KIOSK FORMATTING GUIDELINES

Your poster sessions will be done in *Kiosk Mode*. *Kiosk mode* means that we receive your presentation ahead of time, and then hyperlink multiple presentations into one kiosk with a menu and navigation buttons which is then displayed in our digital boards. This ensures that it is easy to swap between different posters that are on the same screen. There are usually 2-10 ePosters per ePosterboard.

YouTube Instructional Videos
If you are looking for more instructions on creating an ePoster. Please go to our YouTube channel "**ePosterBoards**" and check out our *ePosterBoards Formatting Instructions Playlist*.

Things to Consider when Creating your ePoster:
- Please ensure that your poster is the correct size.
- We will disable the 'click to advance' feature, and instead place navigational buttons in the upper-right corner of the presentation.
- Due to not being able to 'click to advance', please make all **animations** work on a timer, instead of on mouse-click.
- Every presentation will include a "Click/Tap for Kiosk Menu" navigational button on the top right of your first slide to go back to the Kiosk Menu. Please save a space for us to insert that button into your ePoster.
- <u>Follow all of our steps in our last page!</u>

Operating System Your ePoster will be Displayed on:
We provide Surface Pro Tablets or Mac Minis on-site, which will support the following presentation formats:

- PowerPoint
- Keynote
- *PDF
- Standard video files, such as .mov, .mp4, .m4v and mpeg.
- Prezi (download to play offline)

*PDF files have limited capability to loop, therefore they are recommended only for single page presentations, and are generally discouraged. If you only have PDF available, and it is multiple pages, it is best to import those pages into PowerPoint so the presentation may loop and be navigated.

IMPORTANT: Due to difference in operating system standards and character sets, **mathematical formulas and equations should be converted to images.**

Making the Most of Your Presentation
ePosters offer a very flexible format, and there are several methods you can use to optimize your presentation. The goal of your presentation should always be readability. You are no longer constrained to a single-page poster, so if you have a lot of information, it's a good idea to split it up across multiple pages. There are a few key methods that can be used in conjunction with multiple pages to make your presentation interactive and flexible.

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Videos

Videos can be used to add animation and content density to a presentation. Consider the following use cases:

- Show a rotating molecule or some other scientific model
- Make a looping video of multiple tables or charts
- Show a video of your work in progress
- You may embed a link to a YouTube or other Internet video, which will launch in a browser.

**Always upload your video file the same time you upload your presentation, even if it is embedded into your presentation, to ensure it will play in any operating system we use. The same applies with formulas created in Excel. If you haven't converted them to images, please upload your excel file as well.

Hyperlinking

Hyperlinking is a method of navigation within a presentation. You may hyperlink text or images to jump to other slides in your presentation.
Common use cases are:

- Having a main page with an overview, and have links to subsequent pages with more detail
- Make it possible to click on a small graph, chart, or image and navigate to another slide with a full-screen version of that image.
    - Add a home button or full-screen object to link back to the page that launched the full-screen image.

Combine these techniques to make a very interactive and dynamic presentation.
If you use these methods, it is recommended that you disable "Click to advance to next slide", as this can disrupt the intended flow of your presentation. In other words, un-check "mouse-click" for each slide/page.

Qr Tag Creation

If you wish to include a QR tag in your poster with embedded information, you can easily find a free website to create one. These sites take text input, and generate a QR tag image that you can download and import into your presentation. Here are a few website that we have used:

http://www.qrstuff.com/
https://www.the-qrcode-generator.com/
http://goqr.me/

QR Tags can be used for:

- Presenter contact information for attendees
- Including your full written research or abstract
- Including other useful documents to complete your presentation

**IMPORTANT: The monitors are NOT touch-screen. Please use the mouse or tap the surface tablet to navigate through your ePoster.

Did You Follow These Steps?

Slide/ePoster Size: 40.97 inches by 23.04 inches. Presentation slides should be set to this size, which is a 16:9 Ratio at 1080p resolution (1920 X1080 pixels)

Layout should always be in landscape orientation & recommended 1-5 slides max unless you hyperlink

Font Size: Larger than 28 points

Font type: Arial, Calibri, Times New Roman

Check all your hyperlinks to make sure it goes to your desired slide

Save all mathematical formulas to images (.jpg, .png) when embedding or upload your excel file along with your presentation

Slide Show Toolbar: Select "Setup Slide Show" then select "loop continuously until stopped"

Embedded videos can only be displayed in the following formats:

.mov, .mp4, .m4v and mpeg *Upload file along with your presentation

Save as .pptx to ensure all your embedded images and video are included