#### Instructions on how to upload your e-poster.

In order to create your e-poster, you can download the PowerPoint template which already has the right dimensions and recommended font sizes. Please save your final e-poster as a PPTx before uploading.

Please submit your e-poster as a 1-page PPTx-file in portrait orientation. Please read the following technical requirements:

- File format: PPTx only
- Poster size in pixel: 1080 width x 1536 height portrait orientation
- Poster size in cm: 38,1 width x 54,2 height portrait orientation
- Font size: ≥16

In case you wish to add a video to your e-poster, please keep these requirements in mind:

- File format: PPTx only
- Video formats: .mp4, .mpg, .mov, .avi
- Max. file size: 50 MB
- Max. number: 5 videos
- Sound: not supported

#### Recording your mp3 audio file inside your e-poster

For instructions on how to record a short audio file inside your e-poster click <u>here</u>. We have put together some tips to record your e-poster audio <u>here</u>.

## Instruction on how to upload your Audio/Video file:

#### 1. Re-insert the Audio / Video file into your presentation





2. Mark the sound icon/video file and select "Automatically"

File	Home	Insert	Design	Transitions	Animations	Slide Show	Review	View	Help	Audio Fo	rmat	Playback
Play	Add Bookmark	Remove Bookmark	inn ØØ Trim Audio	Fade Duration	Volur	Play A	Automatically In Click Seque Automatically		Hide Duri Rewind af	ng Show Ter Playing	No Style	Play in Background
review	Book	marks		Editing			When Clicked	On			Au	dio Styles

- 3. Save the file with a new name (we recommend to save the file as pptx).
- 4. Click on the "Play button" to make sure you see / hear the uploaded Audio / Video



Please note the reason why the audio did not work was due to issues with the format of the PPTx.

Please check your file for issues.

On the file menu choose info – check for issues = inspect document



### Then inspect:

Document Inspector	?	$\times$
To check the document for the selected content, click Inspect.		
Comments Inspects the document for comments.		^
Document Properties and Personal Information     Inspects for hidden metadata or personal information saved with the document		
Content Add-ins Inspects for Content add-ins saved in the document body.		
✓ Task Pane Add-ins Inspects for Task Pane add-ins saved in the document.		
Embedded Documents Inspects for embedded documents, which may include information that's not vis the file.	ible in	
Macros, Forms, and ActiveX Controls Inspects for macros, forms, and ActiveX controls.		
Revision Tracking Data Inspects the presentation for revision tracking data.		~
	<u>C</u> los	e

# The inspection results will show any issues with the file

Docume	ent Inspector	?	×
Review t	he inspection results.		
	o <b>mments</b> o items were found.		^
Tł *	ocument Properties and Personal Information ne following document information was found: Document properties Author	Remove All	
	o <b>ntent Add-ins</b> /e did not find any Content add-ins.		
	<b>ask Pane Add-ins</b> /e did not find any Task Pane add-ins.		
	nbedded Documents o embedded documents were found.		
	lacros, Forms, and ActiveX Controls o macros, forms, or ActiveX controls were found.		
$\sim$	evision Tracking Data o revision tracking data was found.		~
🔥 Not	e: Some changes cannot be undone. <u>R</u> einspec	t <u>C</u> lo	ose

Please fix issues and then save the file.

Delete the old pptx and press on e-poster upload to upload your new e-poster.