



## Dietitians Australia 2022 Conference ePoster guidelines

Congratulations on being accepted to present an ePoster at the Dietitians Australia 2022 Conference. The information below provides guidelines, recommendations and tips on how to design and structure your poster. Please also read the specifications and FAQs before preparing your poster. A PowerPoint template is provided under the download tab which optional.

ePosters will be displayed on screens within the Exhibition Hall, as well as being available via the Virtual Conference Platform and Conference App. Should you have any questions about the requirements outlined in this document please do not hesitate to contact the Conference office at [da@thinkbusinessevents.com.au](mailto:da@thinkbusinessevents.com.au)

### ePoster Information

The information below provides guidelines, recommendations and tips on how to design and structure your poster. ePosters will be displayed on screens within the Exhibition Hall.

#### ePoster format

ePosters are limited to up to 5 PowerPoint slides and landscape format.

Please read the following technical requirements:

	<b>Digital ePoster</b>
File format	PDF (.pdf)
Orientation	Landscape 16:9 format, up to 5 slides
Dimensions in Pixel	1536 width x 1080 height
Dimensions in cm	54.2 width x 38.1 height
Recommended fontsize	Minimum 16 points
Sound	No sound supported

A PowerPoint template has been prepared as an example for designing and preparing your ePoster. You are not required to use the template, we encourage you to think creatively to present your information clearly within the limitations of the ePoster format.

### Design Tips

- All posters should be a visual presentation of your submitted abstract.

- Posters should be well thought out and visually appealing, with a balance of text, graphics and neutral space.
- Make your poster clear and clean; avoid unnecessary clutter and special effects that do not add value.
- Professional designers recommend using no more than 33 words per slide.
- The movement (pathway) of the eye through the poster should be natural (down columns and along rows).

### **Title**

- The title slide should have the same title as in the submitted abstract and program.
- Include the name of the presenter(s) and the institution or organisation where the work was completed, if applicable.

### **Fonts**

- Use upper and lower case for general content as the use of ALL-CAPITAL text is difficult to read.
- Avoid using a mixture of type/font styles.
- Recommended font size 28pt or larger in a sans serif font such as Calibri.
- Fonts should be standard, as special fonts may not render.

### **Content**

- All posters should be prepared in English.
- Avoid long sentences and large blocks of text.
- The text should be brief throughout, i.e. any description of methods should be simple and concise.
- The message should be clear and understandable without the requirement of oral explanation.
- Results should be presented as graphically as possible:
  - avoid large tables of data
  - if possible, rely on photographs, drawings and/or graphs.
- Use the space to attract your audience for discussion, not to present complex details of methods and results.
- Avoid abbreviations, acronyms and jargon.

### **Layout**

- PowerPoint 16:9 landscape format.
- 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.
- Insert photos or graphics in .PNG format, but do not insert too many images or images without a clearly linked explanation to the topic.
- If you are inserting figures or graphs, a short heading and legends are essential.

## Uploading your ePoster

You will need to upload your ePoster in PDF format using the X-CD Portal.

Please see below for instruction.

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

Save your ePoster as a PDF file Please note the system will automatically re-name your file based on your submission ID#.


Login to the Abstract Submission System (X-CD)

<https://www.xcdsystem.com/daa/member/>

Enter your email address and password under the “Returning User” heading. If you have forgotten your password, click the “Reset Password” text located below the login button.

Once logged in, click on “RESEARCH Submissions” then click the button labelled Upload E-Poster

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



**Current Abstracts**

ID #	Title
343	Test by X-CD

View Abstract

Download

Upload e-Poster

Authors

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.*

**ePosters must be received by Friday 15 July 2022.** This is to enable your presentation to be checked for technical aspects prior to arriving onsite at the Conference.

## Registration

All presenters **must** be registered for the Dietitians Australia 2022 Conference. Early bird registrations close on Friday 17 June 2022: [www.da2022.com.au](http://www.da2022.com.au)