



A step-by-step guide for poster presenters at ESCAIDE

ESCAIDE was initially planned for 26 and 27 November but the programme was extended to accommodate more sessions and the conference is now taking place from 24 to 27 November.

For the first time in its history, ESCAIDE will be organised as a completely online event. We therefore needed to create a new format, but one that will still allow you to present your research and contribute to a discussion.

This document is a step-by-step guide that will help you preparing your participation as a poster presenter at ESCAIDE.

Step 1. Submit your poster

You will be contacted by abstracts.escaide2020@appinconf.com, with a link, login credentials and instructions to upload your E-Poster.

General Information on how to prepare your E-Poster:

- All E-Posters should be prepared in English
- **Layout:** 1-page PDF-file in portrait orientation (vertical orientation)
- **Poster Size:**
 - Pixels: Recommended size (format W x H) is 2160 x 3840 px
 - In cm: 62.26 width and 110.69 height (this can be used to setup Power Point)
 - Format: 9:16
 - DPI 300 pixels/inch
- **File Size:** Recommended file size is 3MB or less.
- **File Format:** PDF (.pdf)
- **Media:** Images/photos, graphs and tables can be included in the e-poster.
- **Multimedia:** Videos can NOT be included in the e-poster.

Guidelines on the submission process can be found once you log into the system.

Step 2. Make the best out of your poster display

All posters accepted in the ESCAIDE 2020 programme are displayed on the “Posters” page on the Conference platform (*Swapcard*). Please note that the posters do not require presentation in a session.

On the “Posters” page you will be able to see your poster including all details related to it, from list of authors and affiliations, to the text of the abstract.

Participants are free to navigate through the posters displayed on the page and get in touch with the author for any questions or comments they might have. As a poster author you are encouraged to connect to the platform and reply the messages you receive.

Additionally to the chat function, participants can even request meetings with you as a presenter/ author at some pre-set times that are already made available on the page where your poster is displayed. You are free to respond the request for meetings, based solely on your availability.

Step 3. Make sure you disclose funding/ potential Conflicts of Interest

In order to support transparency, all posters should include a specific section/footnote to indicate all sources of funding and potential Conflicts of Interest for the work presented at ESCAIDE.

Step 4. Register in the conference

The registrations will open on 2 November and close on 23 November. The registration is free of charge and it should not take more than a few minutes.

Link to [registration](#)

Once your registration is completed, you will receive an email confirmation that will help you log in into the conference platform (*Swapcard*), where you can complete your profile as a speaker. Your account is automatically pre-created. You will just have to add a password and complete your profile. Please note that your profile is accessible to all registered participants in the conference.

Step 5. Promote your work

ESCAIDE 2020 is promoted on the ESCAIDE social media channels. Please help us to spread the word by announcing your participation in your social media channels, by using #ESCAIDE2020. We have social media visuals that you can use, just send us an email and we will send you the promotional images we have for the session you are presenting at.

Summary of actions

- a. Register in the conference and complete your profile (from 2 November to 23 November)
- b. Connect to the conference and answer questions addressed in relation to your poster
- c. Engage with participants by sending “Connection requests”

Stay tuned

Subscribe the ESCAIDE newsletter by sending an email to escaide.conference@ecdc.europa.eu

Check more info and guidance documents on the section for presenters on ESCAIDE website:

<https://www.escaide.eu/en/presenters>

Follow us on [Facebook](#) and [Twitter](#) @ESCAIDE

For any questions you might have, don't hesitate to contact the ESCAIDE organisers at:

escaide.conference@ecdc.europa.eu