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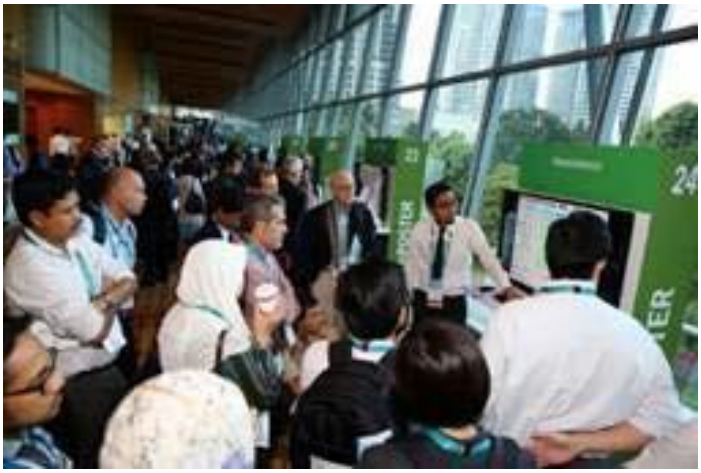
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Preparing an ePoster Presentation

PART A: Session Format and Presentation Style

ePoster Sessions are PowerPoint presentations at stations outside the technical session rooms. Author/Speaker will deliver a short PowerPoint presentation to an audience via a computer and flat screen (ePoster Station) during coffee breaks/intermissions in the conference programme. Delegates are able to view ePosters presentation at any time during the conference.

1. The format for ePoster Presentation allows for exchange of information in an informal and interactive environment. The presenter delivers a short talk/demonstration, while the rest of the time is taken up by Q&A and/or discussion.
2. A total of 30 minutes presentation slot is allocated per paper. Please prepare your presentation for about 20 minutes. You may utilise the remaining time for Q&A/discussion or reiterate key points of your presentation to newcomers in the audience.
3. The ePoster station is similar to the graphic shown below, with a plasma screen, loaded with Windows, PowerPoint Presentation. You may bring your own laser pointer if desired.
4. Authors should not use audio in their ePosters as the PCs provided are not equipped with sound cards/speakers.
5. Be ready to engage with interested viewers during your presentation time. Speak to passers- by, and ask an introductory question to gauge how much interest or background the viewer has in your presentation.



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PART B: PowerPoint Presentation File

1. Create your IPTC PowerPoint presentation using the template provided in the Author Kit. Please do not use any other PowerPoint template.
2. Email notification with the instructions and link to submit your PowerPoint file will be sent out in January 2027.
3. Authors will be notified of their respective ePoster presentation time slot by February 2027.
4. We ask that all authors submit your presentations in PowerPoint Slide (PPTX format) **no later than Tuesday, 16 February 2027** to allow time for review by the Session Chairs/Programme Committee. If required, you will be asked to revise your slides in accordance with conference guidelines.
5. PowerPoint presentation files will be pre-loaded in the ePoster Stations and will be available to delegates from the start of the conference.
6. Authors are required to bring their presentation to the conference in a USB drive, as a backup.
7. The computers running the presentations will be using **PowerPoint Presentation (PPTX format).** Please ensure that your presentation will work correctly using this software.
8. You are advised to keep your presentation **file size to a maximum of 15MB.**
9. It is recommended that any videos files be in the following file format: .AVI, .MPEG or WMV.
10. Speakers are not allowed to upload their presentations directly via the laptop at the ePoster station and/or use their own laptop.

Tips for Template Use

The PowerPoint presentation template is available in the author kit.

Slide 1: Introductory slide

- Enter your paper number and title in the first field.
- Enter your author and company name and/or logo information in the second field.
- Note: This should be the only slide containing your company name/logo.

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Slide 2: Information slide

- Main content of your presentation in a One-Column Format.
- Enter Paper#, Paper Title, and Presenter Name in the bottom field.
- Copy and insert this slide as many times as needed for your content.

Slide 3: Information slide

- Main content of your presentation in a Two-Column Format.
- Enter Paper#, Paper Title, and Presenter Name in the bottom field.
- Copy and insert this slide as many times as needed for your content.

Note:

- The 2nd slide may include an **Outline/Opening Remarks slide** before the Information slide (main content)
- The last information slide may include a **Conclusion/Summary slide**.

Fonts

To test the font, stand back six feet from the monitor and see if you can read the slide.

- Select sans-serif fonts such as Arial or Helvetica. Avoid serif fonts such as Times New Roman or Palatino as they are sometimes difficult to read.
- Use font size 24 or larger:
    - Titles 40-48 pt
    - Subtitles 28-36 pt
    - Body Type 24-36 pt
- Clearly label each screen and use a different colour for the slide title.
- Use a single font for most of the presentation. Use different colours, sizes, and styles (bold, underlined) for impact.
- Avoid italicised fonts as they are difficult to read quickly.
- Rule of 666
    - No more than 6 bullet points per slide
    - No more than 6 words per bullet point
    - Every 6th slide should have a graphic
- Use dark text on light background or light text on dark background.
- Do not use all caps except for titles.

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Colour

- Limit the number of colours on a single screen.
- Bright colours make small objects and thin lines stand out. However, some vibrant colours are difficult to read when projected.
- Use no more than four colours on one chart.
- Ensure strong colour contrast between the background and text to make the presentation easy to read.
- Check all colours on a projection screen before the actual presentation. They may project differently than what appears on the monitor.

Graphics and Design

- Keep the background consistent and subtle.
- Use only enough text when using charts or graphs to clearly explain and label the graphic.
- Keep the design clean and uncluttered. Leave empty space around the text and graphics.
- Use quality visuals that relate to and enhance the topic of the slide:
    - Bar charts compare data
    - Line graphs visualise trends
    - Box charts illustrate makeup of an organisation
    - Pie charts emphasise the relationship of parts of the whole
    - Photographs and animation clips best depict realism
- Try to use the same style graphics throughout the presentation (e.g. cartoon, photographs).
- Limit the number of graphics or animations on each slide.
- Check all graphics on a projection screen before the actual presentation.
- Avoid flashy graphics and noisy animation effects unless they relate directly to the side.
- Limit the number of transitions used. It is often better to use only one so the audience know what to expect.

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General Presentation

- Orientation should be landscape.
- Please be mindful of the time limit for your presentation. A good rule of thumb is 1–2 slides per minute.
- Use action words to reinforce ideas rather than complete sentences.
- Check the spelling and grammar.
- It is often more effective to have bulleted points appear one at a time so that the audience listens to the presenter rather than reading the screen.
- **No commercialism. Company/Organisation-branded templates should not be used.**

Speaking Tips

- Do not read the presentation. Practice the presentation so you can speak from bullet points. The text should be a cue for the presenter rather than a message for the viewer.
- Use simple terminology and short sentences; avoid slang terminology that may not translate into other languages.
- Give a brief overview at the start, present the information, and wrap up by reviewing important points.
- Speak slowly, clearly, distinctly, and with self-assurance.
- Do not turn your back to the audience.
- Do not include judgemental remarks or opinions of the technical competence, personal character, or motivations of any individual, company, or group. Any material that does not meet these standards will be returned with a request for revision before the conference.

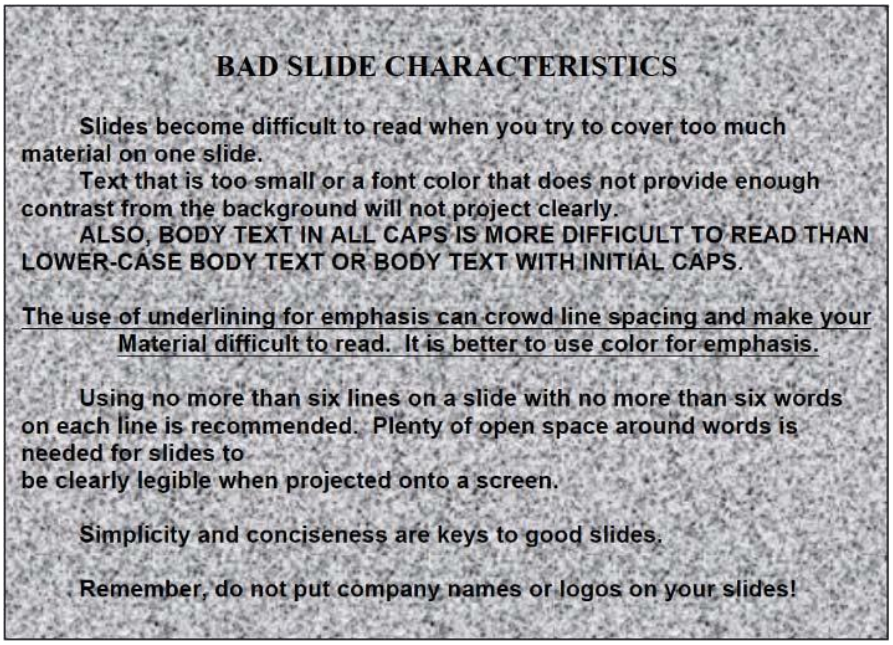
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Good Slide Sample



Bad Slide Sample



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PART C: A Word about Commercialism

1. IPTC has a stated policy against the use of language that is commercial in tone and this language should be avoided. A company logo may appear on the **first or last** slide of the presentation slides.
   - Company slide templates may **not** be used.
   - No product names or trademarks may be used.
2. The Programme Committee reserves the right to refuse permission to display any presentation slides considered by the committee to be commercial in nature.