

Guidelines for ePoster



Digital ePoster exhibition

ePoster will be presented from Tuesday, October 28 to Thursday, October 29, 2020 in the digital conference of TAR and will be available to visitors for the entire duration of the event and in an archive after the event.

Creating your ePoster

ePosters must be created as PowerPoint presentations in landscape format only. The following PowerPoint format is permitted: .pptx. Mac formats are not supported. If you use a Mac, please create your poster using PowerPoint for Mac or export from Keynote to a PDF file.

You can create your ePoster using one of the two PowerPoint templates available for your use on the OTWorld.connect website www.ot-world.com/programme/tar-conference/speakerinformation:

- Option 1: Body text
- Option 2: Body text with inserted images and tables

The poster should contain:

- **Title** and **Author**, describing the lecture and mentioning the people involved in the work
- **Summary** and **Conclusion**, listing the main findings of your investigations
- **Introduction**, informing about the aim and objectives of the research
- **Method**, explaining the basics of the technique which were used
- **Results**, showing illustrative examples of the main results
- **References**

Please proofread your ePoster to ensure it does not contain spelling mistakes or stylistic errors. For the sake of readability, please use a font which is at least 25 point size. To emphasise text, please only use the "bold" or "italics" formatting options. Each ePoster may consist of a maximum of 4 presentation slides.

Advancing to the next slide must be done by mouse click. Open the "slide transition" dialogue box in the menu bar of PowerPoint to adjust the setting accordingly. Slide transitions should not contain any special formats (effects/image fading).

If you embed any **videos**, please ensure that these can be played without internet access. In order to embed a video file in your presentation, go to the menu bar and click on "Insert -> Video". In this manner, you can ensure that the video is embedded rather than being displayed as a link. Please use the following video formats only: .wmv and .mp4.

Audio narration of the ePosters

You have the option of adding an audio track to your ePoster. You can find detailed instructions for dubbing a PowerPoint presentation at: <https://support.microsoft.com/en-us/office/record-audio-narration-for-your-powerpoint-presentation-232d5fec-fc90-4abb-9332-c469d336d947>

Submission of your ePosters / Server upload

In the run-up to TAR Conference there will be an internet upload, which you have to use to upload your ePoster on a protected congress server. All speakers will receive an email with personal access data and instructions on how to submit the eposters online.

For the upload you will receive a direct link to the upload from our technical service provider M-Events. The internet upload will be available from October 9, 2020 to October 23, 2020. Please note that presentations cannot be submitted by email.

Should you have any questions or require further information, we are at your disposal.

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