E-Poster Guidelines

IMPORTANT DATES	
Presenting Author to be registered by	Monday 29th July 2024 (note that posters abstracts will not appear on the electronic programme until the presenting author is registered)
E-Poster .pptx submitted via Dropbox upload	**29th July 2024**

Congratulations on being accepted as a poster presenter at the NZAPS Annual Scientific Meeting to be held in Christchurch. This year posters will be displayed electronically on three screens at the venue and available to view online (so no hard copies required). Poster presenters are not required to do an oral presentation.

All E-Poster files will need to be submitted by 29th July 2024.

All e-poster presenters are required to register and attend the meeting in person.   To be included in the programme this must be done by 29th July 2024. Any E-Posters not submitted by the due date will be removed from the programme.

Instructions for Preparation

The link for the EPoster Template and also the link to submit the finished EPoster is available on the following link:

https://www.events4you.co.nz/nzaps

Download Template	The Microsoft Powerpoint Template via link above **Note: only posters created on this template will be accepted –other formats will be rejected.**
Preparing Your Slide **Landscape format only**	This template has the required page settings (landscape format, width 122 cm x height 69 cm) and also includes the Meeting logo should you like to include (not compulsory). Note there is text on this template with a small copyright statement where you can insert your authors names or this can be deleted if not required. **Single slide only**
File Format	Microsoft Powerpoint .pptx

Font Size	Do not go smaller than 18
Font Type	Currently Arial (only use Arial or Times New Roman)
Graphs and Tables	Must be embedded in your file and have titles
Images	Note for Apple Mac users: Please do not use "drag-and-drop" to insert pictures into Microsoft PowerPoint files, as graphs and images would not be displayed properly. Using the INSERT command from the menu will virtually eliminate these issues.
Restrictions	• Poster is restricted to one single slide LANDSCAPE • Please do not include audio, animation or videos in your presentation • Do not include hyperlinks as there will be no internet access on the e-poster screens. • Avoid animated GIF files and be careful to respect copyright and personal anonymity with your images or photos • .pptx version of the slide will only be accepted via submission via Dropbox upload by 20 November 2022 – no files to be emailed directly.
Saving and Naming	Save your slide as a .pptx (this is the only format the system will accept). Please do not exceed 40 mb. Name the file with your poster ID# and your surname Eg 2041-Boult You should have received your ID# on an email from the organiser.
Submission	Once you have saved and named your file submit via the following link: https://www.events4you.co.nz/nzaps
Completion	Check that you have: • Registered • Named your.pptx ID#Surname • Submitted .pptx via the Dropbox link provided
Any Questions?	contact: sally@events4you.co.nz