



ePosterBoards®

#eposters

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# PLUG & PLAY GUIDELINES

## What to bring

A flash drive with all of your files. If you embedded any videos or formulas in an excel file, please include those as separate files, along with your ePoster. We also recommend bringing backup files in your laptop, your cloud storage or have it saved in your e-mail as attachments.

## YouTube Instructional Videos

If you are looking for more instructions on creating an ePoster. Please go to our YouTube Channel "ePosterBoards" and check out our ePosterBoards Formatting Instructions Playlist.

## Operating System your ePoster will be displayed on:

We will have Mac Minis on-site, which will support the following presentation formats:

- PowerPoint
- Keynote
- \*PDF
- Standard video files, such as .mov, .mp4, .m4v and mpeg.
- Prezi (download to play offline)

\*PDF files have limited capability to loop, therefore they are recommended only for single page presentations, and are generally discouraged. If you only have PDF available, and it is multiple pages, it is best to import those pages into PowerPoint so the presentation may loop and be navigated.

**IMPORTANT:** Due to difference in operating system standards and character sets, **mathematical formulas and equations should be converted to images as .pngs.**

## Making the Most of Your Presentation

ePosters offer a very flexible format, and there are several methods you can use to optimize your presentation. The goal of your presentation should always be readability. You are no longer constrained to a single-page poster, so if you have a lot of information, it's a good idea to split it up across multiple pages. There are a few key methods that can be used in conjunction with multiple pages to make your presentation interactive and flexible.

## Videos

Videos can be used to add animation and content density to a presentation. Consider the following use cases:

- Show a rotating molecule or some other scientific model
- Make a looping video of multiple tables or charts
- Show a video of your work in progress
- You may embed a link to a YouTube or other Internet video, which will launch in a browser.

## Hyperlinking

Hyperlinking is a method of navigation within a presentation. You may hyperlink text or images to jump to other slides in your presentation. Common use cases are:

- Having a main page with an overview, and have links to subsequent pages with more detail



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- Make it possible to click on a small graph, chart, or image and navigate to another slide with a full-screen version of that image.
  - Add a home button or full-screen object to link back to the page that launched the full-screen image.

**\*\*IMPORTANT: The monitors are NOT touch-screen. Please use the mouse to navigate through your ePoster.**

Combine these techniques to make a very interactive and dynamic presentation.

If you use these methods, it is recommended that you disable "Click to advance to next slide", as this can disrupt the intended flow of your presentation. In other words, un-check "mouse-click" for each slide/page.

## Qr Tag Creation

If you wish to include a QR tag in your poster with embedded information, you can easily find a free website to create one. These sites take text input, and generate a QR tag image that you can download and import into your presentation.

Here are a few website that we have used:

<http://www.qrstuff.com/>

<https://www.the-qr-code-generator.com/>

<http://goqr.me/>

QR Tags can be used for:

- Presenter contact information for attendees
- Including your full written research or abstract
- Include other useful documents to complete your presentation

# Did You Follow These Steps?

Slide/ePoster Size: 40.97 inches by 23.04 inches.  
Presentation slides should be set to this size, which is a 16:9 Ratio at 1080p resolution (1920 X1080 pixels)

Layout should always be in landscape orientation & recommended 1-5 slides max unless you hyperlink

Font Size:  
Larger than 28 points  
Font type: Arial, Calibri, Times New Roman

Check all your hyperlinks to make sure they go to your desired slide

Save all mathematical formulas to images (.jpg, .png) when embedding or upload your excel file along with your presentation

Slide Show Toolbar:  
Select "Setup Slide Show" then select "loop continuously until stopped"

Embedded videos can only be displayed in the following formats:  
.mov, .mp4, .m4v and mpeg \*Upload file along with your presentation

Save as .pptx to ensure all your embedded images and video are included