

GUIDELINES FOR ORAL POSTERS (OP) & POSTERS (P)

IMPORTANT INFORMATION

Your poster will be presented in PowerPoint format **only**. Hard copies will not be accepted. Please download the template from the ISUOG website to prepare your poster. Please contact the Congress Secretariat **immediately** (email: congress@isuog.org) if you have any problems with this presentation format. You will be required to upload your presentation to a protected server before the Congress to guarantee its inclusion in our poster presentations. Details on how to upload this will be sent by email to you soon, and will also be made available online.

Technical information

All technical aspects of your presentation will be managed by an external company and you will receive an e-mail from them in good time before the Congress with instructions for submission of your presentation, as well as detailed information about their services.

Presentations must consist of one single PowerPoint slide only.

Please note that in no circumstances can personal laptops be used for poster presentation.

Please bring a copy of your Poster on a USB stick to the Congress as a back up.

Presentation format

Single slide PowerPoint posters only are accepted. Please make sure fonts are embedded.

All posters are displayed throughout the Congress on our dedicated e-poster stations.

OP presenters will also need to present their poster as a two minute summary in scheduled chaired poster discussion sessions which they must attend.

Poster presenters will need to attend scheduled (un-chaired) Q&A sessions.

POSTER/ORAL POSTER NUMBER

You must include your allocated final poster number (eg P03.36), or oral poster number (eg OP02.18) in the top left corner of your slide. Please ensure that the title and your name are also printed clearly at the top of your slide.

Please note: The final poster (P) / oral poster (OP) number can be found in your abstract acceptance letter, which you can access online in your ScholarOne account.

DISPLAY AND PRESENTATION TIMES

Please refer to your acceptance letter for the exact timing of the session in which your Poster / Oral Poster will be presented.

GUIDELINES FOR PRODUCING POWERPOINT POSTERS

CONTENT

- Make your title short to summarise the message of the research
- Do not include references unless it is imperative

LAYOUT

- You must produce ONE single PowerPoint slide only; additional slides are not accepted for the same poster
- **Use the PowerPoint poster template provided**
- The reading order of a poster should be down columns, rather than across rows
- Use just one or two colours on a plain coloured background for maximum impact
- Put the conclusions in a prominent panel.
- Do not justify the column text if there are few words to a line
- Be selective in your use of bullet points, perhaps only in the conclusion

FONT

- Poster body text must be readable from 2 metres at a size of 1m x 1m (with the possible exception of references) and the title from 4–5 metres.
- Avoid capital letters except at the beginning of sentences and proper nouns
- Try to use standard Windows fonts and make sure you embed fonts into your presentation.
- Do not underline anything
- Use a bolder, larger typeface for the main titles and headings. It can be effective to use a different typeface for headings and subheadings.
- To emphasise body text, use a bold or italic font

GENERAL POINTS

- Prepare your work well in advance and ensure that it is submitted promptly to ensure the presentation runs correctly onsite
- Check the draft of your poster very carefully to ensure there are no typographical or style errors

Further program queries

If you have any other queries regarding your presentation please contact the Congress Secretariat prior to the Congress:

E: congress@isuog.org

T: + 44 (0)20 7471 9955

F: + 44 (0)20 7471 9959.

Thank you for your valuable contribution to this Congress.