WSPOS Connect 2 The World

25 – 26 September 2021

Instructions for Free Paper and E-Poster Uploads

1. Key Information

Free Papers – 6 slides with audio narration of maximum 8 minutes
E-Posters – 3 slides with audio narration of maximum 4 minutes

2. General Information

You will receive an upload link from our AV experts (CTI Meeting Technology) shortly to up-load your files. Free Papers and Electronic Posters should be submitted and presented in PowerPoint format, a format most of you will be familiar with. We hope that this will enable you to assemble and arrange your slides in an easy and efficient way.

For the integration in the Free Paper/E-Poster viewing system, the submitted PowerPoint files will be converted into a format allowing for fast loading and multi-compatible online viewing.
Virtually, all common video and audio files as well as animations used in PowerPoint are supported.

All presenting authors must be registered to attend the virtual congress. If you are unable to take part, please contact programme@wspos.org

3. Formal Requirements

Language
The official language of Connect is English.

Advertising
Advertising of products is **prohibited**. Please ensure that your presentation provides objective information based on scientific methods generally accepted in the medical community and is free of commercial bias.

Anonymity

Kindly make sure that no patient/ client names or any other information allowing the identification of a patient/ client appear in your presentation material. **Doctor-patient anonymity must always be guaranteed**.

Copyright

It is the author's responsibility to ensure that any part of the slideshow (figures, tables, images, etc.) is free of any third party right and is cited correctly.

4. Technical Requirements

Format

Free Papers and E-Posters will be accepted in MS PowerPoint (*.pptx) format only.

Versions

Your presentation must be prepared in MS PowerPoint 2010, 2013 or 2016.

Ratio

The aspect ratio of your presentation must be **16:9**.

Narration

If you wish, you can add an audio narration to your PowerPoint file.

File name

To avoid any compatibility problems, please do not use special characters (e.g. «, Ö, Ø, ñ, ε, ®, ý, }, {, etc.) to name your presentation.
Do not use passwords or encryption with your files.

File size

The recommended file size of your presentation is **300 MB** to ensure a fast-online upload.

Page orientation

Set the slide size of the page to "On-screen show" and landscape orientation in the page set-up section. Portrait orientation will not be displayed properly.

Font and Size

Do not use special fonts which are not part of the standard PowerPoint package. Choose a plain font such as Arial or Calibri. Depending on the font, main text should be between 18 – 28 point. The font should be no smaller than 16 point

Images and movies

We recommended that you collect your illustration material well in advance. Refrain from selecting too many images and movies. Concentrate on those which emphasise your key points and conclusions optimally. Avoid overlaying images on one slide as they cannot be visualised on the PDF version of your presentation. Video clips up to a maximum total duration of 30 seconds may be included in the abstract. Videos must start automatically, not on click.

Supported and recommended video format for MS Power Point is: **mp4**
Please note that movies will only be displayed properly if they are embedded into the presentation and not just linked. Movies can only be embedded into *.pptx files.

Upload of Free Papers and E-Posters

Final Deadline for the upload of Free Papers and E-Posters is **17 September 2021.**

We ask for your kind understanding that **Free Papers and E-Posters sent by email will not be accommodated in the system** and will be considered as not submitted. It is the responsibility of the presenters to ensure the timely upload of their Free Paper and/or E-Poster according to these guidelines.

5. Structure of the Free Paper / Poster

Text

Text should be **well structured, concise,** and **to the point**; presenting only enough data to support your conclusions. Composition should be logical, well organised, self-explanatory, and **as brief as possible**. Key facts should be highlighted.

Colours

Colours should be used sparingly. Choose colour combinations that make your text easy to read (preferably dark background – light fonts; avoid red and green). Ensure that uploaded coloured images are clear - just because it looks good in one format does not guarantee that the slide will be clear when uploaded to the Free Paper/E-Poster System.

Layout

Keep data on the slides simple. Ensure a logical order of the content. A clear and well-structured arrangement is the most attractive and the easiest to read on the monitor.

Content

If you wish to direct the viewer to further work, please insert a hyperlink in your slides to allow access to further information. In general, the **information** presented must be **up-to-date** even if the topic or images refer to some older or historic procedures. In particular, the recent literature must be cited to support the presented material; however, exhaustive reference lists should be avoided.

General Style Tips

- Financial disclosure must be included in the first slide
- All pictures and graphics should be clearly labelled and described
- Images should not obscure text
- Choose a plain background – no patterns or dark colours