

E-poster Submission Guidelines

Basic requirements:

Format: PDF, JPG or PNG

Maximum size: 3MB

Detailed instructions:

Step 1: Prepare a one-page poster document in powerpoint or word document.

Step 2:

- Turn your document into PDF, JPG, or PNG format.
- All e-posters should be prepared in English.
- Layout: Landscape (horizontal orientation)
- Poster Size:
 - Pixels: Minimum recommended size (format W x H) is 1000 x 600 px and maximum is 2250 x 4000px.
 - Format: 16:9 (wide screen)
 - File Size: Maximum file size is 3 Megabytes (3MB).
 - File Format: Save your file as a PDF, JPG, or PNG for quick and easy upload.
 - Media: Images/photos, graphs and tables can be included in the e-poster.

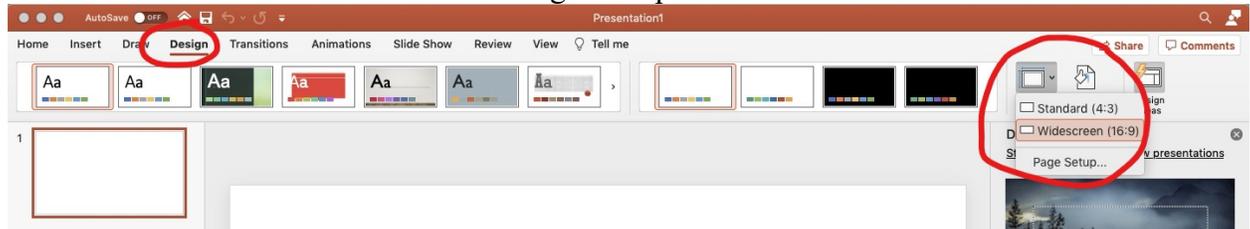
Step 3: For the poster preview on GatherTown

- Change file width to 13.5cm and Height to 8cm. Choose “Ensure Fit” when saving the file.
- Name appropriately and save as PDF, JPG, or PNG.

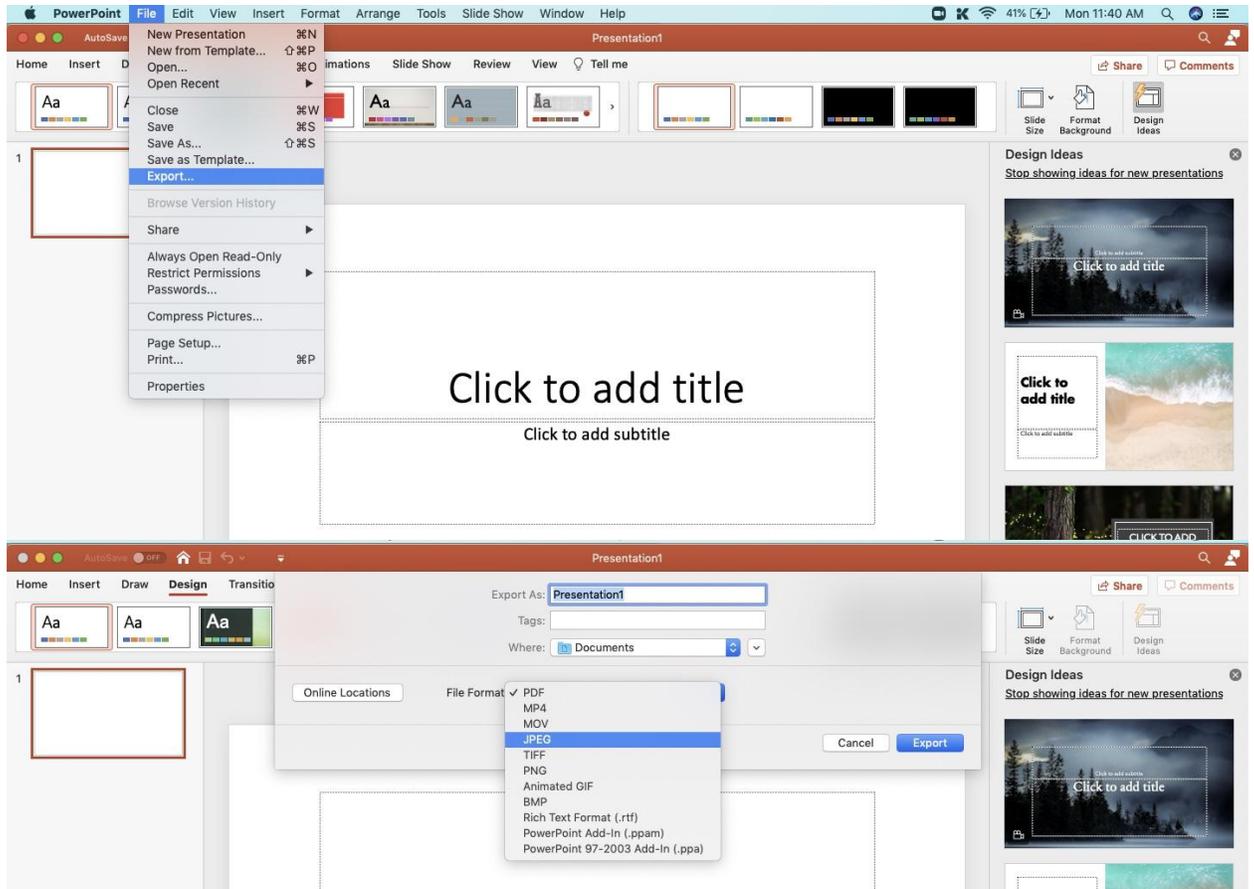
If you need help formatting your poster:

For mac users

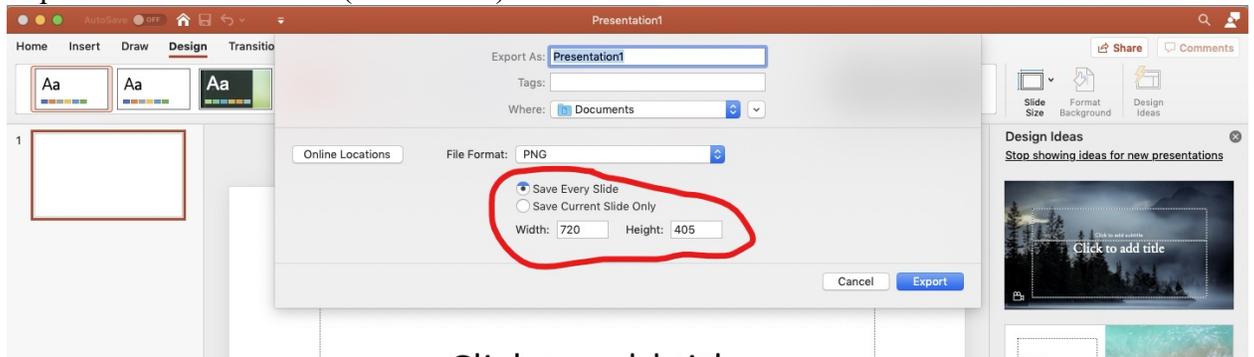
- Use “wide screen” for the slide size if using Powerpoint.



- When you are finished finalizing your poster, click “export” and choose to save as a JPEG or PNG file.

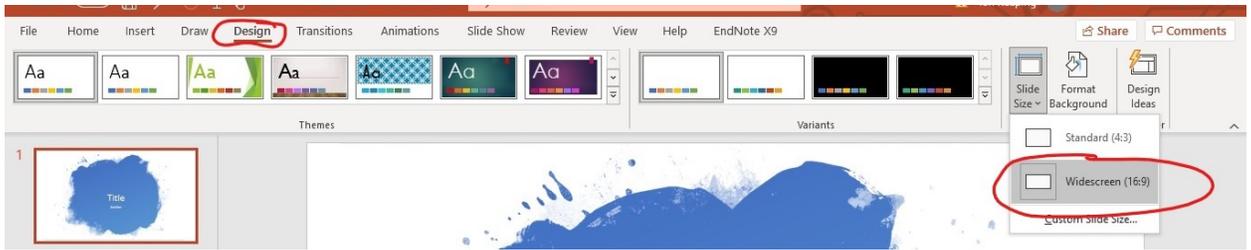


- You are then able to customize the dimensions of the file as the default setting for Mac is too small. Please make sure that you are customizing the file to fit the dimension requirements listed above (1000 x 600).

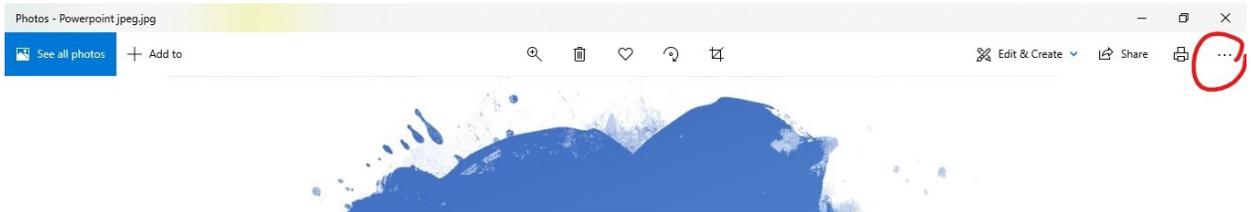


For pc users

- Use the default setting (wide screen) for the slide size when using PowerPoint. You can then choose “save as” and select to save as either a JPEG or PNG file. The default dimensions when you save your Powerpoint as a JPEG or PNG will meet the requirements listed above (1000 x 600).



- If your JPEG or PNG file is too big (ie, bigger than 3MB), you can resize it by opening your JPEG file in “photos” (default app for PC). Then click on the three dots in the top right hand corner



- You can then click on resize and choose the correct MB file size

