



# ePoster Upload Guidelines

## ePoster Upload opens: 23 April 2025

**Deadline: 28 May 2025**

Prepare your ePoster presentation in accordance with the ePoster guidelines.

**Do not enable** document encryption or password protection.

- **Conflict of Interest Disclosure:** All ePoster presentations should include a declaration of “Conflict of Interest” to comply with CME accreditation requirements. This should be displayed clearly on your poster. If you do not have any financial disclosures, you should also state on your ePoster, “I have no financial disclosures to declare”.
- **ePosters:** at SOE 2025 will be electronic only.
- **ePoster template:** can be uploaded as a PowerPoint or PDF file. Please use the ePoster template provided which can be [downloaded here](#).
- **Page setup:** Your ePoster must be in **portrait** orientation (vertical) with a screen ratio of **16:9**.
- **Limitations:** You may use a maximum of **1 (one slide)**. The file size should not exceed 16 Megabytes.
- **Page size:** We recommend a size of **31.41 cm width and 55.85 cm height**. You may use a larger size, as long as it is in the same proportions (16:9).
- **File format:** To upload, the ePoster presentation must be in PPT, PPTX or PDF format.
- **Font Type:** Fonts permitted are: Arial, Helvetica, Calibri, Verdana, Symbol, or Times New Roman. Other fonts may lead to an error message. For special or corporate fonts you must upload the e-poster in PDF format with the fonts embedded.
- **Animations:** Do not use animated objects or serial animations. Only the final view/status per slide/poster will be visible.
- **Images and tables:** You are welcome to use images and tables in your ePoster presentation, they must be embedded in your file. Do not use animated graphics and be careful to respect copyright and personal anonymity with your images or photos. Do not insert or embed videos in your presentation.
- **Apple Macintosh users:** Please do NOT use “drag-and-drop” to insert pictures into Microsoft PowerPoint files as graphs and images will not display correctly. Using the INSERT command from the menu will virtually eliminate these issues. Do NOT use the INSERT command for videos (see above).
- **Audio Clip:** The presenting author may wish to provide a **2-3 minute audio clip** highlighting the primary take-home messages from your study and poster.

### Poster Content and Tips

- Your poster must have a clear message, a logical layout and should be easy to comprehend in a couple of minutes.
- Make sure that the specific sections (such as the background, methods, results and conclusions) are easy to locate on the poster.
- Text and images should be easy to view on a screen or when printed on an A4 page.
- Design the individual sections of your poster so that they can be quickly read – avoid large blocks of text and long sentences.
- Supporting images (e.g. graphs, tables, illustrations, photographs) can be very helpful and are often necessary to display results. Make sure that the images are easy to understand, and not overloaded with information.
- Avoid background images and watermarks that may detract from the readability of your poster.



### Information you may wish to include:

- Poster number (contained in your notification email).
- Title
- Subtitle
- Author, Affiliation, City, Country (repeat for each author)
- University/Affiliate Logos
- Background/Relevance
- Research Question/Hypothesis
- Methods/Methodology
- Participants/Sample
- Results/Images
- Conclusion/Summary
- References

## ePoster upload

- The ePoster upload system will be available from **23 April 2025**. Prior to that date the presenting author will receive an email containing the link for the upload. Please note the presenting author will not receive this email unless **they confirmed their participation previously**.

## Registration

Please ensure that the presenting author has registered to attend in person for their abstract/ePoster to be included at the Congress. Where an author has not registered, their ePoster will not be displayed.

## Three easy steps to submit your ePoster

Please use the login details you will receive before 23 April 2025 via email to enter the ePoster system to upload your file(s).



**Step 1 (Upload):** Click the upload icon and click on “browse file” or drag and drop your ePoster file into the upload area. The upload process bar will appear. Please do not interrupt the upload process until the file has been fully uploaded (100%) and verified by the system. The presenting author may wish to provide a **2-3 minute audio clip** highlighting the primary take-home messages from your study and poster. Please record the audio separately and upload it here. Most smartphones have a voice recorder you can use to record your narration.

You will see a preview of your ePoster once the upload has been completed. Click “Save” or “Next” to continue.



**Step 2 (Consent):** Please respond to all questions on this page to be able to submit your ePoster in the last step. Click “Save” or “Next” to continue.



**Step 3 (Submit):** On this page you may submit your ePoster by clicking the “Submit Button.”

**NOTE:** You may replace an uploaded or published ePoster by clicking on the EDIT button, even after you have submitted your ePoster.

**After the deadline of 28 May 2025, you will not be able to make any changes to your ePoster**

For questions, please contact [soe.abstracts@abstractserver.com](mailto:soe.abstracts@abstractserver.com)