

# DXC & ICXOM E-POSTER STATIONS

Poster presenters are invited to submit an electronic file of their poster for viewing in the Exhibit Hall during exhibit hours on Monday, Tuesday, Wednesday, and Thursday. Two E-poster stations will be set up in the Grand Ballroom giving attendees the opportunity to thoroughly study the poster presentations at their convenience.

The following are guidelines for formatting and submitting your e-poster to ICDD:

## E-POSTER FORMAT:

1. Your poster file must be in full landscape format and be one page only.
2. Create your poster in PowerPoint (or equivalent).
3. Title: Bold, Center, Mixed upper and lower case.
4. Author(s), Affiliation(s) and Contact Author E-mail Address: Center directly under Title. Leave one blank line after the Contact Author's E-mail Address before beginning text of poster.
5. It is strongly recommended to use a 16:9 aspect ratio (widescreen), with a simple and clear typeface (Arial, Arial black, Calibri...) and regular text size not less than 28 for the body of the different sections (depending on the amount of data you will be adding and the design you are using).
6. Images/pictures or graphs, the suggested minimum resolution is 300 dpi. To check that they appear correctly on the final/printed version, zoom in at 100% and check the images, pictures and graphs. It is better to use high quality images/graphs when creating the poster and then convert it to PDF (as PDF files can be compressed).
7. Provide clear labels or headings for each section of your presentation to avoid confusion.

\*HELPFUL HINT: Try to avoid the use of red or green in fonts or backgrounds as they are colors that are difficult to read.

## SUBMISSION:

1. Convert to PDF format; PDF file cannot exceed 5MB for Poster Station
2. Attach your PDF to an email and send to ICDD by 26 July 2819. Please email your file or any questions to Stephanie Jennings: [sjennings@icdd.com](mailto:sjennings@icdd.com)

# GUIDEBOOK – CONFERENCE APP

We be posting your e-poster on the conference mobile app, Guidebook, in order to view on the large e-poster screen. If you **do not** want your e-poster included on the Guidebook app, you can elect to only present your poster during the poster session. The information will be deleted one month after the conference. If you would like your file removed before September 5<sup>th</sup>, please let me know.

Have a question? Email Stephanie Jennings – [sjennings@icdd.com](mailto:sjennings@icdd.com).