



## Instructions For Poster Presenters

Posters for the 8th Canadian Obesity Summit are all e-posters, and may be viewed on a number of computer stations at the conference. The deadline for poster submission is **Monday, May 1, 2023**. No late submissions or revised files will be accepted after the deadline date. Paper posters are not required and will not be accepted on site.

### Creating Your Poster

#### 1. General Setup

Please create your poster in PowerPoint\*, using a **maximum of 7 slides**. The objective is that a reader will be able to read and absorb the content of your poster in no more than 3 minutes. The slides should be created using the "Wide Screen 16 x 9" presentation format. You may select whatever backgrounds or styles you wish, but avoid large images as slide backgrounds.

We recommend 14 to 18 point type for the headings and subheads, and 12 to 14 point text for body text. Generally sans serif fonts like Verdana or Arial are more legible on screen than serif fonts like Times New Roman.

#### 2. Title Slide

The first slide should be a title slide and **must** contain the following:

- Title of the Poster/Research,
- The names and affiliations of all authors.
- A declaration of Conflict of Interest for the authors.
- Contact details, so that interested delegates can contact you. At minimum each should contain the email address of the presenting author. You may include any other social media links wish

The title slide may also contain the logo or logos of the authors' institutions if desired, but these should be kept small and unobtrusive.

Please do not put anything else on the first slide. Start the actual poster content on slide 2.

\* You may also use Keynote. If you wish to use other software please contact Tech Support first.



### 3. Images

You may use any image formats that PowerPoint will accept, but please keep the size to a reasonable limit. If it is too large please sub-sample or crop the image. If you need help contact tech support.

We ask all authors to ensure there are no identifiable features in patient photographs, such as faces, jewelry, tattoos. If the patient described in the presentation is identifiable, written patient permission must be obtained. Omitting these features or obscuring them, to de-identify patients is acceptable

### 4. Video

Video may be included in your Powerpoint presentation. Videos should be no more than 720 x 540 pixels, and should run for no more than 120 seconds. Please upload the video files separately along with your PowerPoint file. Do not include more than two videos in a poster.

### 5. Transitions

Slide transitions will be set by the system so please do not include slide transitions in your file. Intra-slide animations or transitions should be avoided and used only if necessary to convey required information.

## Submitting Your Files

When you are ready to submit, log back into the abstract submission site (<https://www.obesityabstracts.ca/>) as an **existing user**, and select "My Profile" from the Main Menu. On your Profile page, locate the My Presentations Table, which lists all your presentations at the conference. Click on the "Uploads" link for the presentation you are submitting the poster for. This will open the uploads page, where you will see a drag-and-drop file upload target area.

To upload your file, simply drag your Powerpoint or video file on to the file target area and release the mouse. Your file should start to upload with a few seconds.

When the file has successfully been uploaded, *yourfilename* will appear in the File(s) Uploaded list to the left of the target area. If the filename appears that means all is fine, and you may log out. If this does not appear, the upload has failed for some reason. Please try again, and if it still fails, email tech support.



If you are presenting a poster, but did not submit the original abstract and don't have a user account, you will receive an upload link from tech support. If you have not received this link by April 1 please contact tech support for submission instructions.

The deadline for submission is May 1.

Tech support can be reached at [cos@scolars.com](mailto:cos@scolars.com)

### **Presenting your e-poster on-site**

Each e-poster has a designated presentation time, on a given e-poster station. Each presentation is for 7 minutes: four minutes for presentation and 3 minutes for Q&A. The moderators will strictly enforce the times so please be sure to practice your presentation. The moderator will call up your poster on a large screen, and then you will stand by the screen and make your presentation to the assembled audience. Currently the posters are scheduled for

- Monday 10:10 - 11:00
- Monday 15:39 - 16:00
- Tuesday 10:10 - 11:00
- Tuesday 15:39 - 16:00
- Wednesday 10:10 - 11:00

You will be advised which time and station for your poster by email. Schedules can change so please consult the program for updates.

The poster stations will be open and available for delegate viewing on their own time from Sunday to Wednesday.

Thank you