



ePoster Guidelines

Prepared by the XXVII IFSO World Congress Office

Think Business Events

Level 1, 4 Anderson Street
Port Melbourne VIC 3207, AUSTRALIA

Phone: +61 3 9417 1350

Email: ifso@thinkbusinessevents.com.au

thinkbusinessevents
passionate about conferences

Introduction

The Congress Committee thanks you for presenting an ePoster at the upcoming IFSO World Congress at MCEC, Melbourne from 3 – 6 September, 2024.

Should you have any questions about the requirements outlined in this document please do not hesitate to contact the Congress Office at ifso@thinkbusinessevents.com.au

[e-Posters must be received by Tuesday 20 August 2024](#)

ePoster format

ePosters are limited to **1 PowerPoint slide in landscape format**.

Please read the following technical requirements:

File format	PDF (.pdf)
Orientation	Landscape Format, Single-Page
Slide size	16:9
Screen Size	55" Plasma Screen
Sound	No sound supported

You are not required to use a template; so we encourage you to think creatively to present your information clearly within the limitations of the ePoster format.

Poster size and Orientation

- All ePosters should be set in landscape style orientation and all information (i.e. text, data, photos and figures) must be designed to appear within one window slide.
- When you design your ePoster in PowerPoint (PPT), ALL information must appear within ONE (1) landscape slide only.
- Save your PPT into a PDF format.

Upload PDF file to Abstract Submission System (X-CD)

You will need to upload your ePoster in **PDF format** using the X-CD Portal by **20 August 2024**. Save your ePoster as a PDF file. Please note the system will automatically rename your file based on your submission ID#.

Login to the Abstract Submission System, (X-CD)

<https://www.xcdsystem.com/ifso/abstract/index.cfm?ID=f6crbyt>

Enter your email address and password under the 'Returning User' heading.

If you forgot your password, click the 'Reset Password' text below the login button. Once logged in, click the button labelled **Upload ePoster file**.

Then click the blue "Upload File" button, where you will be directed to select your file.

Current Abstracts

ID # 127	Title TEst	Your Status: Primary Contact & Presenter
--------------------	----------------------	---

 View Abstract

 Download

 Upload ePoster ...

Deadline: 2022-07-01

This submission is considered complete. It may be edited until the system is closed.



Once uploaded your file will display under the Existing Media Files area.

Please note other areas of the X-CD system are locked for editing.

Images

Presenters are encouraged to use images in their presentations, where relevant. However, it is the presenter's responsibility to ensure they have the relevant copyright to use the images in their presentations.

IFSO Congress - Key information

Date: Tuesday 3 September – Friday 6 September 2024

Venue: Melbourne Convention and Exhibition Centre

1 Convention Centre Place, Melbourne VIC 3000

All ePosters are on presentation via touchscreen display in the exhibition hall from Wednesday 4 September – Friday 6 September, 2024.

Appendix: Design Tips

- All ePosters should be a visual presentation of your submitted abstract.
- ePosters should be well thought out and visually appealing, with a balance of text, graphics and neutral space.
- Make your ePoster clear and clean; avoid unnecessary clutter and special effects that do not add value.
- The movement (pathway) of the eye through the ePoster should be natural (down columns and along rows).

Fonts

- Avoid using a mixture of type / font styles.
- Recommended font size 16pt or larger in a sans serif font such as Arial.
- Fonts should be standard, as special fonts may not render.
- ePosters should be written ONLY in English language.

Layout

- Make sure that any photographs or figures being used in the ePoster are with sufficient size so that they are clearly visible, with a minimum 300-dpi resolution. The number of photographs

should be limited to only those that are essential and relevant for the ePoster. Do not submit any photographs or pictures that are not relevant to the text, such as cartoon characters, etc.

- If you are inserting figures or graphs, a short heading and legends are essential. Graphs and tables should be well organised and the font used should be of a size that is easy to read.
- Use single spacing.
- Have enough blank space – too much text without breaks is overwhelming.
- Use margins around the edge of the slides and ensure that there is enough space between columns.
- Use symbols and colour however keep to only 2-3 colours.
- If you are inserting figures or graphs, a short heading and legends are essential.