

# Guidelines for preparing your ePoster

## ESSR 2021 Annual Scientific Meeting

### June 10-12

#### Important note

The deadline for the submission of the e-poster is the **2021-05-31 23:59 (CEST)** Until then, you can go back into the system at any time to make changes and corrections.

Access: <https://portal.smart-abstract.com/essr2021>

Login Details have been sent via email to all submitters.

#### Copyright Information/Good Scientific Practice

When creating and submitting a digital poster, it is important to keep in mind and comply with the rules of applicable copyrights and the requirements of Good Scientific Practice: Quote correctly and extensively. Include an extensive bibliography in your e-poster. Protect yourself against accusations of plagiarism!

#### Requirements

- Posters should be prepared in English
- Number of pages: One page (1)
- File format: PDF
- Format: landscape format
- Do not use animated effects, "animations" and videos.

#### Recommendations

- Size: 40.97 x 23.04 inch or 103.86 x 58.42 cm, (16:9 aspect ratio)
- Font size: min. 28pt, 24 for references
- Font: Arial, Calibri or Times New Roman
- Make sure that text and background have a high contrast (dark writing on light background or vice versa)
- File formats for embedded images are .jpeg or .png in a Resolution of 72 or 96 dpi.

#### Create your account

##### List of authors

Add new authors/studygroups and choose the respective presenter under the tab "Authors". The following personal data is required: Salutation, Firstname, Lastname, Country.

##### Edit the abstract content

The abstract title will be pre-filled in, based upon your submitted abstract. Please add further explanatory content to your poster, max 2.000 characters possible.

#### Preparing your e-poster

**Save your poster as a PDF file before submitting it.** All newer versions of PowerPoint and most other software applications allow you to save your poster as a PDF file using the menu "File > Save As" or the option "File > Print > as .PDF".

An e-poster template has been sent to all submitters via email, it is **not mandatory** to use that template.

## Notifications (Emails)

- Please note that only the submitting (corresponding) author receives all notifications. Make sure that emails from [information@smart-abstract.com](mailto:information@smart-abstract.com) are not marked as spam by your email provider.
- The submitting (corresponding) author takes responsibility for informing all co-authors about successful submission, acceptance or rejection and forwards the received instructions for the presentation of the poster to the presenting author.