



IUHPE

23rd World Conference
on Health Promotion
7 - 11 APRIL 2019 ROTORUA,
AOTEAROA NEW ZEALAND

E-Poster Guidelines

If you are participating as a poster presenter at IUHPE 2019, please read through the information below. If you have any queries, please contact The Conference Company via email: iuhpe@theconferencecompany.com.

Registration

All poster presenters must register and pay for the Conference. Conference registration is available now. You can register by [clicking here](#).

In order to have your abstract included in the Conference proceedings note that you will need to have registered no later than **21 December 2018**. Otherwise we regret that your presentation will have to be removed from the program.

If you decide to withdraw your poster, please advise us as soon as possible so that the program can be adjusted accordingly.

E-Poster

All poster presenters are to provide an electronic poster that will be displayed on dedicated screens continuously throughout the Conference. Posters will also be available via the Conference App. They are manually menu driven which enables you to click onto either Author, Title and/or Topic to view the Posters.

Templates have been provided to assist you in your preparation of your e-poster which you are welcome to use as needed:

[Microsoft Word Template](#)

[Microsoft PowerPoint Template](#)

[Adobe Photoshop Template](#)

Please review the instructions below for preparing your E-Poster.

Preparing your E-Poster

POSTER SPECIFICATIONS

- All posters must be provided in a vertical format (portrait orientation) to fit the display screens being used.
- If you are making your poster in either Microsoft Word or PowerPoint, set your page up to 10.8 cm wide x 19.2 cm high.
- If you are making your poster in Photoshop, the image is to be 1080 pixels wide x 1920 pixels high.
- It is recommended that you use an easily read font such as Arial, Helvetica or Calibri.
- It is suggested that your font size is no smaller than 10pt. Do not reduce the spacing between characters.
- Single line spacing is the minimum requirement.

- If using a light background, ensure that the text is dark and vice versa.
- For pictures ensure that these are no less than 150dpi when inserted in the presentation. This will retain the clarity and colour of the originals.
- To check that your poster will be displayed correctly, once you have made it into a .pdf use the zoom tool to zoom in at 400% and this will show you how it will be presented on a 65" plasma screen.

DESIGN GUIDELINES

The poster should be self-explanatory, so that you are free to supplement and discuss particular points raised by viewers. Also, the layout must be eye-catching and graphically enhancing. Remember that your material/illustrations will be viewed from distances of one metre or more.

INITIAL SKETCH. Plan your poster early. Focus your attention on a few key points. Try various styles of data presentation to achieve clarity and simplicity. Does the use of colour help? What needs to be expressed in words? Is the poster well-proportioned and balanced?

BALANCE. The figures and tables ought to cover slightly more than 50% of the poster area. If you have only a few illustrations, make them large. Do not omit text, but keep it brief. The poster should be understandable without oral explanation.

TEXT. Avoid abbreviations, acronyms and jargon. Use a consistent font throughout. Readability and clarity of the text is paramount. Lettering should be as large as possible and preferably in bold type.

MOVEMENT. The movement (pathway) of the eye over the poster ought to be natural (down columns and along rows). Size attracts attention. Arrows, hands, numbers and symbols can clarify sequence.

SIMPLICITY is the key: do not overload the poster. More material may mean less communication. Ask yourself, what do I want the viewer to remember? Brief captions, tables that are few in number but clear, succinct text.

FINAL LAYOUT. The artwork is complete. Now ask - "Is the message clear? Do the important points stand out? Is there a balance between words and illustrations? Is the pathway through the poster clear?"

Submitting your poster

All presenting authors are required to submit their E-Posters by **Friday 15 February 2019**.

Before submitting, please ensure you have saved your poster as a PDF file and named your file with your paper reference number, e.g. EP001. The paper reference number will be emailed to you once confirmed.

E-Posters must be submitted as a one-page PDF only. If your PDF exceeds one page, it will not be accepted. The file should not exceed 5MB.

Submit your poster via the link emailed to you.