

A GLOBAL CELEBRATION *of* DERMATOLOGY
VANCOUVER, CANADA | June 8-13, 2015

www.derm2015.org

ELECTRONIC POSTER SUBMISSION GUIDELINES

WCD 2015 International Poster Gallery



INSTRUCTIONS FOR PREPARING E-POSTERS

All posters accepted for the 23RD World Congress of Dermatology will be displayed in **digital format only** on high-resolution monitors within the **WCD 2015 International Poster Gallery**. Poster authors will not need to prepare nor print out any paper-based posters for WCD 2015.

The deadline for Online E-Poster submission is 16:00 hrs Pacific Time on
Friday, May 8, 2015
There will be no extensions to this deadline.

The deadline to submit your E-Poster Submission is 16:00 hrs Pacific Time on **Friday, May 8, 2015**. There will be **no extensions** to this deadline date. Changes/edits to poster submissions can be made only until the deadline date. **All submissions received by May 8, 2015 are final. There will be no changes permitted after this date.**



All submitted E-Posters are subject to review by the WCD Free Communications Committee for overt advertising or commercialism. E-Posters judged to be commercially biased will not be displayed at WCD 2015.

CREATING AND DESIGNING YOUR E-POSTER

1. General Setup

All poster display monitors will be set in **portrait style orientation** (i.e. “vertical orientation”, Fig. 1) and all information (i.e. text, data, photos, and figures) must be designed to appear within ONE window. It will NOT be possible to display poster content over multiple pages/slides in the Poster Gallery. See the instructions in point #3 on DO’s and DON’T’S on the information to include or not on your E-Poster.

Fig. 1: All E-Posters will be displayed in portrait orientation (i.e. vertical) with 16:9 proportions.



PowerPoint

If you design your E-Poster in PowerPoint (PPT), ALL information must be appear within ONE (1) slide only. Use Page Setup and choose “On-screen Show (16:9)” with a Portrait orientation. Alternatively, you can use the downloadable PPT template from the E-Poster Online Submission site or the WCD2015 website (www.derm2015.org/media).

Adobe Illustrator or InDesign

Should you wish to create your E-Poster in Adobe Illustrator (AI) or Adobe InDesign (INDD) format, templates for this are also provided on the E-Poster Online Submission site or the WCD2015 website (www.derm2015.org/media). The Illustrator or InDesign file format should be:

Aspect ratio: *1080 pixels wide by 1920 pixels high.*

Bleed: *10 pixels*

Estimated word count: *700 including diagrams*

E-Posters will be accepted and displayed in PDF format only.
NOTE: Native AI or EPS, INDD, and PPT file formats will NOT be accepted
for upload on the Online Submission site and must first be exported to PDF.

Fonts and Sizes

As your poster will be viewed on either 24" desktop monitors or 42"-60" floor-mounted monitors within the Poster Gallery, you need to use large typefaces for proper legibility. It is also recommended that you avoid large blocks of detailed text since these can be difficult to read.

The exact font sizes that you should use for your poster will depend on the exact size dimensions that you have used to set up the poster file. Aim for no more than 700-800 words of text in your poster. It is highly recommended that you use a sans serif font such as Arial or Verdana since they are the most legible on screen display.

However, the choice of font should be one of the standard Windows or Mac fonts such as those listed below:

PC	Mac
Arial	Arial or Arial Black
Arial Black	Calibri
Calibri	Comic Sans MS
Comic Sans MS	Courier New, Courier
Courier New	Geneva
Impact	Helvetica
Lucida Console	Impact
Lucida Sans Unicode	Lucida Grande/Sans
Tahoma	Monaco
Trebuchet MS	Tahoma
Verdana	Trebuchet MS
	Verdana

2. Essential Information to Include on E-Poster

- Title of the E-Poster
- Names and affiliations of all authors
- Introduction and Learning objective(s)
- Results including Conclusions/Key Messages
- Declaration of Conflict of Interest for all authors; if there are no relevant conflicts, this must be included on the poster.
- Contact details (optional), so that interested delegates may contact you
- Data must be given in units that are generally accepted in scientific publications (international metric system is preferred)

3. Items Prohibited on E-Posters

- **Not permitted:** it is **NOT** permitted to include the official logos of WCD 2015 or ILDS on your E-Poster.
- **Not permitted:** it is **NOT** permitted to include an industry logo on your E-poster (ie. commercial company logo). The name of the company should be included where relevant.
- **Note:** Drugs, devices, products, and services should be identified by generic name only within the poster, with the single exception that the trade or commercial name can be used ONCE in brackets, but only after the generic name, i.e. “generic name (trade name®)”.
- **Not permitted:** Video files cannot be incorporated into E-Posters.
- Do not waste valuable space reproducing the abstract on your poster. Your abstract will be readily available to all delegates via the app and the USB card.

4. Images

You may use any image formats that PowerPoint or Adobe Illustrator/InDesign will accept, but please ensure the size is kept to a reasonable limit. If it is too large, please subsample or crop the image. Low-resolution images that appear jagged or pixelated on your computer monitor will display poorly on monitors in the Poster Gallery. In general images should have a minimum resolution of 72 pixels per inch (PPI) All color photos and graphics should use an RGB color profile. Do not use CMYK as this format is not supported.

SUBMITTING YOUR E-POSTER (PDF Format Only)

Name your E-Poster presentation using only Western alpha-numeric characters. (Do not use characters such as Ä, Ê, etc.). Please follow this syntax for the actual PDF file name:

LastName_FirstName_AbstractID.pdf

To submit your e-poster online, log into the E-Poster Online Submission site at:

<http://eposters.wcd2015.fmav.ca>

Follow these steps:

1. Enter the email address of the presenting author. Then, enter the password – if you have not logged on previously, the first name of the presenting author is the password. You may change your password once you have logged in.

WCD 2015 E-Poster Submission Site and Credentials

URL: <http://eposters.wcd2015.fmav.ca>

Username: Presenting Author email address

Password: firstname (of Presenting Author) **this is not case sensitive*

EXAMPLE

If Presenting Author name is John Smith, and email address is john.smith@gmail.com, the login will be:

Username: john.smith@gmail.com

Password: john

2. To secure your presentation, please change your password after you have logged in the first time. You are the only person who can view your presentations submitted online with the exception of the presentation management team of the congress. Your presentation(s) are protected with encryption to ensure your intellectual property is secure. If you do not change your password (from your firstname), we are not responsible for any unwanted access to your presentation
3. Upon log in, you will automatically proceed to the list of E-Poster presentation(s) accepted at the congress for that presenting author
4. Click on "*Upload This E-Poster*" at the right hand end of the column that lists the poster presentation for that presenting author
5. You will then automatically proceed to the upload form
6. Fill in the required fields, then press upload once you have found and selected the correct file on your computer
7. If you have more than one E-Poster presentation to submit, simply click on the link on the confirmation page to submit for the next E-Poster presentation
8. To review the technical information at any time, click on this link: "*General E-Poster Guidelines*". This provides information regarding submitting an E-Poster to a congress, re: compatibility issues etc.

If you experience any difficulty uploading your E-Poster presentation or need assistance from tech support, please contact wcd2015-eposters@fmav.ca.

Your E-poster presentation must be received at the WCD 2015 E-Poster Submission website <http://eposters.wcd2015.fmav.ca> no later than *Friday, May 8, 2015*.