

Author Submission Guidelines

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1. Overview

The PharmaSUG 2026. Conference Proceedings will be published online at PharmaSUG.org and will contain the papers presented in slides or on an e-poster at the conference. Your paper will be published exactly as it is received from you. In order to give the proceedings a consistent and professional look, please follow the requirements included below for generating your paper.

Use this resource to format your manuscript, incorporate style and reference important details for the Copyright Grant Form (CGF), final paper, slides and electronic posters (e-posters). Though the style guidelines can be used as recommendations, [Section 1.3](#) provides a list of paper attributes that must be followed, and will be reviewed by your Section Chair, as these attributes are part of the integrity and consistency of the *PharmaSUG Proceedings*.

There are several people within PharmaSUG who are available to assist you with your manuscript and slide preparation, including Section Chairs, Mentors and peers. We highly recommend that you send them a copy of your draft, so they can help you get the most out of your experience.

1.1 Important Conference Dates

Below is a list of important dates that each presenter must adhere to. These dates can also be found on the conference website: www.pharmasug.org

Event	Date
Call for Papers <ul style="list-style-type: none">• Opens• Closes	<ul style="list-style-type: none">• September 1, 2025• January 16, 2026
Abstract Decisions <ul style="list-style-type: none">• Begin review• Authors notified of abstract acceptance (Early acceptance / final acceptance)	<ul style="list-style-type: none">• September 15, 2025• November 17, 2025 / February 16, 2026
Presenters Registration <ul style="list-style-type: none">• Registration opens• Early bird registration closes• Regular online registration ends	<ul style="list-style-type: none">• January 5, 2026• March 27, 2026• May 17, 2026
Author Submissions <ul style="list-style-type: none">• CGF due• Final papers due (PDF)• Final e-posters due• Final presentations due	<ul style="list-style-type: none">• March 27, 2026• March 27, 2026• March 27, 2026• April 24, 2026
Conference <ul style="list-style-type: none">• Guaranteed Hotel Conference Rate ends• Opening Session• Closing Session	<ul style="list-style-type: none">• May 1, 2026 or when the room block is sold out, whichever comes first• May 31, 2026• June 3, 2026

1.2 Summary Checklist

After reading this Submission Guideline document, use this checklist to remember important details. Please do **not** use it as a substitute for reading the full document.

1. Profile and biography information in the Paper Submission System is complete
 - a. The submission system requires that profile information is provided to submit an abstract. However, if the information needs to be updated, you will need to make sure that it is updated via the User Profile as described in [Section 2](#) prior to the creation of the CGF.
2. Review guidelines for paper content, including:
 - a. Reviewing paper tips, size limits, capitalization, terminology, references and formatting requirements which are found in [Section 3](#).
 - b. It is your responsibility to ensure your paper complies with requirements.
3. Upload to the Paper Submission System by the deadline indicated in the list of important conference dates found in [Section 1.1](#):
 - a. The CGF signed by all required parties is to be uploaded as one document. Refer to [Section 2](#) for details about the CGF process.
 - b. Final papers are to be submitted in portable document format (PDF). Refer to [Section 4](#) for details on the final paper in PDF format.
4. Review guidelines for presentation or e-Poster content, including:
 - a. It is strongly recommended that for those with a presentation, that you review tips on preparing your presentation ([Section 5.3](#)); and for those with an e-poster, that you review e-poster guidelines ([Section 6.1](#)) and e-poster tips ([Section 6.2](#)).
 - b. Review presentation or e-Poster to ensure it complies with the requirements. [Section 5.5](#) contains details on presentation requirements and [Section 6.3](#) contains details on e-poster requirements.
 - c. Standard presentation room setup ([Section 5.1](#)).
5. Upload to the Paper Submission System the final presentation or e-Poster by the deadline indicated in the list of important conference dates found in [Section 1.1](#) for pre-loading to the section laptop.
6. Practice delivery of your presentation or e-Poster.
7. Bring a backup copy of your presentation or e-Poster to the conference on a USB drive.

1.3 Required Paper Attributes

All papers will be reviewed by the Section Chairs, Publications Coordinator and Webmaster for the required attributes. Many of these attributes are part of the paper template. Papers without these attributes will be returned to the author for compliance. Further guidance on these attributes follows in [Section 3](#):

1. Paper number is exactly as assigned and is included above the title ([Section 3.4.1](#)).

2. Title is centered, properly capitalized, and appears exactly as written on the CGF.
3. Author and affiliation are located beneath the title and are separated by a comma. Multiple authors are separated by semicolons, as described in [Section 3.4.2](#), Item 2.c. Multiple authors from the same corporation can be separated by commas with their affiliation listed at the end. Please see the PharmaSUG Paper Template for an example.
4. The paper is professionally written and formatted as a final paper; draft papers are not allowed.
5. Complete the title, author, subject, and keywords sections of the document properties in the PDF file. These may translate from the native format file. This will enable users to electronically search the PharmaSUG 2026 Conference Proceedings by topic.
6. Final paper must be in PDF format with the appropriate properties ([Section 4.1.1](#)). It must follow the naming format: XX-###.PDF, where XX is the section code (provided by your section chair) and ### is the number assigned to your paper via the paper submission system ([Section 3.4.1](#)).

1.4 Paper Submission System

The [Paper Submission System](#) is used to submit all your important documents to the conference, such as the CGF, Final Paper in PDF, Slides and e-posters. The PharmaSUG 2026 Conference Proceedings will be produced using the files uploaded to this system.

2. Copyright Grant Form

The CGF gives PharmaSUG a non-exclusive right to publish your paper in the conference Proceedings and to reproduce your paper in sales and marketing literature.

CGFs will be created based on information in Paper Submission System (SoftConf). Each author (submitting author as well as all co-authors) **must** have a SoftConf user ID. Submitting authors with co-authors **must** use their co-authors SoftConf user ID when making the submission.

If an author does not have a SoftConf user ID, then they will need to create one by going to the submission system link on the Call-for-Paper page and select “New user? Please register by clicking Here.”

Please login below to enter START:

Enter Username:

Enter Password:

ENTER

New user? please register first by clicking [HERE](#).

If you lost or forgot your password, click [HERE](#).

Each author will be required to provide the following information as seen in the screenshots below.

PharmaSUG 2025

START Conference Manager

User Manager Tracks Publication Registration

Update Profile - PharmaSUG YYYY

User Information

Below, you can find the general information in your account profile. To modify this (or any other information), please click on the link below:

Username:	Username
First Name:	First Name
Middle Name/Initial:	
Last Name:	Last Name
Email:	Phname.LName@abc.com
Telephone:	123456789
Affiliation:	ABC
City:	Somewhere
State:	ST
Country:	United States

[Please click here to update your global user information.](#)

Conference Information

Please answer the following additional questions, and then then press the SUBMIT DATA button below:

If you have a preferred first name (i.e., nickname), please enter it so that PharmaSUG can communicate using your name of choice.

Nickname

Each author (and coauthor) is required to upload a biography, and if one or more of your proposals is accepted into the conference proceedings, your biography will accompany your user profile in the PharmaSUG mobile app, and will be visible to all conference attendees. Please describe yourself in 200 or fewer words.

Written Biography (*)

Each author (and coauthor) is required to upload a brief biography, and if one or more of your proposals is accepted into the conference proceedings, your brief biography will be used to introduce you to the audience at the start of your presentation. Please describe yourself in 50 or fewer words. Note that you can make updates to your brief biography until MON DD YYYY by revisiting this page.

Please note that this brief biography can be as formal or informal as you like, as it is used solely to introduce you. Some authors prefer the biography to include an interesting or humorous fact, like "Jason likes cats. He really likes cats. He has 17 of them!" In other cases, an author will keep it more formal and only shorten the long biography, such "Dr. Juanita O'Reilly is a three-time author with a Ph.D. in Data Paleontology." The bottom line is that authors should choose how they are introduced, and how much (or little) is said.

Introductory Biography (*)

Copyright Grant Form (CGF)

Each accepted proposal must have an accompanying copyright grant form (CGF), a PDF form that is digitally signed by the author (and all coauthors, if applicable). The purpose of the CGF is to grant PharmaSUG (the Publisher) the "nonexclusive right" to publish your paper or presentation. Note that this right in no way infringes on your right as an author to publish or republish your work, to include at other conferences, in blogs, vlogs, webinars, textbooks, or any other medium.

No paper or presentation will be included in the conference proceedings until the CGF is completed and uploaded into SoftConf, and delay in CGF filing may result your submission being removed from the conference. Please complete the following questions, which are required to automatically generate the specific CGF for your proposal(s). If one or more of your submissions is accepted, PharmaSUG will communicate further instructions on how to download, complete, and upload your CGF(s).

Some companies and organizations require employees to obtain the signature of a manager (or other authorizing release agent) before publishing a paper or slide presentation in the conference proceedings. Please indicate whether your paper or presentation requires a signed release, and if so, an additional signature block will be added to your CGF so an agent can authorize release of your document(s) to PharmaSUG. In these cases, the company or organization you enter will also become the Copyright Owner of the paper or presentation you publish, whereas PharmaSUG retains rights as Publisher. Please note that your response in no way affects your eligibility for or likelihood of proposal acceptance.

Employer Release (*) -- Please make a selection --

Papers or presentations prepared by US government employees in the furtherance of their official duties are not copyrightable in the United States (17 U.S.C. 105), and are therefore in the public domain. For this reason, PharmaSUG requires all federal employees to self-identify to ensure the appropriate CGF is utilized. Please note that your response in no way affects your eligibility for or likelihood of proposal acceptance.

Federal Employee (*) -- Please make a selection --

The name of your company or organization is required on the CGF. If you are a part-time or full-time student, please indicate the name of your school. If you are unemployed, retired, or otherwise not working, please indicate "N/A" in the required field.

Company/Organization (*)

Your job title is required on the CGF. If you are a part-time or full-time student, please indicate "student." If you are unemployed, retired, or otherwise not working, please indicate "N/A" in the required field.

Job Title (*)

Submit Data

START Conference Manager (2024.1.0 - Rev. 7/21)

Once this information is provided then the screen will no longer appear. However, it will continue to appear until the author has provided the necessary information. If after the author has entered their information and needs to update their profile, the author can make updates by going to the User Console → Account Information → Update Profile.

User Console

Account Information

[Update Profile](#)
[Change Password](#)
[Go to the Global Profile](#)

It is the responsibility of the main/contact author to ensure that the following information is accurate in SoftConf for each of their submissions:

1. Full title of the submission.
2. All authors are listed on the submission using their SoftConf user ID.
3. All authors have completed their profile with the information indicated above.

Once all acceptances have been generated and the date for author profile and title modifications have passed, the electronic document coordinator will generate a CGF based on the information in Paper Submission System. Each submission will have a customized link that will be e-mailed to the main contact author. It is then the main/contact author's responsibility to circulate the CGF for the appropriate signatures. There will be a signature block created for each person that needs to sign.

The automated CGF will determine if a legal representative is required to sign based on the profile information for each of the authors listed. If a legal representative is required to sign, then the appropriate signature block(s) will be created, and the main/contact author is to ensure that a legal representative signs the CGF.

If the profile indicates that the work is done on behalf of a government agency, then the appropriate signature block(s) will be added, and the main/contact author is to ensure that a representative from the government agency signs the CGF.

After all the appropriate signatures have been obtained, the main/contact author is to upload the CGF into the submission system, by the deadline indicated in the list of important conference dates found in [Section 1.1](#).

Electronic signature is the preferred method. An electronic signature is the legal equivalent of a manual hand-written signature. All signatures are to be captured in one document and only one document must be uploaded to the Paper Submission System. The CGF should **not** be e-mailed to the Academic Chair or the section chair(s).

3. Paper Details

Final papers should use proper style, capitalization, terminology, formatting, and scope.

3.1 Paper Tips

If you are solving a common problem, focus on your solution and the results of your experience. Emphasize how your techniques can be used by others for similar applications. If you are presenting a novel solution, focus on what makes your solution unique from past solutions, and why others should consider your solution. It is strongly suggested that authors conduct a literature review to provide examples or references to prior authors who may have solved a similar problem.

3.2 Size Limits

The recommended size limit for manuscripts in the PharmaSUG Proceedings is no larger than 10 MB. Contact your Section Chair with any questions.

3.3 Capitalization, Terminology, Code, References

3.3.1 Capitalization

When including code in your paper, please maintain consistent capitalization conventions throughout the paper.

3.3.2 Terminology

Use the following conventions for terminology:

1. Use complete names when referring to trademarked product names. Some examples are:
 - a. Use “SAS Enterprise Guide” instead of “SAS EG” or “EG”,
 - b. Use “RStudio” instead of “R”
2. Write “data set” as two words, but “database” as one word.

3.3.3 Code

Do not bury code in body of the text. Set it off from the text as shown in the paper template.

3.3.4 References

1. All published work that is cited in your paper must be listed in the **References** section.
2. Use of Copyrighted Material:
 - a. If you include text or visuals that were written or developed by someone other than yourself, you must cite the sources.
 - b. If you use copyrighted material, you must mention that you have permission from the copyright holder or the publisher.
 - c. The copyright holder or publisher might also require you to include a copyright notice. For example: Reprinted with permission of SAS Institute Inc. from SAS® *Risk Dimensions: Examples and Exercises*. Copyright 2004. SAS Institute Inc.
3. Use of Non-Copyrighted Material
 - a. If you use information from a previously printed source that is not copyrighted, cite the source in parenthesis after the text. For example: “The minimum variance method defines the distance between clusters (Ward 1984, p.23).”
 - b. The reference format for sources published in hard copy: Author(s). Date of publication or last revision. *Title of Reference*. City, State of publisher: Name of publisher.
 - c. The reference format for sources published on the Web: Author. "Title of Document" Title of Complete Work. <Web address> any additional directions for retrieving source (access date).

3.4 Formatting Requirements

Manuscripts meeting the formatting requirements below will be published in the *PharmaSUG 2026 Proceedings*.

3.4.1 Paper Number and Title

On the first page, **use the paper number and exact title from the CGF**. The paper number is the one assigned by the Paper Submission System preceded by a two-letter section code (provided by your section chair) and hyphen. The number will be a three-digit number, so it will need to be zero-filled if the paper is assigned a two-digit number in the system. For example, DS-013.

3.4.2 Use of the Paper Template

It is strongly recommended that you use the provided paper template. The template is available in the Presenter Resource Center of the PharmaSUG 2026 website, www.pharmasug.org, and contains all the sections needed in your paper, suggested fonts and type sizes for the headers and text in the body of the paper.

You can save yourself a lot of work by using the paper template, as it already incorporates most of the formatting that you need. However, if you do not use the template, please ensure your paper conforms to the following guidelines:

1. All **margins** should be 1 inch.
2. On the **first page**:
 - a. Center the number of the paper about 1 inch from the top of the page,
 - b. Center the title about ¼ of an inch under the number of the paper,
 - c. Center the names of the author(s) and the company affiliation(s) under the title
 - d. Begin the text about a ½ of an inch down from the name of the last author.
3. On all **pages** center page numbers about 3/8 of an inch from the bottom of the page.
4. **Body text** should be:
 - a. Single-spaced
 - b. Consistent in size with the font sizes in the template. The font sizes in the paper template are summarized in the table below.
 - c. If readable and professional, body text can be in a different font face.

	Element	Font	Case	Size
1	Paper Number	Arial Bold	Proper Case	10
2	Title	Arial Bold	Proper Case	13
3	Author(s) Name and Affiliation	Arial	Proper Case	11

4	Header 1 (e.g., Abstract)	ARIAL BOLD	Heading 1 Style or UPPER CASE	12
5	Header 2 (e.g., sub-header)	ARIAL BOLD	Heading 2 Style or UPPER CASE	11
	Header 3 (e.g., sub-header)	Arial Bold	Heading 3 Style or Proper Case	11
	Header 4 (e.g., sub-header)	Arial Bold Italics	Heading 4 Style or Proper Case	11
6	Body	Arial	Sentence Case	10
7	Code	Courier New	Lower Case	10

In addition to the above, it is strongly recommended that authors avoid embedded fonts. Embedded fonts increase the file size of paper which makes it more difficult for audience members to download and less likely to be read. However, if special fonts are used that can affect the look of the presentation, then only fonts used in the presentation should be embedded. It is advisable not to embed the entire alphabet.

4. Final Paper PDFs

Final papers must be uploaded to the Paper Submission System listed in [Section 1.4](#) by the deadline indicated in the list of important conference dates found in [Section 1.1](#).

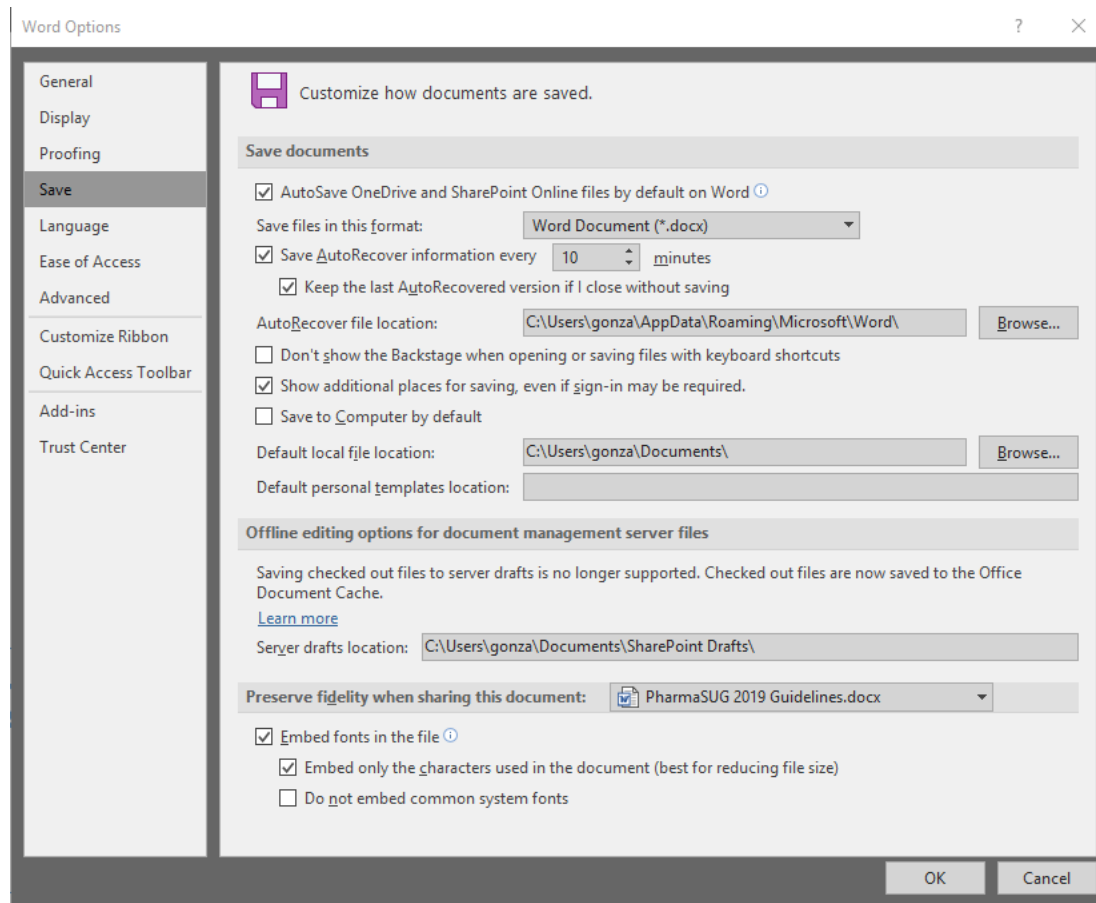
4.1 PDF Creation

4.1.1 Document Properties and Embedded Fonts

When creating your final PDF file, it is **required** that you place the title, keywords and at least the first author (additional authors can be added separated by a semicolon) in the corresponding sections of the **Document Properties**. Please fill in the subject field of the **Document Properties** with the following: **XX-###**, where **###** is your paper number. The paper number is the number assigned by the Paper Submission System and **XX** is the section code provided by your section chair ([Section 3.4.1](#)). Note: if you have already done this in Microsoft Word, the information may not be carried through into the resulting PDF. **You may need to re-enter it.**

If you need to embed fonts, exactly how you embed fonts will vary from application to application and version to version. These instructions will vary depending on the version of Microsoft Word. Below are the instructions for Microsoft Word 2013:

1. Navigate to the Word Options menu (File → Options)
2. Within the Word Options menu, navigate to the Save options
3. Make sure the check box for 'Embed fonts in the file' and 'Embed only the characters used in the document (best for reducing file size)' are checked and that the check box for 'Do not embed common system fonts' is unchecked.



4. Click OK to save the new options.
5. RE-SAVE THE DOCUMENT AS A WORD DOCUMENT.
6. Once the document is re-saved with the fonts embedded, then it can be saved as a PDF.

4.1.2 Bookmarks and Passwords

Bookmarks are not required in the PDF document but can help to navigate the file. There should **not** be any password on the file.

4.1.3 PDF File Creation

Some versions of Microsoft Word have an option to save the document as PDF. If your version has the save as PDF option, you can save the file as a PDF after you have embedded the fonts and re-saved as a word document. If you are unable to create a PDF file, please contact your Section Chair.

4.2 Checklist for Final PDF File

Before uploading the PDF, make ensure:

1. The paper number appears at the top of the paper ([Section 3.4.1](#)).
2. The title matches the title on the CGF.
3. Nothing except the page number is within the 1" margins.
4. The page numbers are at the bottom of each page.
5. The file has been saved with the fonts embedded.
6. Properties are populated accordingly.

If you have any problems creating or uploading your PDF file, contact your Section Chair for assistance.

4.3 Supporting Materials

Handouts can be used for information such as example code, graphics, or other supporting material, if necessary. If you decide to print handouts, please adhere to the following guidelines:

1. Do not include price lists, support commitments, promotional data, or other information of a sales nature.
2. Include your name and contact information so that people can contact you if they have questions or want more information.
3. Do not rely on your supporting materials to take the place of good visuals or a well-prepared oral presentation.
4. Bring a minimum of 50 copies.
5. When you check in before your presentation, tell the Section Chair that you have a handout. The Section Chair will have one of the assigned Session Coordinators distribute the handouts as you begin your presentation.

5. Presentation Details

5.1 Room Setup Details

Each meeting room at the conference will include a projector. If the size and characteristics of the room warrant the use of a microphone, then one will be provided. If you have any additional needs, please tell your Section Chair as soon as possible. The presentation you upload to the Paper Submission System will be preloaded on the laptops available in each room. If you did not upload a presentation before the due

date, then you will be required to bring it on a thumb drive and meet with the section chair prior to your presentation to get it uploaded. Note, it is important to you do this the day prior to your presentation rather than 5 minutes prior to ensure that your presentation is displaying correctly.

5.2 Slide Counts

Contributed papers can be 20 or 50 minutes in length. A good rule of thumb is that a slide usually takes about 1-2 minutes to present, so if you leave time for questions (usually about 5 minutes), a twenty-minute paper should be about 10-12 slides, and a 50-minute paper should be about 30-35 slides. This is, of course, not a requirement, but a commonly followed guideline and useful if this is your first time presenting.

5.3 Tips for Preparing your Presentation

1. A presentation template is available for downloading from the PharmaSUG website.
2. Scale your visuals for presentation in a large conference room that seats 50-150 people. Generally, this means that font sizes should be no smaller than 24 points. One way to simulate how your slides will appear to the people who are sitting in the back of the room is to step back about 12 feet from a 12-inch laptop display or about 15 feet from a 14-15 inch monitor on which your slides are displayed.
3. If you are using slides, prepare notes that compliment your slides – do not read what is shown on the slides. The audience can read faster than you can read them aloud.
4. The opening should be concise, and your purpose clearly stated; get the attention of your audience.
5. Use a closing slide to summarize your main points.
6. Wherever possible, use screen captures rather than trying to do a live demo.
7. Use a mixture of slides that show text, flow charts, and output. Images such as screen captures can be used to show a product's application in the workplace.
8. Divide ideas into groups of three to five, so your audience can more easily grasp information.
9. When using graphics, mute the colors for readability.
10. Limit the text in your visuals to the main concepts.

5.4 Practicing your Presentation Tips

1. Practice your presentation aloud, speaking slowly and clearly. Remember that how you say it is just as important as what you say.
2. Ask others to listen and give you feedback about the volume, clarity, and speed of your presentation.
3. Do not read your paper or slides. Use an outline of your major concepts to follow when making your presentation.
4. Use simple English to help your audience grasp your message more easily. This is an international audience; for many attendees, English may be a second language.
5. Conclude your presentation by repeating your opening theme and main ideas. Answer any

questions that you might have raised in your opening and repeat the main point of your presentation.

6. Practice timing your presentation, staying within the time allotted.

5.5 Presentation Requirements

Presentation file should be PowerPoint 97-2003 or later. If created using Adobe PDF, it must have the capability of Full Screen Mode display similar to the PowerPoint display (i.e., same ratio).

5.6 Delivering your Presentation





1. Note the time and room location of your presentation.
2. Arrive at the correct location at least one presentation before yours, if possible.
3. Let the Section Chair and the Session Coordinator know you are there. The Session Coordinator will help you operate the projector and take care of the lighting.
4. Your title and biography slide will be displayed on the screen prior to your presentation.
5. Be sure that everything that you need is in place and working.
6. Stand at the podium if possible. This gives the audience a clear view of both the screen and you.
7. Be aware of the time. The Session Coordinator will help you via flash cards that will show how much time remains. The Session Coordinator will stop your presentation when the allotted time is used. You will not be allowed to continue beyond your allotted time.
8. Do not turn around to read your slides to the audience; it hinders the ability of the audience to hear you.
9. When your presentation is finished, thank your audience for their attention and ask if there are any questions while you are still at the podium.
10. Allow about 5 minutes of your allotted time for the audience to ask questions. It's very common for speakers to get questions; you should consider it a compliment that your listeners want to learn more about your ideas.
 - a. Repeat each question. This verifies what the question is, and it also gives you a few seconds to prepare an answer.
 - b. If you do not know the answer, say so, and offer to get the answer to the question after the presentation.
11. If possible, stay at the back of the room a few minutes after your presentation to be accessible for more questions and to get contact information from people you promised to reply to.
12. Be courteous of the next presenter and if any conversations or questions continue when the next presentation starts, continue the conversation outside the presentation room so as to not disturb the presenter or audience.

6. Electronic Poster Details

Electronic posters (e-Posters) are similar to traditional poster presentations but are presented on a large monitor. The e-Poster should be designed so that the topic covered is clear and concise.

6.1 e-Poster Guidelines

1. Use PowerPoint to create your e-poster. You can save yourself much work by using the template provided. If you choose to not use the template, please ensure your e-poster conforms to the following requirements:
 - a. 41"x23" slide size
 - b. Landscape orientation
 - c. Professional font such as Arial, Times New Roman, Calibri
 - d. Font size should be large enough to read from a few feet away. Ideally 28 pt or larger but no smaller than 18 pt.
 - e. File size should be 100 MB or less
 - f. 1-5 main slides. Additional slides can be added as an appendix item to illustrate different concepts. The additional slides should only be accessible through a mouse click. The page up and page down features will be disabled.
 - g. Title and author(s) included at the top
2. No aspect of the e-poster should be dependent on the internet. It should be self-containing.
3. Any formulas in the e-poster should be embedded as images and not as actual formulas. This will allow the formulas to display consistently across different platforms.
4. Any animations included will need to work on a timer instead of a mouse click; refer to Kiosk Mode for more information ([Section 6.4](#))
5. If the submitted e-poster is not the correct size, as outlined above, then it will be forced to the correct size, which may cause distortion.
6. The following navigation buttons are to be included in the e-poster.

Previous		Returns the viewer to the previous slide in the sequence
Next		Advances the viewer to the next slide in the sequence
Home		Returns the viewer to the first slide in the e-poster
End		Returns the viewer to the main menu

Additional navigation buttons can be added based on your e-poster, such as a button to jump to programming code that corresponds to text or an image. However, the four navigations are to be included.

7. If you use the e-poster template, these navigation buttons will be already included, and these should **not** be removed. If you choose to not use the e-poster template, you are responsible for inserting these navigation buttons in the bottom left corner of each slide and ensuring that when in slide mode you can navigate between slides and return to the home slide. The

navigation buttons needed for each slide are dependent on the sequence of the slide

- a. **Home slide:** Next, End
- b. **Slides between home and last slide:** Previous, Next, Home, End
- c. **Last slide:** Previous, Home, End

6.2 e-Poster Tips

1. Before you start preparing your e-poster, ask yourself the following:
 - a. What is the main goal of the e-poster?
 - b. What do you want your audience to take away?
 - c. What would you like someone who is passing by your e-poster to do?
 - i. Do you want them to stop? If so, give a catchy title to draw them in.
 - ii. Do you want them to reach out to you and engage in a discussion? If so, make your e-poster about a topic that is of interest but may not be widely used, a 'Hot Topic' that is getting lots of attention or an existing concept that is used in a novel way.
2. An e-poster is like an outline, not a novel. Keep the information on the e-poster simple and easy to follow. Remember that you will not always be there to explain it.
3. Graphs, column charts, box plots, drawings, and other artwork are effective e-poster enhancements.
4. For helpful tips on creating an e-poster, refer to the following websites:
<http://www.swarthmore.edu/NatSci/cpurrin1/posteradvice.htm>

6.3 e-Poster Requirements

File should be PowerPoint 97-2003 or later. If created using Adobe PDF, then it needs to have the capability of Full Screen Mode display similar to the PowerPoint display (i.e., same ratio) including the navigation buttons described in [Section 6.1](#).

6.4 Kiosk Mode

The e-posters will be done in Kiosk Mode. This means that all the e-posters submitted will be assigned to a particular station and the e-posters to that station will be stored on that station and will only be accessible via a menu using navigation buttons, which will be created by the Academic Chair and/or Section Chair. In Kiosk Mode, the 'click to advance' feature will be disabled and replaced with navigation buttons. Since the 'click to advance' feature will be disabled, any animations that work on a mouse-click will not function.

6.5 Final e-Poster Submission

Final e-posters must be uploaded to the Paper Submission System listed in [Section 1.4](#) by the deadline indicated in the list of important conference dates found in [Section 1.1](#).