Posters + ePoster Instructions and Information

At INS 2024, we are delighted to offer you the opportunity to create an ePoster (which will be available on the congress App and on-site) in addition to the **required paper poster**.

- Paper Poster presenters are encouraged to be in the vicinity of their poster during breaks, in order to be available to answer questions from attendees and hold informal discussions.

- ePoster presentations will be available for viewing on the congress app. Only ePosters of registered participants will be displayed in the ePoster Gallery.

Please see further details below about each type of poster.

As a Poster presenter you will need to:

Register for the Congress

All Poster presenters are required to register for the Congress. If you have not yet done so, you may find information regarding registration by clicking **here**.

Paper Poster Instructions and Information

IMPORTANT INFORMATION

- Poster Authors must bring their printed poster to the congress. There are no facilities onsite at the congress to print posters.

- Do not leave anything on the floor near or under the poster board once it is set up. Anything on the floor is a safety hazard. Any resulting losses are not the responsibility of the International Neuromodulation Society or the organizers.

Authors are encouraged to stand by their posters during the breaks for informal discussions or to answer questions.

POSTER DISPLAY TIMES

- All posters will be on display for three days (Monday through Wednesday) in the poster viewing area beside the Exhibition Area.
- **Posters may be mounted from 18:30 on Sunday, 12 May and should be removed no later than 16:30 on Wednesday, 15 May.**

The organizers are not responsible for any posters that have not been removed by 16:30 on Wednesday, 15 May.

POSTER BOARD NUMBERS

- Please check your confirmation email (you will receive this closer to the congress) or approach the Poster Board Help Desk to ask for the board number on which you should display your poster.
- Please use the board with the same number.

POSTER FORMAT AND TECHNICAL SPECIFICATIONS

- Poster Board orientation: LANDSCAPE (HORIZONTAL)
- Poster Board Size: 2.41 m / 7.1 ft width x 1.19 m/ 3.9 ft height.
- It is recommended that your poster be no larger

than **1.28 m / 4.2 ft wide x 80 cm / 2.5 ft high**.

- The text, illustrations, etc. should be bold enough to be read from a distance of two meters (~2 meters / 6 feet).
- Select colors that provide enough contrast between the text, images and background, so that text and images are legible for anyone with low vision or color deficiencies. Avoid green on red and red on green.
- Allocate the top of the poster for the title and authors as stated on the submitted abstract.
- An introduction should be placed at the upper left and a conclusion at the bottom, both in large type. See Poster template diagram.
- **Posters must NOT have company logos nor commercial messaging. Institution or hospital logos are fine.**
- If using QR codes, please note that they must not link to commercial content or images.
- All financial disclosures must appear on your poster displaying the information you supplied in your submitted Conflict of Interest form.
- Double-sided tape will be available in the poster area for hanging of posters. Staff will also be in the poster area to assist you.

DIAGRAM OF POSTER AND ePOSTER FORMAT
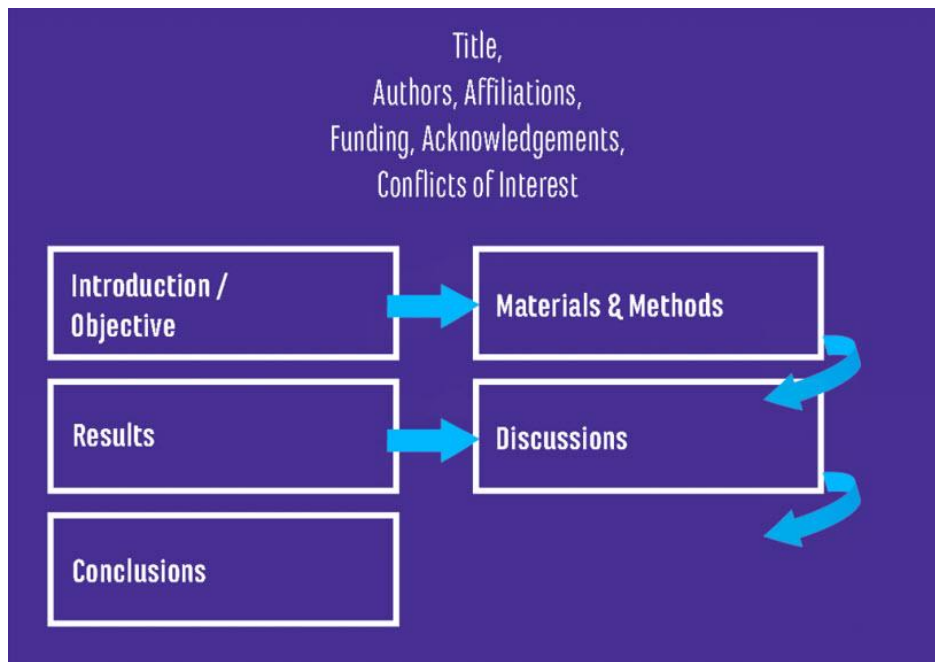
Instructions for the Preparation of your ePoster

Deadline for uploading your ePoster: **24 April – 23:59 CEST**

ePoster upload system is now closed. Please contact ins_abstracts@kenes.com if you have not yet uploaded your ePoster and still wish to do so.

Technical specifications for ePosters

When submission opens, please submit your ePoster as a PDF file in <u>landscape orientation</u>.

If you wish, you may use an ePoster template that can be downloaded **here**.

- **File Format**: 1-page PDF
- **Orientation**: Create your document in PowerPoint Landscape Layout 16×9 and save it as a PDF file
- **Font types**: Arial, Calibri, Verdana Times New Roman or

Helvetica fonts are recommended.

- Font size: 11 points or larger
- Hyperlinks, animated images, animations and videos are **<u>not permitted</u>**
- QR Codes may be included – QR codes must not link to commercial content or images.
- **Images and tables**: at least 200 dpi. Good picture quality is essential.
- When inserting images, photos, tables, etc., use copy-paste. Do <u>not use </u>embedded documents
- Avoid overlapping objects and layers. Only the final view/status will be visible
- When saving your PDF please do <u>not use</u> symbols or special characters (i.e. +/@/ü) in the file name
- Please do not use headers and footers
- File size: Less than 5 MB
- Select colors that provide enough contrast between the text, images and background, so that text and images are legible for anyone with low vision or color deficiencies. Avoid green on red and red on green.

ePoster Format

- All financial disclosures showing all the information you supplied in your submitted Conflict of Interest form, funding and Acknowledgements must appear on your ePoster.
- ePosters must **<u>NOT </u>**contain any company logos nor commercial messaging. Institution or hospital logos are fine.
- An introduction should be placed at the upper left and a conclusion at the bottom, both in large type.

Technical Support

If you have any support questions, please do not hesitate to contact <u>ins_abstracts@kenes.com</u>