

Instructions for e-poster Presentations

What is an e-poster?

An e-poster is an electronic version/PDF of a poster presentation. The e-poster may include text, figures, charts, tables, images, and artwork but does not include any audio and web links. All e-poster presenters are required to be present during the allocated time duration for interaction with the fellow delegates.

How and where will they be displayed at the conference?

- All the e-posters will be displayed in the designated area near to the exhibition area during 09:00 - 18:30 hrs on 5th and 6th Dec 2019. The e-poster area will have 15 numbers of TV panel of size 45 inch x 24 inch (W x H).
- The presenter shall be near the designated e-poster panel for the duration of 1 hr (14:00 hrs - 15:00 hrs) on the corresponding day as mentioned in order to answer questions from fellow delegates.
- Please note that evaluation of Posters will be carried out at a different time by the Jury which will be intimated separately to the authors.
- The author is expected to check functionality of the e-poster slide by **9 am on 5th Dec 2019**. Please bring out the issues of display, if any immediately to the organizer for necessary rectification.
- The fellow delegates has the flexibility to go to the e-poster display panel as per their convenience and go through the content of e-paper.

What specifications do I need to be aware of?

Please download the e-poster template from www.nde2019.in and prepare your single slide e-poster as per the given template.

- The slide/poster size shall be of 45.2 inch (W) x 25.4 inch (H) (16:9 aspect ratio). The poster will be displayed on a 52 inch TV screen of HD resolution.
- Minimum font size of 32pt shall be used (this may seem large, but at this poster size it's not)
- Recommended font Types: Calibri, Arial, Times New Roman
- Only one slide shall be prepared.
- The given template is only a template. All content may be modified, except for the slide dimensions.
- If you are creating your e-poster on a PC, please make sure to save your formulas as an image and embed it into your presentation or they may change during display.
- Save your e-poster single slide as .pptx or .pdf format for the display size of 45.2 inch (W) x 25.4 inch (H)
- Please note if you prefer to use pdf format as the display format, you may lose the flexibility of displaying a video or animation.

- Please prepare your e-poster presentation in accordance with the above specifications and given template. Also, please do not enable document encryption or password protection.

What format should I use?

The presentation should be in landscape orientation with a screen ratio of 16:9. As an example, to adjust your slides orientation and ratio in PowerPoint 2007/2010 follow these steps:

1. Select Design from the menu tab

2. Click on Page setup and select On-Screen Show (16:9) as well as Landscape. The font size depends on the default width and height that is selected according to the above settings. Different values might require a smaller/larger font size. The maximum allowed size is 80x45cm. The presentation must be in the PPTX or PDF format to be accepted by a Windows PC.

Limitations:

As the poster is treated as a single poster presentation you should not have additional slides – only one. The file size should not exceed 16 Megabytes.

Images and animations: Avoid overlapping, animated objects or serial animations. Only the final view/status per slide will be visible as all uploaded presentations will be converted and published in PDF format.

Font type: Please use Calibri, Times New Roman or Arial.

Font size: The font size should be 32 pt or bigger.

Images and tables: You are welcome to use images and tables in your presentation

- All graphs and tables must be embedded in your file and have titles
- Avoid animated GIF files and be careful to respect copyright and personal anonymity with your images or photos
- Do not insert or embed any videos in your presentation
- A note to Apple Macintosh users: Please do not use “drag-and-drop” to insert pictures into Microsoft PowerPoint files, as graphs and images would not be displayed properly. Using the INSERT command from the menu will virtually eliminate these issues.

Restrictions:

- Please do not include audio in your presentation
- Do not include hyperlinks as there will be no internet access on the e-poster screens.

What shall I do after I prepare my e-poster?

- Please name your file as "Poster Presentation CPXXX. pptx / PDF".
- Please send your e-poster as an email attachment to technical@nde2019.in on or before 3rd Dec 2019.
- Organizer will load your e-poster on the respective e-poster panel.
- Please check functionality of the slide by **9 am on 5th Dec 2019**. Please bring out the issues of display, if any immediately to the organizer for necessary rectification.