Guidelines for ePosters

ePoster exhibition in the Congress Center of OTWorld
ePosters will be presented from Tuesday, 14 May to Friday, 17 May 2024 in the Congress Center of OTWorld and will be available to visitors for viewing for the entire duration of the event.

Oral presentation of your ePoster – <u>ONLY FOR CONFIRMED SHORT LECTURES!</u>
In addition to the visual presentation, short oral lectures will be given daily in front of a poster commission and the visitors of the World Congress. The total speaking time per ePoster is limited to 3 minutes.

For your short lecture no further presentation slides are needed. On the day of your short lecture, your ePoster will be shown on a presentation screen in the ePoster exhibition.

Oral presentations are grouped thematically and are scheduled for the following days:
Wednesday, 15 May 2024, 12.30 to 13.30 hrs.: Orthotics, Digitalisation, Open Topics and Rehabilitation
Thursday, 16 May 2024, 12.00 to 13.00 hrs.: Prosthetics and Pediatric/Adolescent and Neuroorthopaedics

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

Please use one of the templates to design your ePoster, which you can download by following this link: https://www.ot-world.com/en/world-congress/for-speakers/

We cannot accept or exhibit posters printed on paper!

The poster should contain:
- **Title** and **Author**, title of the contribution and mentioning of the people involved in the work, first name and surname
- **Summary** and **Conclusion**, listing the main findings of your investigations
- **Introduction**, informs about the aims and objectives of the research
- **Method**, explains 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 any 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 "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).

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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 -> Media -> Video dialogue box". 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.

To generate and embed a QR code, you can use the following free internet site:
> *http://www.qrstuff.com/*
> *http://www.the-qrcode-generator.com/*
> *http://goqr.me/*

Image and video footage of patients - Protection of patient's privacy
When using images or videos of patients, the speaker must ensure that the person cannot be identified from the footage. Otherwise, the speaker must obtain the affected person's (or his/her representative's) consent to the publication of the image(s) or video(s). The speaker guarantees the existence of that consent.

Uploading your ePoster / Upload server
You can upload the PowerPoint presentation for your ePoster via the upload server. The file you upload must not be subjected to any form of restricted permission such as password protection, temporary access only, online activation or similar.

Please upload your ePoster by **12 April 2024** at the latest via your personal congress user profile: https://www.m-anage.com/Home/Index/Event/otworld2024/en-gb

If you have any questions or require further information, please do not hesitate to contact us.

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