

# e-POSTER UPLOAD GUIDELINES

## e-POSTER UPLOAD DEADLINE

All e-Posters have to be uploaded no later than **Sunday, September 15, 2019, 23:59 CET**. The link for upload is: <https://posterng.netkey.at/eanm/submission/index.php> and is also communicated online (<http://eanm19.eanm.org>). e-Posters that have not been uploaded by this deadline will be considered as withdrawn.

## e-POSTER UPLOAD SPECIFICATIONS

**Document uploads:** please note that complete documents (.pdf, .doc, .xls or .pptx) cannot be uploaded! You have to upload the single parts as texts and media files into the corresponding fields.

### **Text:**

- Please note that the best way to enter your text is to insert plain text and to use the formatting tools of the editor.
- To copy and paste prepared text from your word processor into the section field, please use the following key combination: **Windows:** CTRL-C to copy and CTRL-V to paste. **Mac:** CMD-C to copy and CMD-V to paste. Of course, you can also type in your text.

### **Media Files:**

- You can upload: Images, Videos, Tables (only if saved as images)
- All media files and illustration material should be prepared in an internet-ready format, to avoid long upload times during submission and long download times for the users.
- The space limitation for the entire e-Poster is 20 MB. There are no other limitations.

### **-> Table:**

There are two ways to include tables in your presentation:

- Simple tables can be created with the table editor, which can be found in the editor toolbar when editing a section of your e-Poster. Please use this method only for tables with a rather limited number of columns (depending on column width).
- More complicated or larger tables can be uploaded as image files (.jpg or .png)

### **-> Video:**

- Formats: all established formats (simply upload your video and they system will announce if it can be used).
- Nothing will be changed on videos; they are only converted into html5 format to guarantee playback compatibility. You can proceed with your submission while the video is being converted (an appropriate icon indicates the process)
- Recommended aspect ratio: 16:9
- File size is limited to 10 MB

### **-> Image:**

- Formats: .jpg/.jpeg, .png, .gif and animated .gif
- (.xcf, .dcm, .tga, .pcx, .tif, .pgm, .pbm and .bmp are possible too, but will be automatically converted to JPG – always check after upload whether they are displayed correctly!)
- Recommended size: 1024x768 pixels
- Minimum size: 300x300 pixels (smaller images cannot be uploaded)
- Recommended resolution: 72 dpi
- Recommended mode: RGB
- The individual file sizes should not exceed 3 MB

#### **PREPARING YOUR e-POSTER**

- All content has to be in English
- Structure your e-Poster as follows:  
**Aim,**  
**Materials & Methods,**  
**Results,**  
**Conclusion,**  
**Disclosure,**  
**References**
- Keep all elements of your e-Poster (pictures, tables, graphics, drawings, photos, videos) simple
- Make sure that the e-Poster speaks for itself and does not require extensive explanations

#### **PATIENT'S CONFIDENTIALITY**

- Please remember to delete any patient information from your uploaded files

#### **DISPLAY OF e-POSTER**

All uploaded e-Posters will be available to the congress participants within the e-Poster Area onsite where they can be looked up on provided computers during the exhibition days of the congress. In addition, all uploaded e-Posters will be made available at the e-Learning Platform of EANM after the congress.

#### **CLAIMS**

EANM and the Exhibition venue are free from all liabilities which may arise from the e-Poster presenter's participation in EANM and its activities.

#### **CONTACT**

You can reach the EANM office via [abstracts@eanm.org](mailto:abstracts@eanm.org).

**THANK YOU!**