



A step-by-step guide for poster presenters

updated 7 September to remove the possibility to use slides under Step 2

This document is a step-by-step guide that will help you preparing your participation as a poster presenter at ESCAIDE 2022.

Step 1. Register for the conference

In-person registrations close on 5 September. The registration is free of charge. As an abstract presenter, your participation in-person is instantly approved, but you can present remotely as well. To do so, just register as an online participant. **As an abstract presenter, if you wish to participate remotely (online), you should register by 30 October.**

After you have registered, closer to the conference dates, 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. Please note that your profile is accessible to all registered participants in the conference.

We strongly encourage you to complete your ESCAIDE profile on *Swapcard*, which will be linked to the programme of the conference and can be visited by other participants. They can then read the abstract, see the poster and get in touch with questions via chat or *live* during the Poster Tour.

Step 2. Submit your e-Poster

All posters should be submitted beforehand in electronic format and presented using the e-poster terminals, no other formats of posters will be accepted and on-site submissions won't be possible.

You will be contacted by abstracts+escaide2022@appinconf.com, with a link, login credentials and instructions to submit 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. The upload of your poster needs to be done between **31 October and 14 November 2022**. Poster presentations will be excluded from the programme and abstract book if the e-Posters are not uploaded within the deadline.

Policy on notification of funding/potential Conflicts of Interest:

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

Step 2. Prepare your Poster tour presentation

only for Poster tour presenters (online-only posters excluded)

Each Poster tour will follow a running order of the presentations as defined in the conference programme. Your intervention will be **up to 7 minutes**. This will be comprised of:

- 2 minutes to introduce yourself and the work you are presenting. ~~You can use slides.~~
- 5 minutes of moderator-led discussion, based on questions prepared by the moderator and from the audience.

Presentation Content:

Given the limited time available for the poster tour, please consider the following elements:

- **Key Messages:** if you can only communicate 2 or 3 aspects of your research/study, what are these key points and how can you draw attention to them.
- **Poster:** follow the abstract format for ESCAIDE covering the (i) introduction, (ii) methodology, (iii) results and (iv) conclusion. Please remember that the online and physical audiences will see your poster differently. The online audience will look at a screen. The physical audience may be standing meters away from the board or have limited visibility if they are standing behind someone. Detailed text will be challenging for both audiences. When presenting it will be important to clearly describe which part of your poster you are discussing, as the audience may not be able to see you point.
- **Invite Feedback:** a good way to stimulate discussion is to give the audience a question, challenge or task at the beginning of the tour, to think about when listening to your presentation.

Presentation Structure:

You may want to consider the following structure for your poster tour:

- **Step 1: Introduction:** Open with your key message, what do you want the audience to remember.
- **Step 2: Engagement:** Ask the audience a question, something they should think about when listening to your poster presentation.
- **Step 3: Key Messages:** Spend time on the key points of your poster that you want to highlight.
- **Step 4: Wrap Up Presentation:** Repeat your key message and identify the next steps, what you hope to achieve in the future. This should link to the question you asked at the beginning.
- **Step 5: Q&A:** The moderator will look at the comments from the audience and how they replied to your question(s). This forms the content for the questions and answers.

Step 3. Make the best out of your poster

All posters accepted in the ESCAIDE 2022 programme are displayed on the “Posters” page on the Conference platform (*Swapcard*). Each poster will be displayed with the abstract text, linked presenter profile, list of authors and affiliations. Participants are free to navigate through the posters displayed and get in touch with the author for any questions or comments they might have.

The poster presentations help showcase the latest research/studies and inform ESCAIDE participants of developments in a range of fields. The presentations also create opportunities to connect with individuals and organisations that are interested in the research results and explore future collaborations. The suggested format is designed to help with both these objectives.

As a poster presenter, you are encouraged to connect to the platform throughout the conference and reply to the messages you receive.

Step 4. Participate in a Poster tour

only for Poster tour presenters (online-only posters excluded)

The poster tour will not provide enough time to give a full account of your research/study. It is rather an opportunity to highlight the work and get ESCAIDE participants interested.

Each tour is organised by topic and will be led by a moderator. In the conference venue, each poster tour session happens around an e-poster terminal, where all posters can be accessed using search or by browsing.

Online participants can follow a Poster tour via a virtual room. All posters will be accessible on the online conference platform, and on the mobile app.

Before the session:

Please join your Poster tour session, at least 10 minutes before. In-person presenters should preview their e-poster on the terminals beforehand. In the poster room you will find a poster information desk, where you can ask questions, receive guidance and assistance.

During the session:

The moderator invites each poster presenter to briefly present their work (2 mins each). The audience are invited to leave their questions in the chat. After the presentations, the floor will be open for Q&A, where the moderator will address questions to the presenters.

For remote presenters: As a remote speaker in a Poster tour, you will be invited to a technical check activity where our technical staff will brief you and test your equipment. Detailed information of this session will be sent in a separate email with instructions, and you will be invited to schedule your **technical check within the period 31 October – 14 November** (please schedule your technical check by latest 30 October).

We will then send you a calendar invitation indicating the day and time you will be connected live into the conference and the connection link. Please note that the calendar invitation will be scheduled 30 minutes in advance, for a technical pre-check before you go live.

Step 5. Promote your work

ESCAIDE 2022 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 #ESCAIDE2022.

Summary of actions

- Register for the conference (until 5 September for in-person presenters; and until 30 October for remote presenters)
- Technical check (from 31 October to 14 November; schedule at latest by 30 October) *only for remote presenters*
- Submit your poster (between 31 October and 14 November)
- Connect to the conference and to your poster session according to the programme

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>

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For any questions you might have, do not hesitate to contact the ESCAIDE organisers at:

escaide.conference@ecdc.europa.eu