WCHR 2022 Digital Poster Preparation Guidelines

In order to ensure your presentation runs smoothly, a number of services and facilities will be provided for you. Please take the time to **read these guidelines ahead of time** to ensure your presentation is successful.

Registration details

Prior to the Congress
All presenters are required to register and pay for the Congress. If you have not done so already, please visit http://hair2022.org/registration/ and complete the registration form.

Digital poster preparation

Digital Poster will be located in the Exhibition Hall of the Convention Centre (MCEC). Your poster will be always available to delegates on-demand, including before and after the Congress. Delegates will be able to view your poster and post questions on the Q&A in the section at any time. We encourage you to check your poster intermittently to see if you have been left any questions.

Digital posters are created as PowerPoint presentations and uploaded into the submission portal. The system converts your poster presentation into an interactive format for viewing on the virtual portal, allowing delegates to:

- Browse, search and visualise all authors' digital posters
- Contact authors for questions.
- Download your digital poster

All digital posters must be uploaded to the abstract portal by **Friday 4 November 2022, midnight Australian Eastern Standard Time (AEST)**.

When creating your digital poster, please follow these guidelines:

- Download the digital poster template from the Congress website. The template has been designed to display properly on the ePresenter Platform.
- All digital posters must be submitted in either **.PPT** or **.PPTX** format.
- All digital posters must be submitted in **16:9 landscape orientation** using the digital poster template.
- If you would like to do so, you are limited to a maximum of **5 slides** within your digital poster, organised as you wish (e.g. one for Title, Introduction & Methods, two for Results and one for Summary & Acknowledgements). Posters that consist of only a single slide can still have embedded animations and/or multimedia.
- JPEG or PNG is the preferred file format for inserted images. Please be mindful of any copyright issues of photos used when creating your poster.
- Each submitted poster file in .PPT or .PPTX format must not be larger than **1GB**.
- Font – Calibri, Verdana, Times New Roman and Arial are recommended.
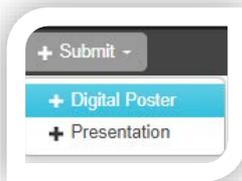- Font size – 72-80pt for Titles/Headings and size 24-44pt for text blocks are recommended.

- Each graph should have a short heading. For visual effect, we recommend that graphs be no smaller than 18cm x 12cm.

Ready to upload your digital poster?

This is done via the submission portal. All digital posters must be uploaded to the abstract portal **by Friday 4 November 2022, midnight Australian Eastern Standard Time (AEST)**. Please refer to the digital poster guidelines above and follow the steps below to upload your digital poster to the abstract portal:

Please follow the below steps to upload your digital poster to the abstract portal

1. Log into the submission portal using your author login details (same as when you submitted your presentation)
2. From the home screen select the blue button "Submit Digital Poster". Alternatively, you can click on "Submissions" near the top of the screen and then select' "+ Submit" and "+ Digital Poster" as per the screenshot below:

3. Select your abstract from the drop down that has been accepted as a Digital Poster and then click the "Submit Digital Poster" button.
4. Upload your digital poster file using the digital poster template in .PPT or .PPTX format.
5. When you are ready to submit your digital poster, select the blue "Submit" button at the bottom of the screen.
6. Once your digital poster been submitted if you select the "Digital Poster" tab the status will show as "Under Review".
7. You will receive a poster submission confirmation via email once your digital poster has been processed and converted into a display-friendly format. The email confirmation will also contain a link where you can review your digital poster.

Please review and ensure your poster has been uploaded correctly. Should you require assistance uploading your digital poster, please contact the Congress Managers via hair2022@arinex.com.au

If you do not have PowerPoint installed

We recommend downloading a free software such as OpenOffice which will enable you to save or create presentations in .PPT and .PPTX format:

Please click here to download OpenOffice and please click here for further information on using OpenOffice.

General advice for first time presenters

- The message that your poster contains should be clear and understandable without a requirement for oral explanation. Methods should be presented simply and concisely.
- After the title, the two most important panels are the introduction and the conclusion. On the basis of these two panels, a reader will decide whether to consider the poster details and perhaps talk to the presenter. These panels need to be very simple, concise, and visually attractive.
- Results should be presented graphically if possible. Avoid large tables of data.
- Use pictures, symbols and colour. Figure legends are essential and should be short but informative.
- Use the space to attract your audience for discussion, not to present complex details of methods and results.

Thank you for your help in making the 12th World Congress for Hair Research a success.

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