guidelines for
e-posters

1. Designing Posters
technical considerations that authors must be informed of

Posters can be designed on any graphic composition software such as Microsoft Word, Microsoft Powerpoint, Adobe Photoshop, Adobe Illustrator or any other that is suitable for the author as long as certain technical considerations are respected:

- For vertical posters size must be 1080x1707 pixels, corresponding to 38.1 x 60.22 centimeters (width x height), vertical orientation;
- For horizontal posters size must be 1920x1080 pixels, corresponding to 67.73 x 38.1 centimeters (width x height), horizontal orientation;
- Preferably use photos and graphics with good image quality;
- Avoid using extremely reduced font sizes, so the reading on the screen doesn't become an issue;
- Ensure that all textual and graphic information is included on the slide, avoiding cuts;
- Save the poster in PDF format with the following name: acronym of congress + underscore + number of the poster (e.g.: SPCON_004.pdf).

Respecting these points will guarantee the proper insertion of the posters on the presentation system. To ease the creation of posters by the authors, ServicePack can provide an editable template already filled with helpful information and the proper size.

*By not respecting this size, the poster may suffer some distortion to fit the screen.

2. Poster Listing and Submission
emailing poster files

- Authors must send the posters to the organizing secretariat of the congress, who's responsible for validate and confirm its reception to the authors;

- The organizing secretariat must verify if the files were received with the proper file format and name (as mentioned above);

- Once the posters have been collected, the organizing secretariat can send them to posters@servicepack.pt, in a single email or the minimum number of emails as possible, placing on the email subject the acronym or full name of the event;

- Due to file size/email limitations, we recomend files to be send through file transfer platforms such as weTransfer, Dropbox, GoogleDocs or similar;

- Also, it must be send to posters@servicepack.pt a complete listing of posters* with correct ID number, title, author names and other relevant fields, so we can verify their reception as well as insert their data on the S'Poster's presentation system;

- In case authors send new/corrected versions of posters, these can be re-send to us by email. The new poster version must have the same name as the original file, only adding a "v" plus the new version's number to the end of the file name (e.g.: SPCON_004 v2.pdf). This will allow us to identify the latest updated version of a poster.

3. Software Layout
header, footer and cover poster

The layout of the presentation screen, finds itself divided in four sections for vertical display and three for horizontal.
To maintain the layout's consistency, the organization should provide a few images:

- Header: 1023 x 173 pixels (only for vertical display);
- Footer: 1080x123 pixéis;
- Cover Poster (The cover poster can be as simple as an image of the event (Event's Poster) or the program, for example. This poster should be created following the technical considerations presented on the topic "Designing Posters".

We recomend created images to have at least 72dpi resolution and RGB color system. PNG, JPEG or PDF file formats are acceptable.

The contents of each one of these are from the organizing secretariat's responsability. Usually headers are used to place a logo of the congress and footers are used to place sponsors logos.

In case the available footer's space is too small for all logos, there's a possibility of creating 2 or more images with the same resolution size that can be intercalated in the screen.

The existence of images for header, footer and cover poster are part of the presentation system and cannot be ignored. In case none of them are provided, the system will present default images for each (as seen on the image on the left side).

OBS.

- Horizontal poster display mode does not include a header image, only footer.

- To get templates and other usefull resources for poster creation, you can contact us or visit our website and download it from there.

If you need further clarification, please feel free to contact us by one of our contact means.

Your idea.
Our solutions.