56th EASD Annual Meeting Poster Presentation Guidelines
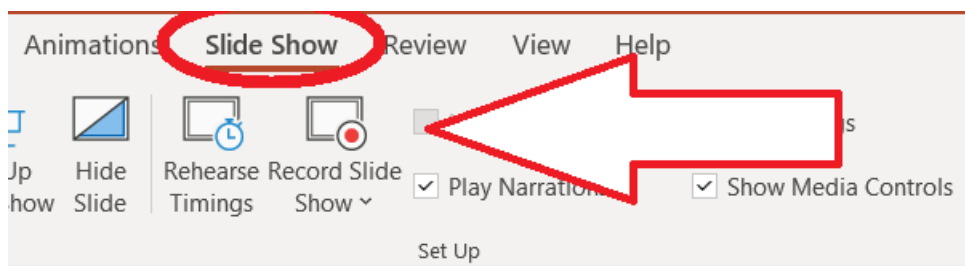
GENERAL INFORMATION

- All Posters must be on uploaded to the virtual EASD Annual Meeting platform by September 20th at 11:59 CET.
- In mid-August you will receive your direct poster and e-Presentation upload link via e-mail from presentation@easd.org
- All poster sessions and e-Presentations will take the form of pre-recorded presentations. However, all presenters should be online and logged into the system during their session in order to answer questions

POSTER PREPARATION

- This e-poster must be uploaded only as a .pdf file.
- Please note that you are allowed only to submit a one-page .pdf file and that presentations attached to e-mails cannot be processed.
- To assure the best quality of your e-poster, we recommend that the .pdf file is in A0 format (landscape) with a minimum resolution of 200dpi.
- Each presentation should include a brief explanation of the Aims, Methods, Results and Conclusions.
- Please include any relevant disclosure information on your poster.
- All text, tables, and drawings should be large enough to be seen when zoomed in on
- Drawings may be originals or photographs, provided they are of appropriate size. Data should be in the form of tables and/or figures.
- Only English language may be used.
- No branding / advertising is allowed.
- The **presentation number of your poster** has been given to you in the detailed notification of acceptance. This number will also be included in the Provisional and Final Programme

e-PRESENTATION OF POSTERS with video

- An e-Presentation is a poster broken down to PowerPoint slides and will be presented similarly to an oral presentation.
- Please use the recorder function in PowerPoint to record a 3-4 minute presentation
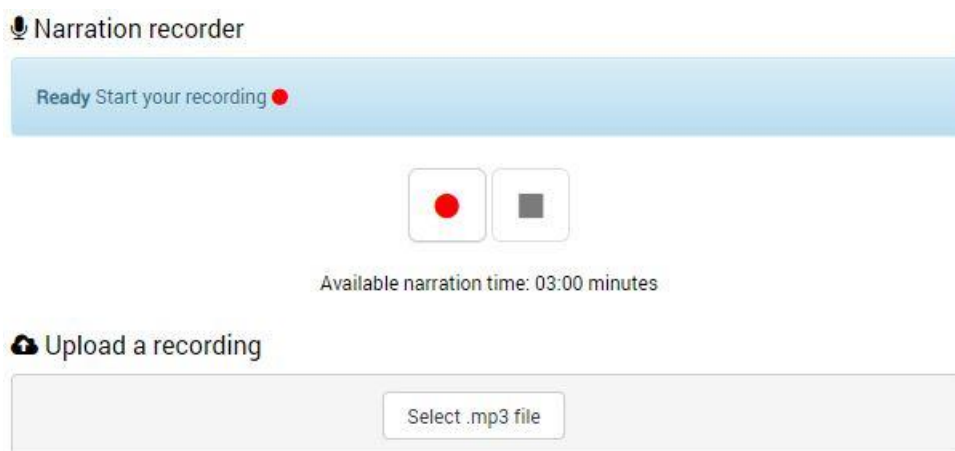
- Your presentation should be limited to a maximum of 5 slides and should replicate exactly what is seen on your poster .pdf file

  Further information about how to record your slides with the PowerPoint narration function you can find here: LINK

e-PRESENTATION OF POSTERS with audio only

- Please use the audio recorder function in the presentation upload system to record a 3-4 minute presentation for your e-Poster (link will be sent in mid-August)
- If you already have a audio recording in MP3 Format, you can also upload the MP3-File to the narration recorder of the upload system.

What you will need:

- A computer
- Headset (if possible) plugged in and ready (use of a microphone is also possible)
- A webcam
- A wired internet connection with a 5 Mbit upstream internet connection is recommended
- Google Chrome is the recommended browser to use
- Zoom: The Zoom application can be used as a browser-based plug-in (on Google Chrome) or as a desktop client by downloading and installing the Zoom application on your computer. Both options allow full functionality and you may choose which way is the most convenient for you
- Here you will find the system requirements that are necessary to join the Video-Call:
- https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux?mobile_site=true

The presenting authors* of posters will receive an e-mail from EASD (presentation@easd.org) with additional information and details about uploading their poster to the EASD 2020 virtual EASD Annual Meeting in mid-August.

*As indicated throughout the submission process all correspondence regarding the handling of abstracts is sent to the e-mail address that was entered in the system as contact for the presenting author (= first author not the submitter).

SOCIAL MEDIA:

EASD encourages the sharing of knowledge. However, should you wish to only share your work with the attendees at the virtual EASD Annual Meeting, please indicate this on your poster. EASD does not police the Social Media postings of delegates, however, we do expect all delegates to follow Social Media etiquette.

FAQ's and Tutorials
In mid-August all presenters will receive further information and presentation upload links. Included in this e-mail will be a link to Frequently Asked Questions as well as video tutorials.