

# TECHNICAL GUIDELINES INVITED POSTER DISCUSSIONS



## **NEW FORMAT FOR POSTER SESSIONS - Please read the guidelines carefully!**

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- Each Poster session is 90 minutes long.
- There are 2 types of presentations in each Poster Session.
  - > Invited Poster Discussion (IPD): 4 min presentation + 2 min QA, 4 PPT slides.
  - > Moderated Poster (MP): 2 min discussion at the poster
- The first 30 minutes of the session are reserved for 4-5 Invited Poster Discussions.
  - > Each IPD presenter will go on stage to present their PPT slides and answer the audience's questions.
- After the Invited Poster Discussion there is time to present the Moderated Posters.
  - > The session chair will go to each MP, one after the other, so each Poster gets exposure for 2 minutes. MP presenters should prepare a 1 min summary of results of their work and be ready for questions from the delegates.
  - > Authors, chairs and delegates will stand next to the poster to discuss it.
  - > If there is time after all MP authors have presented, delegates can go back to the posters they were most interested in and discuss more with the author.

## **PowerPoint Guidelines - INVITED POSTER DISCUSSION**

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### HOW TO TRANSMIT YOUR POWERPOINT PRESENTATION (PPT) TO CUA

- Bring your PPT on a USB stick to the meeting
- As soon as you arrive or at least 12 hours before your presentation, please check in as a speaker in the **Speaker Ready Room** in room "Wellington".
- Presentations can't be uploaded in the session rooms directly. The main server in the Speaker Ready Room is networked with the plenary room as well as all poster rooms.
- Using individual laptop computers is not permitted

### PREPARING YOUR PPT

#### **Technical Guidelines**

- **Number of Slides:** max. 4 + disclosure slide
- **Obligatory Disclosure Slide:** As a requirement for the CME accreditation of the program all presenter must include a Potential Conflict of Interest slide in their PPT including all abstract authors.
  - o Please use [this template](#) to disclose your potential conflicts of interest.
  - o If you do not have any potential conflicts to disclose, please include a slide with the statement: "The speaker has no conflicts of interest to disclose."
- **Slide Size:** Widescreen 16:9.
  - o To adjust the size of your PPT please go to Design> Slide Size and select "Wide Screen (16:9)"
- **File type:** only .ppt or .pptx are accepted. Keynote for Mac won't work.
- **Software used at CUA 2017:** The presentation has to be tested to work on
  - o PowerPoint 2013
  - o Windows 7 based PCs
- **Animations:** Please try to keep animations to a minimum
- **Fonts:** We only support fonts that are included with Office 2013 (or earlier). If you need a specialized font, it should be embedded into your PowerPoint presentation. For instructions on this process, please click on the following link: <http://support.microsoft.com/kb/826832/en-us>

- **Videos:** Copy your PPT and all videos that you included into a folder on a USB stick. PowerPoint does not embed movies. All videos must all be placed in the same folder as your PPT. Please take steps to compress your videos. Uncompressed videos will take longer to upload and will not be better quality than a modern MPEG-4 codec. We can only accept movies created as MPGs, WMVs, or with the following AVI codecs: H.264, MPEG-4 (Divx, Xvid, or WMVs), Indeo, Cinepack, Techsmith. Flash content (SWF) is fully supported. Apple Quicktime formats such as MOV, QT, MP4, or DV files are NOT supported in Windows PowerPoint. Options to convert these movies to a Windows compatible AVI are discussed below in Consideration for Mac users.
- **Talk Length:** Please respect the speaking times strictly to not delay the program schedule. The session chair will help you to stay on time.
  - o 4 min presentation
  - o 2 min questions and answers.

### SHARE YOUR PPT

While you are uploading your PowerPoint presentation onsite, there will be an option to share your presentation on the meeting app. If you choose to share your presentation, the presentation will only be available after the meeting, on June 28 and only to registered delegates for 6 months. We encourage this, but it is not mandatory.

Please note you can upload two versions:

- 1 version for your presentation
- 1 redacted version to share with the delegates

### **PLEASE BRING A BACKUP OF YOUR PPT**

Please bring a copy of your presentation along with you when you depart for the Meeting.  
It is good practice to keep a second copy in your luggage.

## Poster Guidelines

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- Each poster must have a **top label** indicating the title of the poster, the names of the authors and their affiliations. The size of the characters for the title should be at least 0.8" (2 cm) high.
  - **Poster text** should be large enough to be read from a distance of 3' (1 meter) or more. This is possible using a letter size of at least 0.4" (1 cm)
  - Keep **illustrative material** simple (Charts, drawings, illustrations). Simple use of colour is effective for adding emphasis.
  - Simple "**Introduction**" and "**Conclusion**" sections are usually helpful. When feasible, use graphs for demonstrating qualitative relationships, use tables for precise numerical values.
- Do not mail poster** presentations in advance, they may not arrive in time or at the right place; bring them with you to the conference. Posters that weren't removed will be discarded
- **Poster set up:** The presentation room will be open **30 minutes before** the start of the session. Please make sure your poster is mounted 15 minutes prior to session start time. Velcro and push pins will be provided.

How to find your poster board:

-Your poster board is marked with your poster number

- It consists of **IPD**, followed by the **last two digits** of your program number: e.g IPD.05.

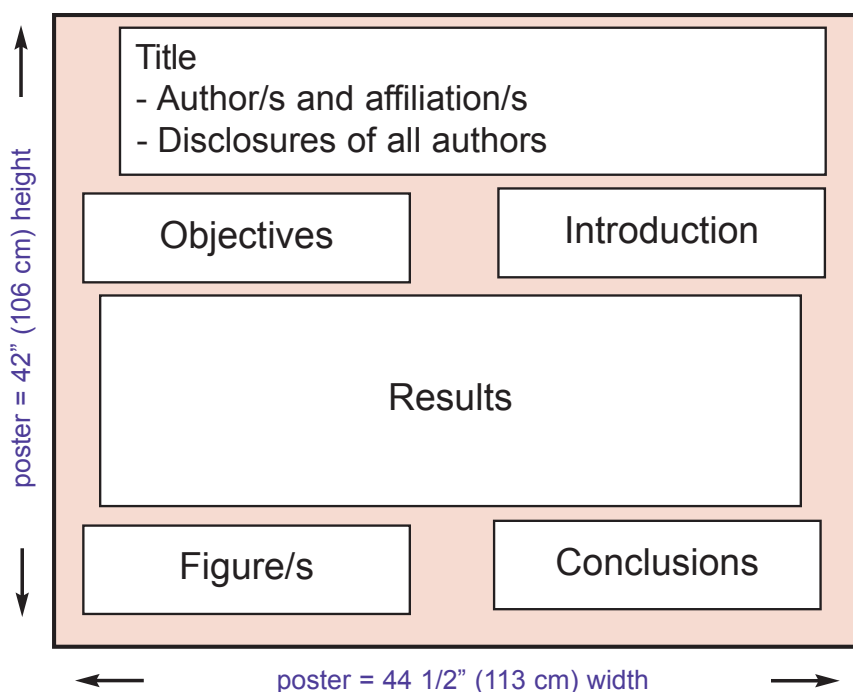
- Your program number (e.g. IPD-01.05) is indicated in the email with your final presenting time and in the online program at <https://cua.tech4pco.com/mobis/programme>. Click on the Poster Session to see all presentations with their program numbers.

- **Poster removal:** Posters have to be taken down immediately after the end of the session. The CUA 2017 Secretariat cannot accept liability for lost or damaged posters. The CUA 2017 Secretariat will not mail posters to authors after the meeting. Posters that weren't removed will be discarded

**AV in Poster rooms:** A podium microphone will be available in the room as well as a projector and screen.

**Please follow the below template when designing your poster**

Poster dimension = 44 1/2" (113 cm) width x 42" (106 cm) height



## Arriving at the Conference

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### Registration:

Your registration package will be located at the registration counter.

### Speaker Ready Room – Room Wellington:

Presenters should upload and review their presentation in the Speaker Ready Room no later than 12 hours prior to their scheduled presentation. The Speaker Ready Room will be staffed with a technician that can assist with any compatibility or formatting issues.

### Hours of Operation:

Saturday, June 24	1100-1800
Sunday, June 25	0700-1720
Monday, June 26	0700-1630
Tuesday, June 27	0700-1300



### If you have several Poster Presentations:

Please make sure you are in the right poster room at the right time. You might only have about 5 min travel time until your next presentation in another room.

You can always consult your schedule by logging in the Program Management system where you accepted your invitation. We suggest that you bookmark the website and save your password on your cell phone so you have it always handy.

**Website:** <https://cua.tech4pco.com>

**Username:** your email address

**Password:** to reset your password please email to [leona@iseventsolutions.com](mailto:leona@iseventsolutions.com)

On your dashboard go to **“My Lectures”** to see the timing and the rooms for your presentations.

### If you have any questions, please contact:

CUA 2017 Conference Secretariat

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