
Guideline for Poster Presenters Preparation for the 10th Bi-regional TEPHINET Scientific Conference

The 10th Southeast Asia and Western Pacific Bi-regional TEPHINET Scientific Conference, hosted by the Taiwan FETP, will take place from November 1 to 5, 2021. The conference will be held virtually for all participants.

POSTER PRESENTATIONS

Poster presentations at the 10th Bi-regional TEPHINET Scientific Conference will consist of poster presentations and poster Q&A.

- All presenters must upload posters in specified format along with a 3- to 5-minute presentation to the assigned cloud folder no later than **Tuesday, October 26, 2021** (a Google Drive link will be sent individually by the Conference Secretariat, tephinet2021@come2meet.com).
- All posters will be displayed on the [online platform](#). Each poster will have a dedicated page that includes a 3- to 5-minute poster video preview and poster PDF, as well as chat window.
- All presenters should visit the online platform periodically during 9:00 am (GMT+8) November 1 to 12:00 pm (GMT+8) November 4 to answer questions raised by online conference attendees.
- All Q&A online will end at 12:00 pm (GMT+8) on Thursday, November 4, 2021, for judging to begin.

POSTER FORMAT

Please ensure that your poster meets the following specifications:

- Size of Poster: “Custom (16:9)” with a portrait (vertical) orientation
- Image resolution: 300dpi
- File format: PDF
- Number of pages: One
- Font size: 12 points or larger

*If you are creating your poster using PowerPoint, click the **Design** tab, select **Slide Size** and then click **Custom Slide Size**. In the **Slide Size** dialog box, change “Slides Size for” to On-screen Show (16:9) and select “Orientation” as Portrait (Appendix A). No matter what kind of tools you're using to edit your posters, please make sure that the poster has already been exported as a PDF file before uploading (Appendix B).*

VIDEO FORMAT

Presenters need to film a video **no longer than 5 minutes** with **720p resolution** and upload it as an **MP4 file**. Any filming device is acceptable. For presenters using cellphones for filming, please place the phone horizontally to film; the videos will be better for viewing.

POSTER PRESENTATION ONLINE PLATFORM

An [online platform](#) has been set up specifically for this conference. After logging into the online platform, go to the “Posters” webpage, there you can see your poster and video. You can leave your message and reply questions or comments at the chat room.

The [online platform](#) will be open at 9:00 am (GMT+8) on Monday, November 1, 2021. To log into the online platform, please use the email you used for registration and the confirmation number you received after registration (<https://bi-regional2021.aonetek.com/>). If you have any technical issues, please contact the Conference Secretariat at tephinet2021@come2meet.com.

OVERVIEW: POSTER PRESENTATIONS OF SCIENTIFIC PAPERS

A poster provides a visual summary of scientific projects and generate active discussion with conference delegates on an individual basis.

Simplicity is key. The presentation should discuss the poster but should not be used to introduce new findings or information. Keep to the point. Show only enough data to support your conclusions. Poster should contain high level points, and if the viewer would like more information, they can strike up conversation or visit the full abstract.

TIPS ON PREPARING POSTERS

Lettering (Font)

- Lettering (font) in the poster: Do not use fonts smaller than 12 points.
- For titles, capitalize the first letter of each main word (nouns, verbs, adjectives, and adverbs). Apply this to the poster title and titles of tables, graphs, charts, pictures, and maps. Writing in all capital letters should be reserved for acronyms and other abbreviations.

Visuals

- Present numerical data in the form of graphs, charts, or simple tables.
- Visuals should be simple and bold. Leave out unnecessary details.
- Make sure that any visual can “stand alone” (i.e., graph axes are properly labeled, maps have north arrows and distance scales, symbols are explained, etc.).
- Use color to enhance comprehension, not to decorate the poster.
- Make sure that the text and the visuals are integrated. Figures should be numbered consecutively according to the order in which they are first mentioned in the text. Each visual should have a brief title.

Inserting Key Thesis Statement

- To avoid cluttering the presentation, the poster should be high level only with clear points.
- In this section of the poster, you will insert the single most important idea or take away message from the work being presented. The statement will stand as a point of reference for your entire study. It will also help attendees to digest information more effectively.
- An example to follow to write your thesis is the “SOCO” method which stands for Single Overriding Communication Objective. The SOCO is described as: “What is the ONE message you want the audience to take away from this study?” That is your main sentence.

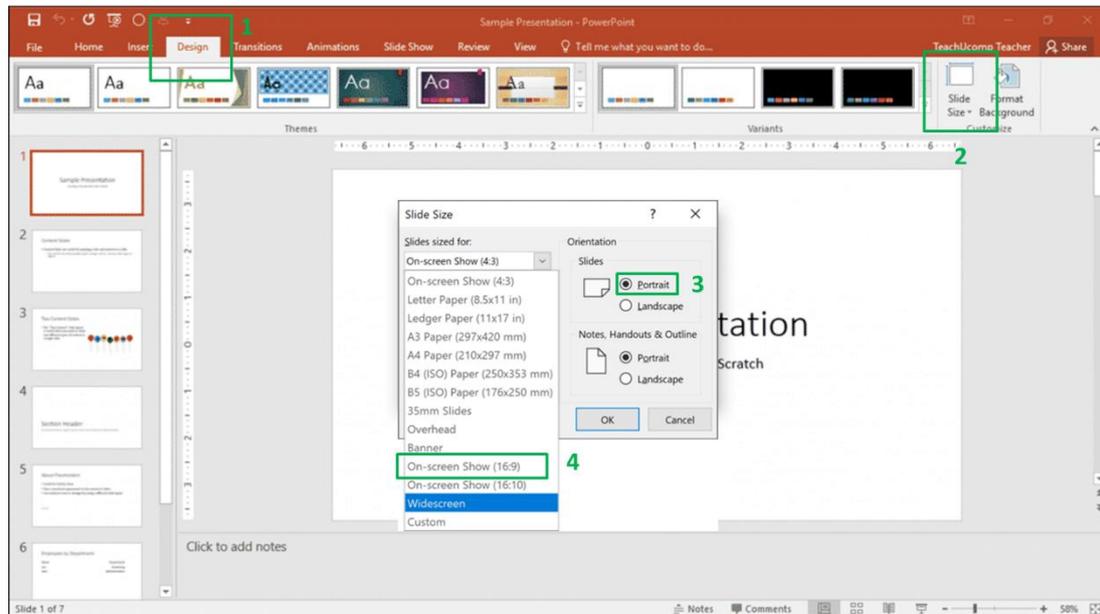
Text

- Keep the text brief. Avoid long blocks of text. Use bullet points if possible. Use text to (a) introduce the study (what hypothesis was tested or what problem was investigated? Why was the study worth doing?), (b) explain visuals and direct viewers’ attention to significant data trends and relationships, and (c) state/explain the interpretations that follow from the data.
- Avoid presenting numerical data in bulleted lists or buried in text. Use tables and graphics.
- Cite and reference any sources of information other than your own, just as you would do with a research paper. The “References Cited” is placed at the end of the poster.

APPENDIX A

CREATING A 16 X 9 POWERPOINT WITH A PORTRAIT (VERTICAL)

ORIENTATION



In order to ensure the visibility of your poster, please follow the steps to setup your power point.

Step 1: click the “**Design**” icon.

Step 2: click the “**Slide Size**”.

Step 3: please make sure your orientation is “**Portrait**”.

Step 4: choose “**On-screen Show (16:9)**”

APPENDIX B

EXPORT TO A PDF FILE

For **Adobe Illustrator (AI)** users, you must outline the text. ([Click to watch tutorial](#))

For **Adobe Photoshop (PS)** users, you must rasterize the text. ([Click to watch tutorial](#))

For **PowerPoint** users, please do not export any notes, remarks, ink, or any supporting features. To do so, follow the instructions below:

1. Click the Create PDF/XPS button on File > Export > Create PDF/XPS document.
2. In the Optimize session, choose "Minimum size (publishing online)".
3. Click the "Options..." button.
4. Make sure all "Publish options" are turned off and under "PDF options", select "PDF/A compliant". It should be similar to the screenshot.

