



## HIVR4P // Virtual

### On-demand poster guidelines

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All electronic posters will be uploaded prior to the conference and made available to conference delegates through the virtual e-poster platform. Delegates will be able to browse through all e-posters, which will be grouped by abstract categories.

In addition to creating an e-poster, which is mandatory, presenters may also prepare some slides and record an audio narration to accompany the e-poster. This **narration must not be longer than 3 minutes**.

#### PREPARATION BEFORE THE CONFERENCE

1. Create your electronic poster (e-poster) as you would normally do in PowerPoint and then save it as a .pdf file.
2. Create your presentation as you would normally do in PowerPoint and add an audio narration (**maximum 3 minutes long**) presenting your work (instructions on how to create an audio recording and add it to your presentation in PowerPoint are found further down in this document).
3. In the beginning of December, you will receive an email with a link and details on how to upload your materials. The deadline to upload will be Wednesday, 23 December. Please note that the deadline has been extended to **Thursday, 14 January 2021**.

#### GENERAL INFORMATION

##### Language

As the official **HIVR4P // Virtual** language is English, all materials must be in English. If English is not your native language, we recommend that you have your materials proof-read by a native speaker.

##### Advertising

Advertising of products is prohibited. Please ensure that your e-poster and presentation provide objective information based on scientific methods generally accepted in the medical community and is free of commercial bias.

##### Patient anonymity

Kindly make sure that no patient names or any other information allowing the identification of a patient appear in your presentation material. Patient anonymity must always be guaranteed.

##### Diversity

Presenters at **HIVR4P // Virtual** must be sensitive to diversity and ensure that their presentations are free from any content (whether oral or visual) that may be perceived as



discriminatory or derogatory. **HIVR4P // Virtual** reserves the right to exclude non-compliant speakers from presenting at future meetings.

### **Copyright reserved material**

It is the author's responsibility to ensure that each part of the e-poster and presentation components (figures, tables, images, etc.) are free of any third-party rights and are cited correctly.

### **Conflict of interest disclosure**

The conference organizers ask that all presenters identify any potential conflict of interest at the beginning of their presentation.

## **E-POSTER DESIGN & TECHNICAL REQUIREMENTS (MANDATORY)**

### **Format**

E-poster files will be accepted in Portable Document Format (.pdf) only.

### **Template**

Please find an [e-poster template](#) here.

### **E-poster layout**

Your e-poster should be laid out in portrait style. The size of your slide should be 118.9 cm high and 89.1 cm wide.

### **File name**

To avoid any compatibility problems, please do not use special characters (e.g. «, Ö, Ø, ñ, ε, ®, ý, }, {, etc.) to name your file. Do not use passwords or encryption with your files.

### **File size**

The size of any given e-poster **should not exceed 500 MB**.

### **Font**

Do not use special fonts which are not part of the standard PowerPoint package.

### **Preparing your e-poster**

Your e-poster should quickly orient the audience to the subject and purpose of your study. Here are some suggestions that may be helpful for the preparation of your poster:

- Your poster should have a clear message, a logical layout and be easy to comprehend in a couple of minutes.
- Make sure that the specific sections (such as the background, methods, results and conclusions) are easy to locate on the poster.
- Design the individual sections of your poster so that they can be quickly read; avoid large blocks of text and long sentences.
- Try to keep your word count as low as possible.
- Supporting images (such as graphs, tables, illustrations, photographs) can be very helpful and are often necessary to display results. Make sure that the images are easy to understand and are not overloaded with information.



- Make sure that there is enough contrast between the colour of the text and the poster's background.
- There are many resources available with information and tips on how to make a good poster. An example of how to create a poster can be found [here](#).

## **PRESENTATION & TECHNICAL REQUIREMENTS (OPTIONAL)**

### **Slide**

Please find a [slide template](#) here. The aspect ratio of your presentation must be **16:9**.

### **File name**

To avoid any compatibility problems, please do not use special characters (e.g. «, Ö, Ø, ñ, ε, ®, ý, }, {, etc.) to name your file. Do not use passwords or encryption with your files.

### **Flash animations & macros**

Please refrain from using macros and flash animations, as they may not be supported.

### **File size**

The size of any given presentation **should not exceed 500 MB**.

### **Font**

Do not use special fonts which are not part of the standard PowerPoint package.

### **Record your presentation**

Record your presentation (**maximum 3 minutes long**) in **mp4 format | 720 dpi**. You can record your presentation on [Zoom](#), [GoToMeeting](#), [Microsoft Teams](#), [Loom](#) or directly with [MS PowerPoint](#).

For technical questions, please contact [hivr4p2021@key4events.com](mailto:hivr4p2021@key4events.com). For questions on your abstract, please contact [submissions@hivr4p.org](mailto:submissions@hivr4p.org).