

Technical Guidelines for E-poster Presentation (Best Poster Award)

All e-posters will be available on the Congress Virtual Platform during the Congress. Please read the following guidelines carefully before preparing your e-poster:

Pre-recorded Video for Best Poster Award Presentation

Your pre-recorded video will be previewed by the judges for Best Poster Award. This will also be played during break time during the Congress and displayed in the E-poster area.

Please read the requirements and regulations below before recording your video:

Video Specifications

- Length: not exceeding 5 minutes
- Language: English
- Format: .mp4 or .mov
- Minimum video resolution: 1280x720 pixels

Requirements

- Please state the following items on the 1st presentation slide:
 - Paper number
 - Abstract title
 - Full name of presenting author

Video Recording

Please follow the step-by-step guide “Guideline for Pre-recording Your Presentation” to record your video. You are encouraged to use the Congress PowerPoint template and virtual background templates provided for your presentation.

Regulations

- Only one video is allowed for each accepted abstract.
- Material presented in videos should not violate any copyright laws. If videos/figures/graphics/images have been taken from sources not copyrighted by the author, it is the author’s sole responsibility to secure the rights from the copyright holder in writing to reproduce those videos/figures/graphics/images for both worldwide print and web publication. All reproduction costs charged by the copyright holder must be borne by the author.
- To ensure quality, video submissions will be reviewed by the Organising Committee and dependent on quality will be accepted for the final programme of the virtual conference.
- Accepted abstracts of authors who fail to submit their videos by the deadline will not be included in the programme nor publication.

Poster Guidelines

Template

Please only use the Official E-Poster Template to prepare your e-poster.

Format

- File Format: PDF (.pdf)
- Printed posters or photographs of printed posters will NOT be accepted

Poster Size

- Pixels: 1920 (Width) x 1080 (Height), HD
- Ratio of Display Screen: 16:9
- Layout: Landscape (Horizontal orientation), **maximum 3 slides**

Language

- Text should be in ENGLISH only.

Poster Title

- The title should be displayed at the top of the poster, in the lettering of **18 Bold (Times New Roman)**, and include the following information: Name(s) of the Author(s) and Affiliation(s).
- It is recommended to **keep the title of the poster same** as in the submitted abstract. Slight modification which does not change the idea of the abstract is also allowed.

Poster Content

- The content should contain the study **content as follows**:
 - Scientific Abstract: Objective, Materials & Methods, Results, Conclusion
 - Case Report: Introduction, Clinical Report, Discussion
 - Educational Posters: Introduction, Teaching Points
- It is recommended to use **14 Times New Roman** font style for the content of the poster.
- Please use both UPPER and lower case letters for general content, as all-capital text is difficult to read.
- Avoid the use of full sentences and rather use short text in bullet point format.
- Avoid using watermarks that may detract from the readability of your poster.

Illustrations

- Illustrations are the most important part of the poster and will attract the most attention. Explanatory illustrations should be used instead of text whenever possible.
- **Static images/photos, graphs and tables can be included in the e-poster. Hyperlinks, video files and animations are not permitted and will be non-functioning.**
- QR codes may be included as part of your poster to direct viewers to a download of your poster.
- Try to utilise the space on your poster as creatively as you can to attract the audience and make sure that the images are easy to understand.
- Illustrations should be professionally drawn. Hand-drawn material will not be accepted.

Poster and Video Submission

Please save your file name of e-poster/ video as follows and upload the file to the dropbox link:

- **Paper Number_Last Name.pdf/mp4** (e.g.: 027_Smith.pdf/mp4)

The [Dropbox Submission Portal](#) will be closed on **30 May 2022 at 11:59pm (Hong Kong Time, GMT+8)**. **Please note that changes on all the files are not allowed after the submission deadline. Do not wait until last minute to make your recording(s).**

To facilitate our smooth arrangement, if you decide NOT to submit your e-poster, kindly inform us your paper ID by email as soon as possible.

Enquiries

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