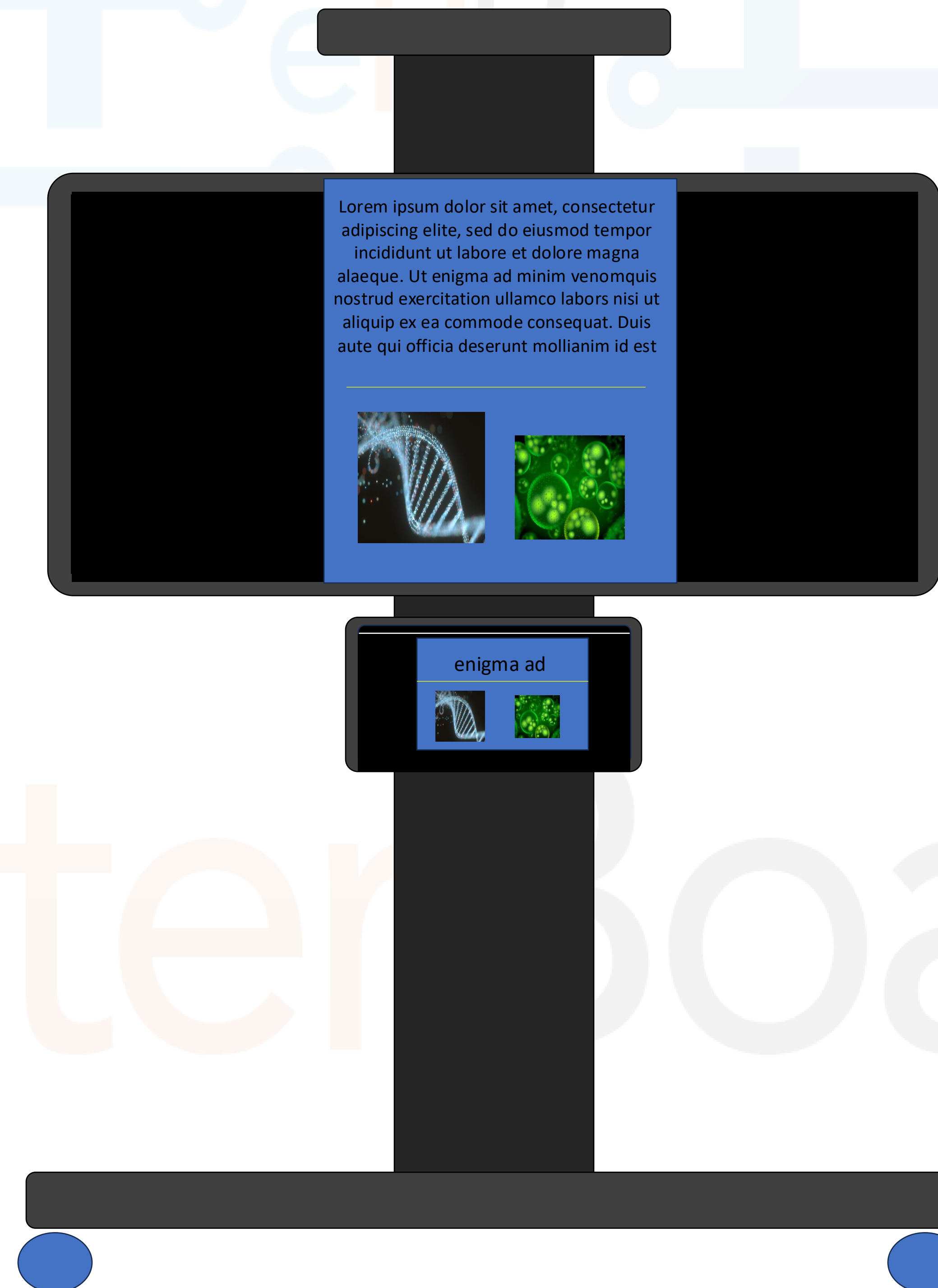
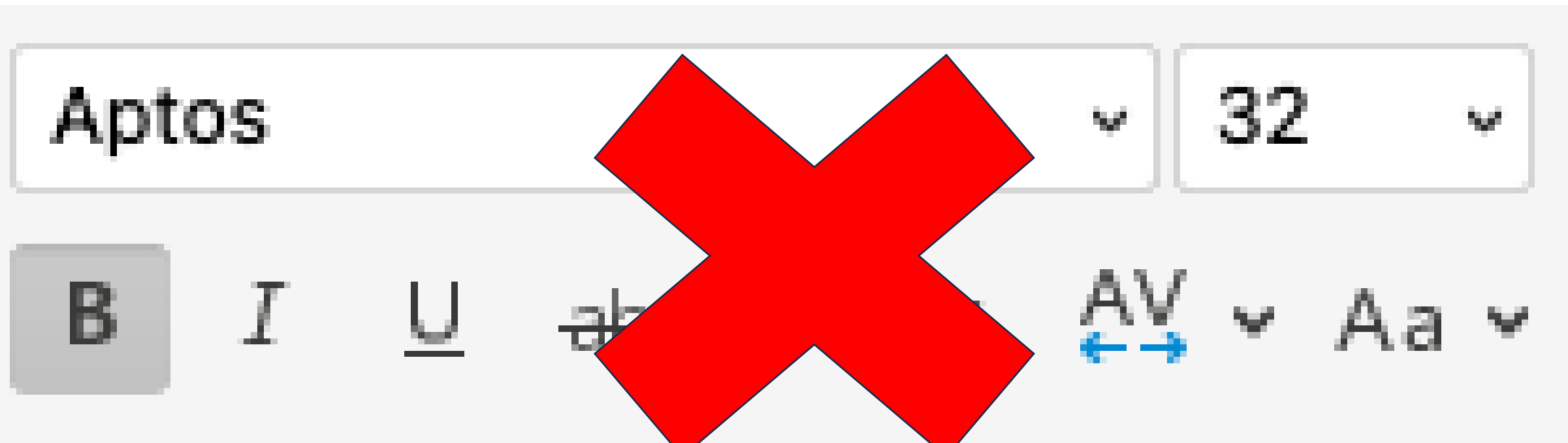
- Our technology works best with PowerPoint or PDF files.
- **Third-party programs like Google Slides, Keynote, Canva, Adobe Illustrator, Prezi, etc, are fine to use to create your poster, as long as you export and submit your file as a PPT, PPTX or PDF file.**
- Also, please do not submit a video, or a link to an external website in place of your file.

DON'T change the slide dimensions if you are using an ePB Template

- If you decide to use an ePB template, feel free to update the color scheme, format, font size and logos.
- **Please do not change the dimensions.**

DON'T use customized fonts

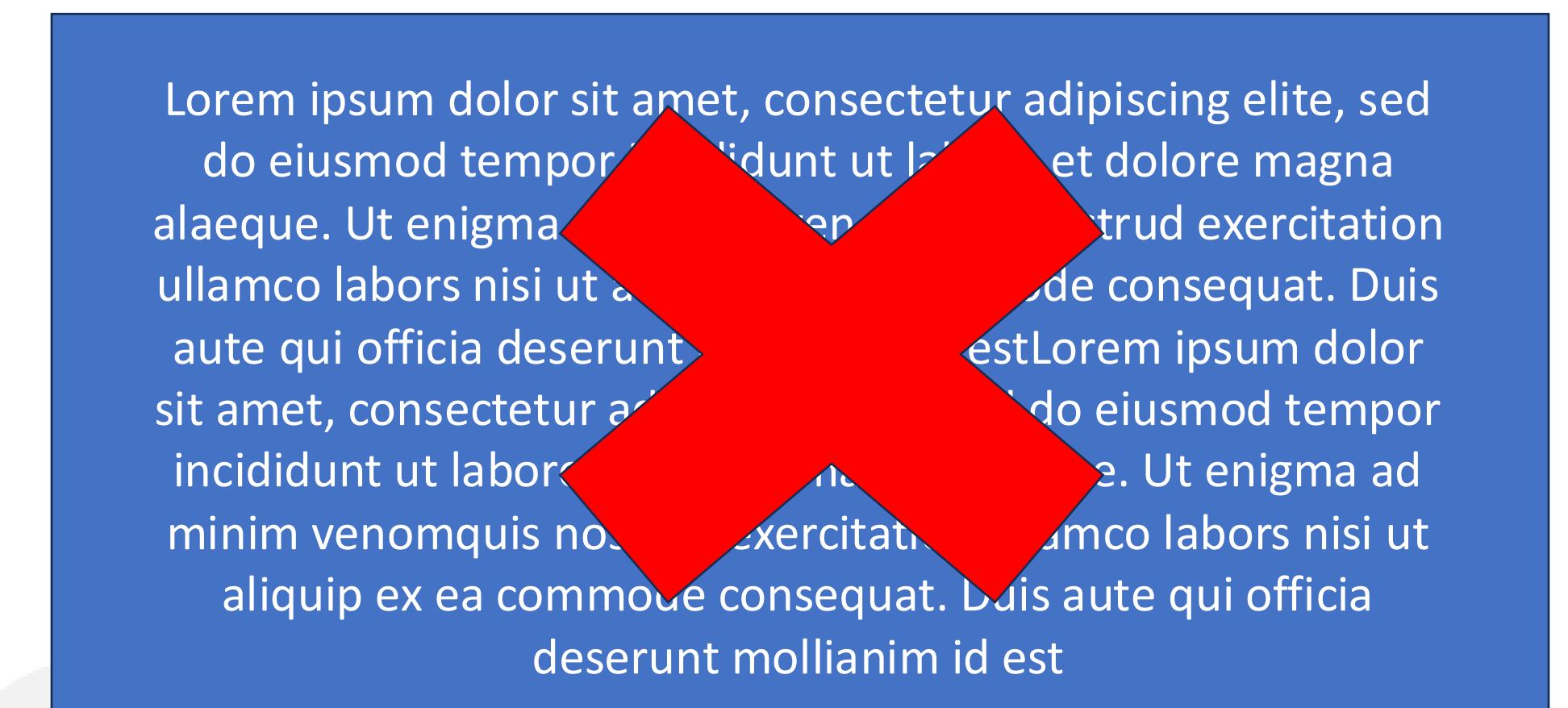
- We recommend using fonts like Calibri, Times New Roman, Ariel, Avenir, etc, for the text on your poster. Fonts like Aptos might not transfer well from your device to our tablets.



This is how a poster that is formatted incorrectly (portrait mode) will look on our boards.

DON'T cram too much information on one slide

- If you are having trouble fitting everything onto one slide, we recommend using more than one slide, and/or using QR codes for information like references, acknowledgments and contact information.
- We also recommend your file being between 3-5 slides, excluding hyperlink slides, if you choose to use more than one slide.



DON'T use too many animations on your poster

- Too many animations on one slide, can cause your file to run a little slower than a static slide. We recommend limiting animations if you choose to use them.
- **Another alternative is to use transitions in between slides. You can add these in by clicking on the “Transitions” tab on PowerPoint.** Please keep in mind that if you chose to export your PowerPoint as a PDF, any animations or transitions you added, will not carry over.

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DON'T Name your file as the Event Name or your Poster Title

- In order for us to identify files easier, please rename your file with your name. Use the file naming convention **lastname.firstname**.
- If you are a co-author or a co-presenter submitting for the main presenter, please name the file with their name, instead of your own.
- If you need to resubmit, please add “v2,v3,v4 and so on” after your name. **lastname.firstname.V2**

DON'T encrypt your poster with a password

- When submitting your file, please do not protect it with a password. This will prevent us from checking your file beforehand to ensure everything is correct.
- Your file will be kept in our secure dropbox before your event and is deleted from our devices right after the event is over.

DON'T forget to submit any embedded videos separately

- If you embed any videos into your file, please be sure to submit them separately to us as well
- Video files should be either an MP4, MOV, MPEG or an M4V format
- Please do not forget to rename any video files as lastname.firstname, before submitting



This is how a poster that is formatted incorrectly (portrait mode) will look on our boards.

Here are a few reasons why we decline posters:

- Poster content is not easily readable
- Presenter submitted a file that is incomplete, or in portrait mode
- A video file or a link to a website was submitted instead
- Hyperlinks are not working properly
- File is not a PPT, PPTX or PDF
- File is corrupt
- Font is unreadable due to color
- Videos are not fully embedded or in the wrong format
- File has a password to view

WE ARE HERE TO HELP!

If you are having trouble creating your poster, or have any general questions, please reach out to us at eposterboards20@gmail.com.

<https://www.eposterboards.com/guidelines> , or scan the QR code below, to view tutorials.

