

# ePoster Guide

The Congress Committee would like to thank you for presenting an ePoster at the upcoming Australasian Diabetes Congress to be held virtually. These guidelines aim to provide you with some assistance in planning for your presentation.

## REGISTRATION

All ePoster presenters must register, pay the applicable registration fees and be able to present and have their ePoster at the congress or organise a replacement to remain in the program. ePoster presenters who fail to pay registration fees risk being removed from the program at the discretion of the program committee.

There is no reduced registration fee for ePoster presenters. Please visit the Congress website at <https://diabetescongress.com.au/registration> to register.

## ABOUT YOUR EPOSTER

ePosters will be available as on-demand content via the Attendee Hub.

All ePosters will need to be sent in by **5PM AEST, Thursday 29 July 2021**. This is to allow sufficient time for your ePoster to be prepared by our technical team.

### **IMPORTANT: How to name and send your ePoster**

Please name your ePoster in the following format:

FullName\_EPoster\_SubmissionID

Example: SimoneBouton\_EPoster\_123

Once saved with the correct name please upload to this link:  
<https://www.dropbox.com/request/2W0Xzx26zi67CSrya45m>

## EPOSTER FORMAT

ePosters are limited to 4 PowerPoint slides. PowerPoint slides should be in 16:9 format. No voice over recordings are required this year, only PowerPoint slides.

A PowerPoint template has been prepared as a guide for designing and preparing your ePoster. You are not required to use the template, we encourage you to think creatively to present your information clearly within the limitations of the ePoster format.

## DESIGN TIPS

- All posters should be a visual presentation of your submitted abstract.
- Posters should be well thought out and visually appealing, with a balance of text, graphics and neutral space.
- Make your poster clear and clean; avoid unnecessary clutter and special effects that do not add value.
- Professional designers recommend using no more than 33 words per slide.
- The movement (pathway) of the eye through the poster should be natural (down columns and along rows).
- Hyperlinks may be included.

### Title

- The title slide should have the same title as in the submitted abstract and program.
- Include the name of the presenter(s) and the institution or organisation where the work was completed, if applicable.

### Fonts

- Avoid using a mixture of type/font styles.
- Recommended font size 28pt or larger in a sans serif font such as Calibri.
- Fonts should be standard, as special fonts may not render.

### Layout

- PowerPoint 16:9 landscape format.
- Use single spacing.
- Have enough blank space – too much text without breaks is overwhelming.
- Use margins around the edge of the slides and ensure that there is enough space between columns.
- Use symbols and colour.
- Avoid using too many images or images without a clearly linked explanation to the topic.
- If you are inserting figures or graphs, a short heading and legends are essential.

## ON CONGRESS DAY

ADC 2021 will run via the online Attendee Hub. All attendees will receive an email one week prior to the Congress notifying you when access to the Attend Hub is available.

## FURTHER INFORMATION

If you require any further information about ePosters, registration, program or venue please contact the Congress Office or visit the website [www.diabetescongress.com.au](http://www.diabetescongress.com.au)

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