



## International Forum ePoster Guidelines, Taipei 2019

Congratulations on being accepted. Your work will be on show to around 1,000 delegates from around the world over two days of the International Forum. Please take a look at our ePoster Guidelines which include all the information you will need to prepare and display your ePoster.

### ePoster FAQs

#### What is an ePoster display at the International Forum?

An ePoster at the International Forum provides presenters with the opportunity to outline new information, improvement strategies, ideas, case studies or projects and to celebrate the successes of an individual or organisation.

*ePosters should not advertise any products or services.*

Our ePosters play an important role at the event, and are a great way to network and communicate with other like-minded people from around the nation and world.

#### How do I accept to display my ePoster?

We do not require you to reply to the results email sent to you confirming the acceptance of your abstract. However, you must ensure the following instructions are followed to **confirm your ePoster**.

- To confirm the ePoster display, the nominated presenting author must register and pay to attend the two main days of the event (Thursday 19th - Friday 20th September 2019) by **Wednesday 17 July 2019**.
- Please ensure the correct author is listed as the presenting author, and that they register with the email address that was provided when submitting.
- The presenting author's registration will be linked to the confirmed ePoster, providing a record of attendance and ensuring that you receive the information to submit your ePoster for display.

#### What if the incorrect presenting author is listed?

If you are unable to attend, you are more than welcome to nominate a colleague to bring your ePoster on your behalf.

Unfortunately, you cannot log back in to amend the presenting author yourself. Therefore, if you would like to inform us of a change in the presenting author, please email their name and email address, along with the title of the ePoster they will be bringing for display, to Olivia Bulluss [obulluss@bmj.com](mailto:obulluss@bmj.com).

**\*\*Please note: we operate a strict ONE ePoster display per presenter policy, and we ask any presenters nominated to present multiple posters to choose one to present themselves, and allocate their additional ePoster to co-authors/colleagues. Please ensure your replacement is not already attending to display an ePoster .\*\***

### **How do I confirm my ePoster?**

Registration is now open on our [website](#).

The absolute final deadline to do this will be **Wednesday 17 July 2019**. If the presenting author has not registered by this date, we will regretfully assume your circumstances have changed and you no longer wish to have your ePoster displayed at the event. In this instance, there will be no ePoster display available for you.

Please note, ePoster are only displayed on the two main days (Thursday - Friday) and we do not accept any one day registration options for ePoster displays. Wednesday is a pre-day only, and all ePoster displays will be open from Thursday onwards.

### **Where/when can I set up my ePoster display?**

There is no need to bring a physical poster to the event, all posters will be displayed electronically on our e-boards. **There will be no poster boards available onsite**. Please see your poster registration confirmation email for information about how to submit your ePoster.

Each ePoster will be displayed on an e-board within its submitted theme and our team will be on hand to direct you to the correct e-board.

### **When will my ePoster be viewed?**

All ePoster will be displayed on the two main event days, Thursday 19th - Friday 20th September 2019.

ePoster displays - Your ePoster will be displayed on our electronic screens across the two main event days (Thursday 19 - Friday 20 September 2019). Your ePoster will be searchable on all electronic screens.

ePoster stage - We are also offering the opportunity for authors to present their ePoster on our poster stage. Spaces will be limited, and more information will be emailed once you have registered.

ePoster website - All of the ePosters will appear on a unique ePoster website for a year after the International Forum.

**ePoster Stage sessions:** You will have the opportunity to present your ePoster to your peers on our ePoster Stage located in the Exhibition Hall. The ePoster Stage will give you a platform to share your work with delegates during a 5 minute allocated slot. If you would like to present on the ePoster Stage, you will have the opportunity to sign-up\* before the event. Further information, including how to present, will be sent to all registered ePoster presenters in due course.

\*The ePoster stage has limited availability and slots will be allocated in order of presenters signed up. We cannot guarantee every presenter will be able to present on the ePoster stage.

#### **Where will my ePoster/abstract be published?**

All of the ePosters will appear on a unique ePoster website for a year after the International Forum

Confidentiality Submission constitutes your consent to publication of your ePoster. Please inform us if you do not wish for your ePoster to be posted on the International Forum website.

#### **Can I get a ePoster Presenter Certificate of Attendance?**

Your certificate will be sent to you via email two weeks after the event.

#### **Does my ePoster have to be in English?**

Yes, all ePosters need to be in English; your abstract will be unsuccessful if submitted in another language.

# How to design and create your ePoster

## What is an ePoster display?



An ePoster at a conference is a great way to showcase your improvement projects and help others learn from your strategies and experiences. Delegates will have the opportunity to browse posters from our e-boards throughout the duration of the conference.

## Top tips for designing your ePoster

The aim is to tell a story that is clear and inspires others. It should communicate all the key points you want to get across without any additional explanation.

1. **The poster should be in portrait orientation.**
2. **Your page layout must be 28.575cm in width by 36.777 cm in height**
3. **Number of pages (slides): one (1).**
4. **Minimum suggested font size: 24 (20 for references).**
5. **For embedded images prefer .jpeg or .png file formats in a resolution of 72 or 96 dpi.**
6. **Do not use animated effects, “animations” and videos.**
7. **Submit the poster as a PDF file. (convert PowerPoint to PDF)**

## How to set up your presentation?

1. Open microsoft powerpoint
2. Click of 'design'
3. Click on 'slide size'
4. Click on 'custom slide size...'
5. Change the orientation to portrait
6. Change the width to 28.575cm
7. Change the height to 36.777cm
8. Click 'okay'