POSNA ePoster Guidelines: Uploading your ePoster (converted PPT to PDF)

All ePosters must be uploaded to the online Speaker Ready Room by **Monday, April 1**. No video, embedded video, or sound may be included in your ePoster. **Your poster may have a maximum of 15 PowerPoint slides**. **You cannot include any multiple slide builds/animation effects.** The last slide should include references.
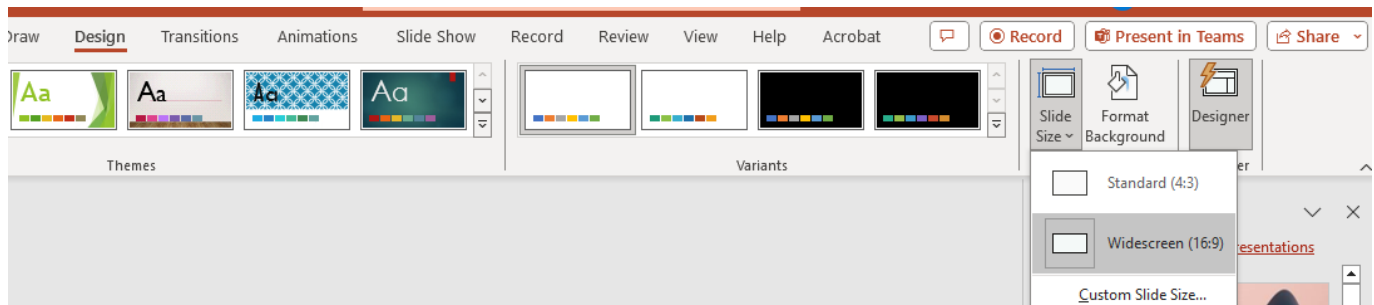
Detailed information about how to upload to the Speaker Ready Room site will be emailed closer to the date it opens.

Slide Requirements: 16:9 (widescreen) slide size
1. First slide: Title and author list as well as email address for correspondence
2. Second slide: Disclosure of relevant relationships with commercial entities
    "I (or my co-authors) have nothing to disclose"
        OR
    "I (and/or my co-authors) disclose the following relationships:" followed by a list of the commercial companies and the nature of your relationship with them.
3. Slides 3-15: Research/Abstract content – make sure not to include commercial company names
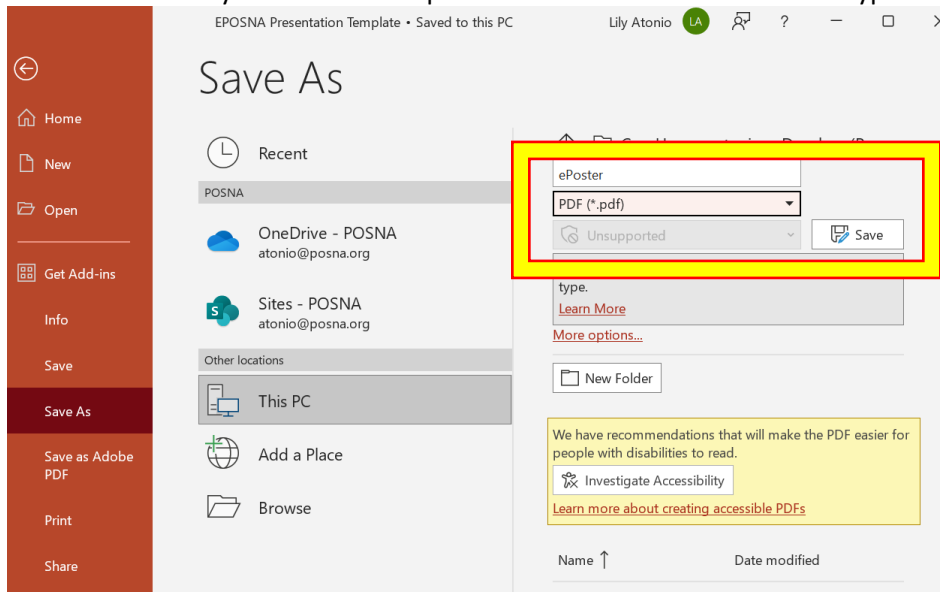
Computer Slide Format
- Set the Slide Size to Widescreen in the Design tab of PowerPoint (16:9).

- The minimum font size should be 28.
- Use a sans serif font size such as Helvetica or Arial; Arial is PowerPoint's answer to Helvetica.
- Use color for emphasis only. White or yellow lettering on a blue background is attractive and easy to read.
- Avoid red and green text. Be considerate of those that are color blind.

Converting to PDF

Go to 'Save As' in your PowerPoint presentation. Select PDF as the file type. Click the Save button.

Presentation Guidelines

All ePosters will only be presented ELECTRONICALLY. Create your ePoster slides as described above but then **save them as a PDF file for upload.**

ePoster stands, which consist of a computer and a monitor, will be placed in a designated viewing area. The ePosters will be loaded to each computer with a directory/menu of all posters available.

Presenter Eligibility and Registration Requirements

Presenters must be a POSNA/EPOS member or meet the non-member requirements below:

If the presenter is not a member of EPOS or POSNA, he/she/they must be a physician who has completed an orthopaedic residency, or equivalent training program, at the time of the presentation.

All ePoster presenters **must be registered for** the EPOSNA Meeting by the Early Bird Deadline (April 2, 2024). The indicated presenter in the program is the individual who must be registered. Failure to register may result in removal from the program and an inability to present the following year. Don't be a "no-show presenter." If you are unable to present, you are required to find an *eligible* co-author to present on your behalf and notify the POSNA office of the change. If you are unable to find a replacement who meets the criteria for presenters, you will not be permitted to present an abstract the following year. Urgent extenuating circumstances will be handled at the discretion of the Program Committee Chairs.