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

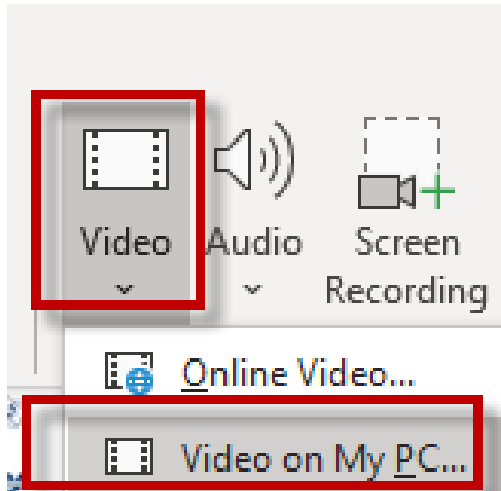**Recording your mp3 audio file inside your e-poster**

For instructions on how to record a short audio file inside your e-poster click here.

We have put together some tips to record your e-poster audio here.

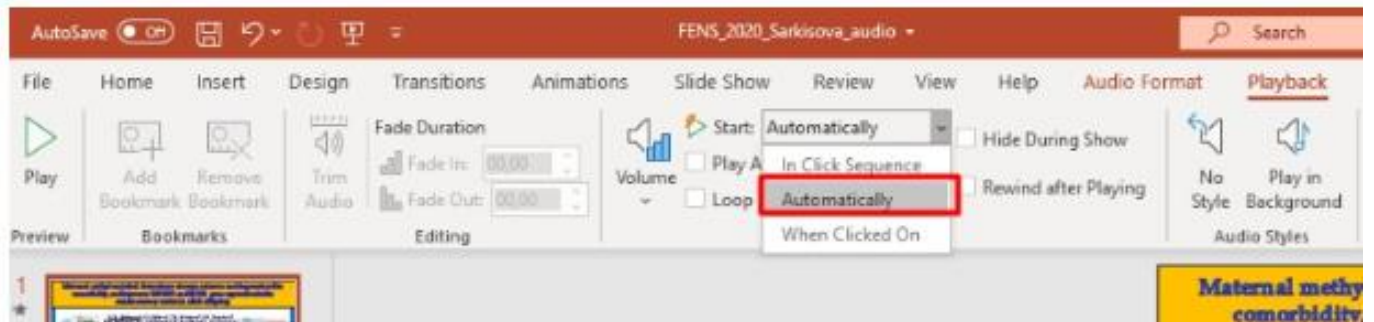**Instruction on how to upload your Audio/Video file:**

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

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

3. Save the file with a new name (we recommend to save the file as pptx).
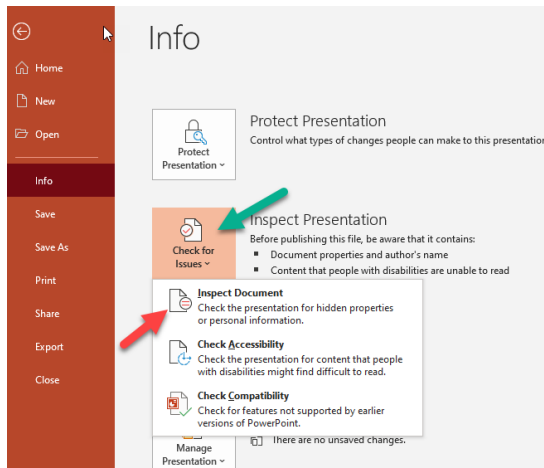
4. Click on the "Play button" to make sure you see / hear the uploaded Audio / Video
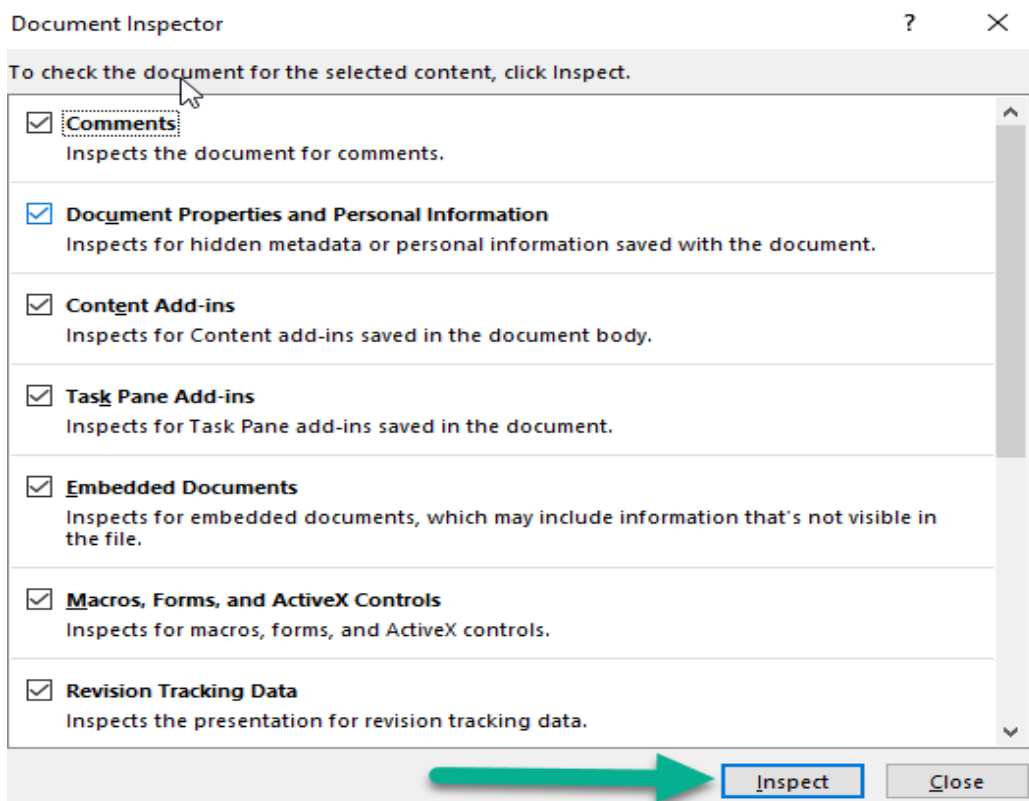
Please note the reason why the audio did not work was due to issues with the format of the PPTx.
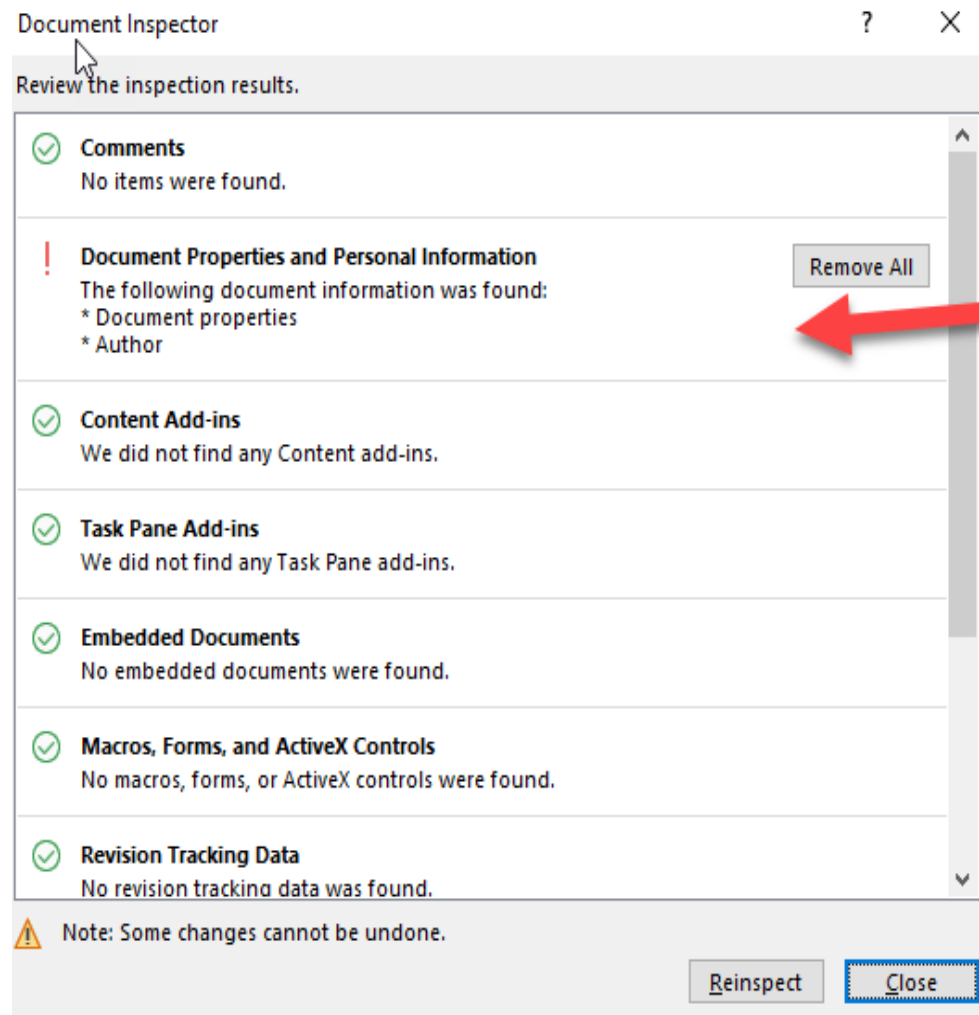
Please check your file for issues.

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

Then inspect:

The inspection results will show any issues with the file

Document Inspector   ?   X

Review the inspection results.

⊘ **Comments**
No items were found.

! **Document Properties and Personal Information**   [Remove All]
The following document information was found:
* Document properties
* Author

⊘ **Content Add-ins**
We did not find any Content add-ins.

⊘ **Task Pane Add-ins**
We did not find any Task Pane add-ins.

⊘ **Embedded Documents**
No embedded documents were found.

⊘ **Macros, Forms, and ActiveX Controls**
No macros, forms, or ActiveX controls were found.

⊘ **Revision Tracking Data**
No revision tracking data was found.

⚠ Note: Some changes cannot be undone.

[Reinspect]   [Close]

Please fix issues and then save the file.

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